

Bay Square Condominium Trust
Trustee Meeting
Wednesday, May 20, 2020
4:30pm – On Zoom

- I. Board Members:** Mary Moore, Claudia Giraldo, Meredith Leshkowich, Catalina Arboleda
Staff: Michelle Collins and Joe Andrade
- II. Minutes:** Reviewed and approved April 22, 2020 Meeting Minutes; all voted in favor.
- III. Financial Review:** April 2020 Financials: we have a strong position on financials. We are under budget in all categories, except repair and maintenance, which is usual. Total in Operating of \$135,571 and in reserves, \$1,093,742.
- IV. Maintenance Report: Joe Andrade (Superintendent's Report)**
 - A. Filter change for Whalen Units by residents went well.
 - B. Cooling Tower was reopened for AC.
 - C. Pemberton was here for landscaping.
 - D. Cintas was here for Fire Alarm.
 - E. Staff Kitchen Sink Faucet replaced.
 - F. State Elevator inspection went well.
 - G. Discussion on Reopening of Pool and Gym. We will keep an eye on the regulations and other condominiums.
- V. Management Review:**
 - 1. Old Business
 - A. Staff Schedules: 3 applicants for concierge position: one (Gigi Braga) could work very soon. She could staff 7:30AM to 3:30PM position on weekends. We would be adding 16 hour/week to our payroll. Background checks would be run. Yvonne and Michelle will figure out staff schedules.
 - B. Lobby Renovation updates: Zoom call with Anja; possibly starting in September. Have ordered sofas and these will be shipped here on June 1st. We will get a sconce shipped and

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installed and then order the rest of the lights. Contract has not yet signed for contractor, who will be doing work for renovation.

- C. New Front Doors are currently being installed by Superior Door. Electrician will come asap. Handicapped access will need to be figured out.
- D. Building Link Proposal: not yet ready to approve. We will add to Future Projects.
- E. Roof Anchors: Ambrose Enterprises and Engineering Firm will need to take the direction from the City of Cambridge. We cannot move forward with this project until the permissions are in place. Cliff Hangers has not been responsive.

2. New Business:

- A. Pool Furniture: we will look into replacing a year from now (current is about 8-10 years old)

VII. Future Capital Projects; Prioritization and Planning:

Capital Projects for 2019-2020 and Beyond

- A. Roof Anchors, Deck Replacement for 606 and 607 (New Update/Possible Call with Ambrose)
- B. Resurfacing of Upper and lower garage within 2-3 years
- C. Common Area Lighting
- D. Lobby & Upper Floor Renovations Plans

VIII. Executive Session:

NEXT BOARD MEETING: Wednesday, June 17th, 2020 at 3:30-5:30PM