

Bay Square Condominium Trust
Trustee Meeting
Wednesday, July 15, 2020
3:30pm – ON ZOOM

- I. **BOARD:** Mary Moore, Claudia Giraldo, Rebecca Rudicell, Meredith Leshkowich, and Catalina Arboleda
STAFF: Michelle Collins and Joe Andrade
- II. **Minutes:** Reviewed and approved June 2020 Meeting Minutes; all voted in favor.
- III. **Financial Review:** May 2020 Financials reviewed. Payroll variance is slightly over. Reserve Fund Balance is excellent.
- IV. **Maintenance Report –** Reviewed Joe Andrade Superintendent's Report. In addition, discussed the number of moves, carpet stains, etc. as well as the importance of getting contact information from new residents, as important information to them.

V. Management Review:

1. **Old Business:**
 - A. **Lobby Renovation update:** Contract reviewed, perhaps add a timeline and a Covid-19 provision.
 - B. **Staff Schedule:** Discussion on continuing the Covid-19 schedule until the end of July and then go back to the regular schedule.
 - C. **Fob Update:** We got an update from Vigilance (\$5,800 for just front door, and \$41K for all the other Blue Key doors) but this had not been reviewed at the time of the meeting. We need a second bid from American Alarm Company.

2. New Business:

A . Phase III Implications for Bay Square: Discussed amenities and we will continue to keep both gym and pool closed for now.

B. COVID-19: Given all the new residents who have moved into the building, we will add a Pandemic Guidelines cover page to be added to welcome package and add sign between the two Front Doors.

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VII. Future Capital Projects; Prioritization and Planning:

Capital Projects for 2020-2021 and Beyond

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

VIII. Executive Session:

NEXT BOARD MEETING: Wednesday, August 12, 2020 at 3:30PM.