

Bay Square Condominium Trust
Trustee Meeting
Wednesday, July 28, 2021
6:30PM on Zoom

- I. **Board Members:** Mary Moore, Meredith Leshkowich, Rebecca Rudicell, Claudia Giraldo, and Catalina Arboleda
Staff: Michelle Collins
Owners: Rebecca Greenblum, Joe Walsh, David Sullivan, Wendy Sheu (411), Debbie Koplow, Yeah-huey Wu.
Addressed suggestion of engineering study for the whole water system in the building and owners concerns re elevators, package room door, and Dumpling House.
- II. **Minutes:** Reviewed June 22, 2021 Minutes. Pending a small change, minutes were approved unanimously.
- III. **Financials:** Reviewed June 2021 Financials.

We have a Total Operating Fund Balance (less assets of lobby furniture, etc.) of \$135,617; Reserve Surplus of \$113,218; and a Total Reserve Fund Balance of \$1,037,719. It was noted that the repair costs need to be reviewed.
- IV. **Maintenance Report: Joe Andrade**
 - A. Reviewed Superintendent's Report
 - B. Superior Door Quote: The pedestrian door for the Bay Street Garage needs to be replaced at a cost of \$1800 or \$2086.
 - C. Waverly Snow Contract: We will get Joe's feedback to review this contract.

V. Management Review:

1. Old Business:

- A. Roof Anchor Update: Simpson, Gурhertz and Hertzer, in coordination with CliffHangers, meeting first week of August to go over anchor placement and scope. Materials may be an issue because of price and availability this year. When we sign the bid, will ask for a clause to be inserted, asking to re-price the materials next year. The work will most likely start at the beginning of 2022.
- B. Roof Deck Update: Rain has delayed the work on the roof decks that are ready. We need several days of sunshine to do the work.
- C. Reserve Study-Subcommittee Report: John Patrick, Sharon Britton, Mary Moore and Joe Andrade will be meeting with Onsite-Insite to draw up a reserve study.
- D. Hallway lighting: We are hoping to replace the hall lights this year. The project may include elevator lighting but not the lighting in the garages. The garage lighting will need to be reviewed at a later date.
- E. Pool Furniture: Six new lounge chairs were ordered from the same company we bought the old ones from and will be delivered shortly.
- F. Fob and Garage Door Updates: Green Street Garage door was repaired. The owners who park in Green Street will be encouraged to get new fobs to open it.

2. New Business:

- A. Whalen Unit Maintenance: Service was not done last Spring because of Covid (It was not thought feasible to get individual permission from each unit). We will get the filters changed as soon as possible.
- B. Enclosure Science Evaluation: Enclosure Science specializes in Structural Integrity Evaluation. The evaluation may cost \$20K.

- C. The same structural engineering firm may do a study of the Waterproofing in the building and will give us a proposal to see which windows in the lobby need to be replaced.
- D. Move Policy Rules were discussed in Executive.

VI. Future Capital Projects; Prioritization and Planning

- A. Resurfacing of Upper and Lower Garages within 2-3 years
- B. Upper Floor Lighting
- C. Lobby Window Replacement

VII. Executive Session:

NEXT BOARD MEETING: Tuesday, August 23rd at 4:30PM.