

**Bay Square Condominium Trust  
Trustee Meeting  
Wednesday, January 13, 2021  
6:30pm – on Zoom**

- I. **Board Members:** Mary Moore, Claudia Giraldo, Meredith Leshkowich, Rebecca Rudicell and Catalina Arboleda  
**Staff:** Michelle Collins and Joe Andrade  
**Owners:** Sharon Britton attended to give her feedback about how she felt the Board had handled this year and the lobby renovation, in particular.
- II. **Minutes:** Reviewed and approved December 2020 Meeting Minutes, pending changes.
- III. **Financial Review:** December 2020 Financials (delayed)
- IV. **Maintenance Report – Joe Andrade** Superintendent's Report reviewed. In addition:
  - A. Part of awning over the restaurant side-door was ripped by snow falling on it. We will ask them to remove for now.
  - B. We never received a quote for repair of generator; will request.
  - C. Quote for sprinkler heads quote from Cintas was for \$2396.36. We all approved.
  - D. Fire pump was repaired.
  - E. JDO Oliveira, Electrician, sent a quote of \$2385 for linking the Fob system to the generator. Needs to run from PH where generator is all the way to the first floor behind the desk. We all voted in favor.
  - F. All Star has done all work we approved, except behind waterproofing behind 2C. The wall by the pool still needs to be worked on. Back of building be affected by the construction, so we will post notices about waterproofing job that we need to do.
  - G. One of the restaurant's small grease drains/cast iron pipes was completely clogged and caused some damage to a car in the UG. DH paid for the repair of the pipe and the cleaning of the car that was affected.
- V. **Management Review:**
  1. **Old Business**
    - A. Lobby renovation updates:
      1. \$ 3180 quote to install carpet in both elevators. Liability is factor for company who installs, so we are getting the elevator company to do it. We all voted in favor.
      2. Frames were installed around the mirrors by Reynolds contractor. Handles for cabinet in little room behind front desk.

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3. Front doors are finally fixed and working the way they're supposed to work.
4. A few finishing touches still need to be done.
- B. Staff schedules: we need to think of a system to cover for staff illnesses and vacations.
- C. Covid 19 discussion
- D. Annual meeting will be on Zoom.
- E. Fob distribution-Fobs are fully operational and clickers work well.
  - 1.Plan is that residents will out form, bring down the filled-out forms to the front desk. When the fobs are programmed and ready the residents will be notified by the front desk. and the residents will turn in the blue keys and pick up the programmed fobs. Up to five keys per household. Clickers are for sale/ \$40/garage door clicker
- F. Update on roof anchors: We need quotes both from Cliff Hangers and from SGH.

**2. New Business**

- A. Cleaning Contract: Sonia submitted quotes for both regular cleaning
- B. (\$ 2,200) and for additional Covid-19 cleaning expenses (\$2600 ). Contract was approved.
- C. Patio reroofing: leaks in patios. We will get the same team together -Larry (engineer) and Ambrose. Michelle will manage these 4 roof-deck projects.
- D. Lobby window leaks: We need to repair this ourselves, as insurance will not cover. It will be an expensive project. We will get proposals on consultants.

**VII. Future Capital Projects; Prioritization and Planning:**

**Capital Projects for 2021 and Beyond**

- A. Resurfacing of Upper and Lower Garage within 2-3 years
- B. Common Area Lighting
- C. Lobby & Upper Floor Renovations Plans
- D. Building Link Proposal
- E. Fob Distribution

**VIII. Executive Session:**

**Board Meeting: February 17<sup>th</sup>, 2021 at 6:30PM**

**Annual Meeting will be: March**