

Bay Square Condominium Trust
Trustee Meeting
Wednesday, April 22, 2020
4:30pm
Meeting was Held on Zoom

- I. **Board Members:** Mary Moore, Claudia Giraldo, Rebecca Rudicell, Meredith Leshkowich and Catalina Arboleda
Staff: Michelle Collins and Joe Andrade
Owners: John Patrick
Vendor: Christine Carroll from Building Link
- II. **Vendor Presentation:** Christine Carroll, from Building Link, presented their residential building software to the Board. Building Link has many features that would be useful to Bay Square for administrative task for the front desk. The board has asked Christine to provide them with a proposal. John Patrick, Unit 415, who has worked with the front desk to create a resident data base, sat in and had several technical questions regarding this software. The board agreed that they would like to see a proposal with the cost that was outlined in the presentation. Christine will provide a proposal to Michelle for the Board to review.
- III. **Minutes:** Reviewed and approved March 24th, 2020 Meeting Minutes
- IV. **Financial Review:** The Board reviewed and approved the March 2020 Financials. We have an operating balance of \$81,575 and a reserve balance of \$1, 0675,878.
- V. **Maintenance Report:**
 - A. Joe Andrade had question about whether the pool is opening given the Covid-19 situation. Other Thayer properties are proceeding as though pool is opening. It takes about a week to get it ready to open. Sweet Water is asking us to prepare for pool openings, but they are closed for now. We will decide when there is some clarity.
 - B. Change of filters in Whalen Units will be done by owners/renters this Spring. Joe will leave the filters by the front door of each unit for the residents to change the filters themselves and then residents can put out their old ones for Joe to pick up. Changing the filters is important as it helps prevent leaks and protect the owners' heat pumps.
 - C. Sprinkler and Fire Alarm tests will be done on Thursday, April 22, 2020.
 - D. Disinfectant spray was used on all the carpets in the hallways and will continue to be used once in a while for the duration of the pandemic.
 - E. Masks for staff and boxes of gloves for staff were ordered.
- VI. **Management Review:**

Bay Square Condominium Trust
Trustee Meeting
Wednesday, May 20, 2020
4:30pm
Meeting was Held on Zoom

1. Old Business

- A. Staff Schedules were adjusted so that Full-Time staff has same schedule and are all are getting a day off a week. Rogerio and Brittany are filling in for their time off. We received some job applications and will review. We will encourage staff that are taking care of family members to report to Michelle and notify them that we would pay their salary for the time they need to do so.
- B. Lobby Renovation updates: The installation process won't start until September at the earliest.
- C. New Front Doors: Given that they are contactless, we decided to encourage the company to install if they get manufactured and delivered.

2. New Business

- A. Discussion on Covid-19 policies.
- B. Landscaping Discussion: We voted to have Pemberton Farms landscaping service continue through the summer.

VII. Future Capital Projects; Prioritization and Planning:

Capital Projects for 2019-2020 and Beyond

- A. Roof Anchors, Deck Replacement for 606 and 607
- B. Resurfacing of Upper and Lower Garage within 2-3 years
- C. Common Area Lighting
- D. Lobby & Upper Floor Renovations Plans

VII. Executive Session:

May 20, 2020 at 4:30PM on for next Board Meeting