

**Bay Square Condominium Trust**  
**Trustee Meeting**  
**Thursday, November 19th, 2020**  
**4:30pm**  
**Virtual Meeting on Zoom**

- I. Board Members:** Mary Moore, Meredith Leshkowich, Rebecca Rudicell, Claudia Giraldo, Catalina Arboleda  
**Staff:** Joe Andrade (Michelle Collins was absent due to a family emergency).
- II. Minutes:** Reviewed and approved the 10/21/2020 Meeting Minutes.
- III. Financial Review.** The October 2020 Financials were reviewed. The Operating fund balance as of 10/31/2020 is \$116,491 and the Reserve Fund is \$1,173,711.
- IV. Maintenance Report: Joe Andrade's Superintendent's Report was reviewed.**
  - Fire pump failed on the last test and will need to be rebuilt. Joe is in the process of getting a quote.
  - The roof project finished yesterday. Everything was successful.
  - Lobby renovations are coming along well. Wall coverings start tomorrow and the countertops for the desk comes next week.
  - During the lobby renovations, water damage was found under some windows. The area was repaired as much as possible from the inside, but there will need to be more complete repair work from the outside. This will likely be a major project involving removing brick work and the planters that will have to start after the winter. The extra repairs and water proofing added \$6500 in costs/labor plus better materials. Joe and Reynolds Construction supervised the repairs.
- V. Management Review:**
  - a. Old Business**
    - i. Lobby Renovation updates**
      - Wall paper and carpet tiles will be installed this week and the desk counter top will be installed next week.
      - The mailroom will be updated with a new drop ceiling and a new bench.
      - Change orders: The Board approved replacing the lights (bulbs and ballast) in the center of the lobby will be \$3300; \$6500 to repair water damage (see above).
      - Construction work is expected to be done by 12/08/2020 with decoration and all completion done by the end of December.
      - Mary will draft a new notice for the elevators.
    - ii. Roof repair update**
      - The roof repair was completed and the project was successful. Ambrose did a great job and we may consider them for future projects.
    - iii. Fobs and cameras update (Pgs. 10-11)**
      - The wiring for the new fob system is in progress.

- We are aiming for a mid-December switch over from the blue keys to the new fobs. 500 fobs have been ordered.
- The white cards will still work for the garage doors and clickers will be available for purchases.
- Mary has drafted a notice which will be posted throughout the building and sent to residents via Pilera.

**iv. Staffing**

- Gigi has accepted a new job and gave notice to Bay Square.

**v. Covid 19 discussion - Mask mandate**

- Due to time limitations, this discussion was tabled until the next meeting.

**b. New Business (no discussion)**

**VI. Future Capital Projects; Prioritization and Planning (no discussion)**

**VII. Executive Session (no discussion)**

**Next Board Meeting: November 16, 2020 at 4:30 via Zoom.**