

Bay Square Condominium Trust
Trustee Meeting
Wednesday, August 12, 2020
3:30pm –via Zoom

- I. Board Members:** Mary Moore, Claudia Giraldo, Meredith Leshkowich, Claudia Giraldo, Catalina Arboleda and Rebecca Rudicell
Staff: Joe Andrade and Michelle Collins
- II. Minutes:** Reviewed and approved July 2020 Meeting Minutes
- III. Financial Review:** June 2020 Financials reviewed: \$129,416 in Operating Budget and \$1,147,546 total in Reserves.
- IV. Maintenance Report – Joe Andrade** (Superintendent's Report)
The camera by the pool was replaced and noticed such a difference in image quality, that we will get quotes for replacement of the 15 cameras and the DVR machine.
- V. Management Review:**
 - 1. Old Business**
 - A. Lobby Renovation updates: we have officially signed the contract with Reynolds Construction (checked out by our legal team). Reynolds Construction is looking to get permits to start in September. Anja Parks, the designer, sent out drawings and contract for the front desk. It will take 4-6 weeks to complete once project starts.
 - B. Staff Schedules: Staff seems pleased to go back to their old schedules.
 - C. Covid -19 Discussion
Welcome Packet Covid-19 Language discussed. We may put the welcome packages in the mailboxes of the new renters, so as to avoid relying solely on the owners informing the renters about all of these rules. We may give renters a few pages summarizing the main contact info. and procedures that need to be followed.
We discussed our Covid-19 and agreed that we have been adhering to the all the CDC guidelines.

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VII. Future Capital Projects; Prioritization and Planning:

Capital Projects for 2019-2020 and Beyond

- A. Roof Anchors, Deck Replacement for 606 and 607 still delayed.
- B. Resurfacing of Upper and lower garage 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 September 23, 2020 4:30PM