

BAY SQUARE CONDOMINIUM TRUST

Trustee Meeting

February 17, 2021

7:15PM (on Zoom)

I. Board Members: Mary Moore, Claudia Giraldo, Rebecca Rudicell, Meredith Leshkovich, and Catalina Arboleda

Staff: Joe Andrade and Michelle Collins

Owners Present: James Gasparello; Paco Rubiales; Debbie Koplow; Tom and Sue Owen; Sharon Britton; Howard Heller (non-resident owner); Dominic Moore; Nancy Jacobson; Jackie Landau and Joseph Walsh

The above owners were present to discuss with the board their concerns regarding open meeting and capital project discussion with owners prior to them taking place. These owners communicated that they had drafted a petition, in which 29 people had signed. Mary Moore, Board Chair addressed each concern, including the renovation of the lobby, camera and fob systems, and upcoming projects, including the roof deck and roof anchors.

Rebecca Rudicell, Bay Square treasurer, spoke regarding the Bay Square finances and explained that we finished the year with over \$900,000 in the Reserve. She also discussed our updating the reserve study, which is used for capital project planning.

Michelle Collins, informed owners of how voting will take place during our annual meeting and also discussed board challenges this year due to the pandemic. She also explained that there were some oversights in communication and we would be aware of this going forward.

II. Minutes: Reviewed and approved January 2021 Meeting Minutes; all voted in favor.

III. Financials: January 2020 financials (**Pending**) Will be sent via Pitera to owners.

IV. Maintenance Report – Joe Andrade (Superintendent's Report)

- A.** Opened up wall leaking against 2C, waterproofing completed; bricks need to be put back

- B.** Larry Ouellette, Moisture Protection Consultants, is the consultant for the roof deck replacement project, consisting of 4 decks. The board has determined that there will be no bid process and Joe Andrade will manage the project, using MJ Ambrose Roofing, as the contractor as was done on the last project.
- C.** Joe updated the board on the service of the Whalen units in the common area.

V. Management Review:

1. Old Business

- A. The board continues to discuss the fob distribution and the need to instruct owners on how to use them. –
- B. Ongoing discussion on Staff Schedules.
- C. The board continues to have discussion on the opening of amenities and has voted to open the gym with limited use and with increased cleaning protocols and a sign in policy of one person at a time.
- D. Update on roof anchors:
 - 1.** Michelle updates the board on the roof anchor project. The board approves the cost of \$25,000 for SGH (Simpson Gumpertz & Heger) to consult, with Thayer overseeing the project.

2. New Business

- A. Roof Deck Project

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. Upper Floor Lighting
- C. Lobby Window Replacement

VIII. Executive Session:

No date set for next Board Meeting, given election at the Annual Meeting.