

**Bay Square Condominium Trust**  
**Trustee Meeting**  
**Monday, April 19, 2021**  
**6:30pm – AGENDA**  
**Bay Square Condominium**  
**Board Meeting**  
**Monday, April 19, 2021**  
**6:30PM on Zoom**

- I. Board Members:** Rebecca Rudicell, Catalina Arboleda, Mary Moore, Meredith Leshkovich, and Claudia Giraldo  
Rebecca Rudicell, Catalina Arboleda and Claudia Giraldo were appointed before the meeting started; we will all keep our old roles.

**Staff:** Michelle Collins, Joe Andrade

**Owners:** Sharon Britton, John Patrick, Rebecca Greenblum (Unit 617), Eva Ehrlich, Jackie Landau, Joe Walsh, Debbie Koplou, Yeah-Huey Wu

- II. Minutes:** Reviewed and approved February 21, 2021 Meeting Minutes

- III. Financials:** March 2021 Financials Reviewed: Total of \$151,480 in operating minus furniture for total of \$115,12 in operating and \$972,760 in reserves

**IV. Maintenance Report – Joe Andrade**

- A.** Superintendent's report reviewed
- B.** Joe reviewed the status of the contract with Cooling and Heating and Michelle to follow up-
- C.** The board approved an expenditure of \$1500 for Allstar to repair a leak, affecting the closet wall in 2C.
- D.** Leak in pool continues Joe reported that this will need to be addressed. The return pipe that loosened was repaired as was a valve in the Jacuzzi.
- E.** Joe reported that there had been some small issues with snow removal, which he has now corrected with
- F.** Joe reported that one of the commercial units needs a repair to a pipe and a water shut off to be done by Aldorasi plumbing.
- G.** Elevator, Sprinkler and Fire Alarms Inspection were done on the same day.
- H.** Generator was repaired and cost \$1875 to repair.
- I.** Power wash all around the pool and the courtyard was completed.

**V. Management Review:**

**1. Old Business:**

- A.** Fob Distribution and Blue Key update. There are still residents who have not picked up their fobs yet. We will communicate to residents and let them know that the locks will be changing on June 1<sup>st</sup>, so they must pick up their fobs by that date. The Board discussed the

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need for emergency back-up keys. We will look into several options (multi-lock keys or standard keys) for replacement cylinder locks.

- B. Staff schedules. This is an ongoing discussion for the board.
- C. Covid 19 discussion. The board discussed the gym and pool and patio usage during Covid and whether restrictions would permit them to open the amenities. This is an ongoing discussion
- D. Roof Anchors. We engaged Simpson Gumphertz and Heger for the roof anchors; cost for the consultation was \$2500. Chris Gray has obtained a bid from Cliff Hangers. We are still waiting for a proposal from Cliff Hangers.
- E. Larry Oullette from Moisture Protection Consultants requested bids, which range from \$160,000 to \$180,000, for the roof deck project. The work may be completed at the end of May/beginning of June; we need the permit process. We may want to use Ambrose for both Anchors and Roof Deck, and we will ask them for better price.

**2. New Business:**

- A. Package pickup protocol timelines discussed. We will try to keep them in the storage unit behind the Front Desk.
- B. Reserve study update: The first stage of the reserve study is complete. The draft will be reviewed with the company, On-site Insight and with a subcommittee from Bay Square.
- C. Lease Amendment Language Discussion: Michelle discussed the need to change language in the rules and regulations that is outdated. It currently reads "A Unit may not be leased to more than two unrelated persons." The-Board voted to change the language.

**VI. 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

**V. Executive Session:**

**NEXT BOARD MEETING: Thursday, May 20, 2021 at 6PM**