

Bay Square Condominium Trust
Trustee Meeting
Wednesday, June 17, 2020
3:30pm – 5:30pm
Zoom Conference

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

Staff: Michelle Collins and Joe Andrade

II. Minutes: Reviewed and approved the May 20, 2020 Meeting Minutes.

III. Financial Review: We were not able to review May 2020 Financials as they were still pending.

IV. Maintenance Report – Joe Andrade

In addition to tasks documented on Superintendent's Report: Water heater was repaired-- parts were ordered and installed.

V. Management Review:

a. Old Business

- i. Lobby Renovation Updates: We will have an electrician come to inspect the lobby to be able to give an accurate budget with clear scope of work. We will reach out to Mike, the contractor, to review our AIA contract.
- ii. Front Door Update: the interior door locks so we can't have an automatic door opener without a Fob for safety reasons. We need a system like we have in the garage vestibules.
- iii. Staff Issues and Hours: Michelle will have a Zoom meeting, with Yvonne and the front desk staff to sort out responsibilities and chain of command. We will work on this before discussing staff hours.

b. New Business

- i. Fob System: We will ask Eric from Vigilese to inform us if we can upgrade the system for the garages to the one we will be use at the new front doors. We will also ask him about making all the doors (currently on blue keys) connect to this system. We will get a second estimate for this project as it's a much bigger scope of work.
- ii. Pool: After much discussion, a vote was taken to not open the pool this season; the vote was unanimous to keep the pool closed at this time. We will continue to monitor the Covid-19 situation in the next few months and if the guidelines change, we can reevaluate the situation and take another vote.

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VI. Future Capital Projects; Prioritization and Planning:

Capital Projects for 2019-2020 and Beyond

- i. Roof Anchors, Deck Replacement for 606 and 607: No update as call with Ambrose did not happen.
- ii. Resurfacing of Upper and Lower garage within 2-3 years
- iii. Common Area Lighting
- iv. Lobby & Upper Floor Renovations Plans
- v. Building Link Proposal

VII. Executive Session:

NEXT BOARD MEETING: July 15, 2020 at 3:30PM