

**Bay Square Condominium Trust**  
**Trustee Meeting**  
**Wednesday, September 23, 2020**  
**4:30pm**

- I. Board Members:** Rebecca Rudicell, Catalina Arboleda, Mary Moore, Meredith Leshkowich, and Claudia Giraldo  
**Staff:** Michelle Collins and Joe Andrade
- II. Minutes:** Reviewed and approved the August 12, 2020 Minutes
- III. Financial Review:**
  - A. August 2020 Financials: we project a year-end balance of \$ 800-900K.
  - B. Financials for Projects: we reviewed new Graphic Budget, prepared by Rebecca Rudicell, for Projections for 2021-2025.
- IV. Maintenance Report – Joe Andrade** The board discussed some additional leaks occurring in the building and is obtaining quotes from waterproofing companies to repair.
- V. Management Review:**
  1. Old Business
    - A. Lobby Renovation Updates, permit hasn't come yet
    - B. Roof Deck Project Update: additional cost \$2680 for a foam adhesive instead of hammer drilling; we have been reviewing details of Ambrose project.
    - C. For Roof Anchor Installation, the board discussed next steps to take regarding to the roof anchors and will ask management to obtain a quote from an engineering consultant to oversee the project.
    - D. The board discussed proposals from Vigilease for a new fob key system and new security cameras. The board

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discussed how these systems could be implemented. The board will continue this discussion.

**2. New Business**

- A. Phase III Implications for Bay Square discussed.
- B. The board discussed whether they could safely open the gym and follow CDC guideline and it was determined that we cannot open at this time. Gym

**VI. 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
- E. Building Link Proposal

**VI. NEXT BOARD MEETING:** Wednesday, October 21<sup>st</sup> at 4:30PM on Zoom.