

**Bay Square Condominium Trust**  
**Trustee Meeting**  
**Wednesday, October 21, 2020**  
**4:30pm – AGENDA**  
**ON ZOOM**

- I. **Board Members:** Mary Moore, Meredith Leshkowich, Rebecca Rudicell, Claudia Giraldo, Catalina Arboleda  
**Staff:** Michelle Collins, Joe Andrade
- II. **Minutes:** Reviewed and approved September 23 2020 Meeting Minutes  
After the Zoom meeting, the Board continued its discussion on the security cameras and Fob system and approved both via email. Cost was \$43K for Fobs; \$9,000 for replacement camera; 7 additional cameras were also approved for \$5600
- III. **Financial Review:** August 2020 Financials were reviewed.
- IV. **Maintenance Report:** Joe Andrade's Superintendent's Report reviewed.
  - A. Check for grease guard had not been received; Thayer will review.
  - B. Joe studied three estimates for waterproofing repair from All Star, BRS and Alpha. All Star seems better job and we voted to approve \$15,000 for all of the waterproofing repairs.
  - C. Whalen Unit- Filter Change in all the units will be done by the residents; Joe will leave the filters by each resident's door.
  - D. Fob system and cameras installation projects will be started by Vigilese next week, but the residents will not see any difference in how residents will come in and out of the building until installation is complete in several weeks.
- V. **Management Review:**
  - 1. **Old Business**
    - A. Lobby Renovation updates: some of electrical and baseboard work has started and Front Desk is being built. Project is probably slated to be finished by first week in December.
    - B. Staff Schedules have been sorted out.
    - C. Covid 19 Discussion: some questions have been raised by residents about gym but we would not be able to guarantee the safety of those using a gym at our condo.
    - D. Security Camera Installation: see above.
    - E. Waterproofing Quote: see above.

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**2. New Business**

A. Fob Distribution Discussion: we discussed a possible system for this. An option of purchasing a clicker to open garage door, in addition to the fobs. Blue keys will be exchanged for fobs and garage cards will be exchanged will be exchanged for clickers.

Residents can go with their blue keys and/or cards in hand ahead of time to exchange one to one for the fobs and clickers ahead of time. We will set up a weekday and a weekend when people can come to the front desk to do the exchange.

B. Roof Anchors: Simpson G. will come to the building to look at the architectural drawings of the building.

C. Snow contract: We voted the same snow contract for next year with Waverly.

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

**Capital Projects for 2020-2021 and Beyond**

- A. Roof Anchors, Deck Replacement for 606 and 607 Update
- 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 will be November 19, 2020 at 4:30PM**