

**Bay Square Condominium Trust  
Trustee Meeting  
Tuesday, January 21, 2020  
6:15pm**

- I. Members Present:** Mary Moore, Rebecca Rudicell, Meredith Leshkowich, Claudia Giraldo and Catalina Arboleda  
**Staff Present:** Joe Andrade and Michelle Collins
- II. Minutes:** Reviewed and approved the December 2019 Meeting Minutes.
- III. Financial Review:** Reviewed December 2019 Financials We have an Operating Fund of \$1,045, 269 and Reserve Balance, as of Dec. 31, 2019, of \$1,062, 582.
- IV. Maintenance Report – Joe Andrade:** Superintendent's Report reviewed. In addition, Joe is in conversation with the Chief of the Fire Department for the City of Cambridge, who thinks there might be something wrong with our fire panel. Cintas has scheduled to repair the fire pump and do the smoke and sprinkler tests for the common areas in the next few weeks. Joe reset the camera for the West Side of the building and now it's working well. Joe ordered some parts for the Hot Water Heaters.
- V. Management Review:**
  - 1. Old Business**
    - A. Roof Deck AIA Contract was approved, after review by the attorney for the Association, Michelle and Mary Moore.
    - B. Roof Anchor SGH Proposal; SGH needs to give us a new proposal, as Cliff Hangers is not comfortable with their current proposal. We will get a new quote from both by next year.
    - C. Lobby Renovation and Front Desk Renovation plans discussed. Please contact Michelle Collins for more information.
    - D. Front Door Replacement: Have decided on the more durable size (Medium) as well as white and with vertical stainless-steel poles; we may get try taller than standard size doors. We discussed and need to investigate the options further which system would be easier for residents to open these doors.

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E. Move Form and Discussion on Security Deposit. New edits of Form will be distributed. But decided to keep our current policy of no Fees and no Security Deposit for Moving Out.

**2. New Business -**

Discussion on Building Link, a new company for condominiums that is able to track Front Desk Operations, Communications Between Management & Residents; Maintenance & Repair Operations; Paperless Record-Keeping & Scheduling, and Special Functions and Keylink by BuildingLink Key-Security System. Can be tailored to the residents and what they need. Would take the place of Pilera. There's a fee per apartment; but would probably cost about \$2700/year. We can get a live demonstration.

**VII. Future Capital Projects-Prioritization and Planning:**

**Capital Projects for 2019-2020 and Beyond**

- A. New Front door (In progress)
- B. Roof Anchors, Deck Replacement for 606 and 607 (Project Postponed until Spring 2020)
- C. Resurfacing of Upper and Lower garage within 2-3 years
- D. Common Area Lighting
- E. Lobby & Upper Floor Renovations Plans

**VIII. Executive Session:**

**2020 Annual Meeting: Wednesday, January 28<sup>th</sup>, 2020 at 7:00PM**

**March 2020 Board Meeting will be scheduled after the Annual Meeting.**