

**Bay Square Condominium Trust
Trustee Meeting
Monday March 16, 2020
5:30pm
Via Online ZOOM Phone Meeting**

Board Members: Mary Moore, Claudia Giraldo, Rebecca Rudicell, Meredith Leshkowich and Catalina Arboleda

Staff: Michelle Collins and Joe Andrade

Vendors: Mike Ambrose from MJ Ambrose and Larry Ouellette from Moisture Protection Consultants

- I. Agenda for Roof Deck Meeting:** Both Mike Ambrose, from MJ Ambrose and Larry Ouellette from MPC, called in to discuss the roof deck project. The discussion centered on possible delays to the project, where Ambrose is with permits, equipment and materials. We also discussed meeting biweekly once the project starts, but currently, due to the Covid-19 issues, the project is on hold. Ambrose is ready to start, once all advisories are lifted. We will continue to monitor the advisories and discuss a permissible start date.
- II. Minutes:** Reviewed and approved January Meeting Minutes, pending correction on the minutes regarding the Renovation.
- III. Financial Review:** February 2020 Financials reviewed for a total of \$1,068,854
- IV. Maintenance Report:** Joe Andrade's Superintendent's Report reviewed.
 1. For packages etc. in a shared space, we need to make protocols for Coronavirus-19 Pandemic.
 2. We discussed the possibility of closing the gym, immediately; voted 3-2 in favor of closing as of tomorrow morning (Tuesday, March 27th, 2020).
 3. Packages will be on tables in lobby residents will be notified and we need to pick up ASAP.
Also staying at least 6 feet away from the desk in order to protect the residents and staff
 4. One notice will go out to all the residents and owners about our new Coronavirus-19 protocols.

V. Management Review:

1. Old Business:
 - A. Roof Anchor Discussion (see above): we need to postpone until further notice, as they are trying to figure out how they are going to do the projects in Boston.

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B. Lobby Renovation updates: we sent an email to owners about this project; we will probably need to postpone/expect delays as construction will be shut down (Boston already shut down) and we would be exposing our residents.

2. New Business:

- A. Cintas recommendations for:
 - 1. Battery Replacement: we voted and approved the battery replacement as it's necessary
 - 2. Relocate Smoke Detectors: we can postpone/delay for 2020 and beyond; we can move vents on the ceilings of every hallway at the same time.
- B. Parking Rentals: Matt Gaines' legal opinion said LG spaces could be rented but UG spaces cannot be rented, though there are 8 spaces already rented to outside people. We will leave this as is for now.
- C. Staffing Concerns: a) The board discussed security companies like, Securitas, Minuteman Security, which Michelle reached out to, these three companies and they all agreed they cannot offer as need staff, but would need a contract. We brainstormed how to keep our staff able to work extra shifts. We have been discussing this for over two years. Michelle mentioned idea of cutting staff member hours and hiring an extra person who would have a shift and cover additional vacation/sick. So we would pay them the same and have them work less.

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 (**In progress**)
- C. Resurfacing of Upper and Lower Garage within 2-3 years
- D. Common Area Lighting
- E. Lobby & Upper Floor Renovations Plans

VIII. Executive Session:

NEXT BOARD MEETING: Wednesday, April 22nd, 2020 at 4PM (via Zoom)