

**Bay Square Condominium Trust  
Trustee Meeting  
Wednesday, December 16, 2020  
4:30pm – on Zoom**

- I. Board Members:** Claudia Giraldo, Rebecca Rudicell, Mary Moore, Meredith Leshkowich, and Catalina Arboleda  
**Staff:** Joe Andrade and Michelle Collins
- II. Minutes:** Reviewed and approved November 23, 2020 Meeting Minutes
- III. Financial Review:** **Michelle Collins reviewed the** November 2020 Financials with the board. We currently have in operating \$137,347 and in reserves \$1,0679.37.
- IV. Maintenance Report – Joe Andrade's** Superintendent's Report:
  - A. Security cameras, clickers and all doors (except Green Street Garage) got attached to the same system by Vigilease.
  - B. Repair of fire pump was done and Kraft Power invoices were sent.
  - C. Cooling and Heating invoice was higher because the Whalen Unit filters went up in price.
  - D. Before closing up walls, in back of lobby, contractor (Reynolds) noticed more water seeping into the walls in the lobby. We need to take care of these leaks. It will cost about \$1500 to seal up some more spots between windows and walls.
  - E. One unit had rain water come into their space from outside.
  - F. Cintas reported that sprinkler over the ceiling on the front desk needs to be removed and that we need to add a sprinkler in the storage room behind the front desk. They will do this when Cintas come to inspect. Cintas also said that some smoke detectors need to be moved further than three feet away from vents.
  - G. Waterproofing has only been done on one slider.
  - H. Old system for garage cards is in disorder-see discussion under New Business.

**Bay Square Condominium Trust  
Trustee Meeting  
Wednesday, December 16, 2020  
4:30pm – on Zoom**

**V. Management Review:**

**1. Old Business**

- A. Lobby Renovation updates: next week, we will get the foyer furniture. We will need to have Reynolds patch the ceiling in front desk area after changing the location of the sprinkler. Next week we will also add all the finishing touches to the lobby, to the front desk itself and to storage places in front desk area.
- B. Elevator Flooring: Reynolds does not want to do elevator flooring. They wanted us to call our elevator company (Atlantic Elevator) do the floor tiles; we will investigate other possibilities.
- C. Staff Schedules discussed.
- D. Covid 19 Discussion
- E. Lobby Baseboard- we will need to think about whether to make an Insurance Claim
- F. Finalizing Budget
- G. Roof Deck Project completed.

**2. New Business**

- A. Fob Forms and Distribution Discussion: we will postpone the change to the new system to 2021. Garage cards are now quite messy, but can be programmed, at the same time as the fobs.
- B. System will need to be backed up into the power generator. Joe will ask building electrician to come and figure out how to do this.
- C. The board discussed the annual meeting and Covid concerns regarding gatherings. Michelle Collins provided some feedback on what other associations have done and it was determined that we should also seek the legal opinion of our attorney.

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

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

**Bay Square Condominium Trust  
Trustee Meeting  
Wednesday, December 16, 2020  
4:30pm – on Zoom**

- 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: Wednesday, January 13<sup>th</sup> at 6:30PM**