

**Bay Square Condominium Trust**  
**Board Meeting**  
**Tuesday, August 24, 2021 at 4:30 PM**  
**On Zoom**

**I. Board Members:** Mary Moore, Claudia Giraldo, Meredith Leshkowich, Catalina Arboleda

**Staff:** Michelle Collins and Joe Andrade

**Owners:** Rebecca Greenblum, Eva Ehrlich, Fan Liu, Jonathan Sheffi, Jackie Landau, Debbie Koplow, Joseph Walsh

Discussed owner concerns regarding hallway lights, masks, leaks into units, Covid-19 vaccination of staff and residents

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

**III. Financials:** As of July 31, 2021 Total Operating Fund Balance was \$130,064; Reserve Fund was \$1,059,316

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

In addition, new condo renovation request came in today.

**V. Management Review:**

**1. Old Business**

- A. Roof Anchor Update: Cliff Hangers discussing how many anchors and design given the design of our roof. Ambrose is ready to seal up the roof.
- B. Roof Deck Update: on Floors 2 and 6 have been slowed by all the rain delays, but some are ready for water testing.
- C. Reserve Study Subcommittee: First draft completed based OnSite InSite study; will be reviewed and then presented to the Board.
- D. Electric Vehicle Charging Station Update: Met with ChargePoint and will do a walk-through with electrician who will make recommendations for the building. Application to Eversource to get rebates has been sent in.

- E. Covid Protocol: Discussion on smell in gym and possible filter change to air purifier. We will renew the additional weekend cleaning contract that expired. Discussion on whether to require masks in common areas to be continued.
- F. Pool Furniture: We got new loungers; umbrellas for pool area are still needed.

## **2. New Business**

- A. Cooling and Heating Contract for 2022: Richard Auger sent quote of \$28,785.00 for heat pump maintenance for all 219 Whalen residential units to be completed in early Spring 2022. We all voted in favor. Common area or commercial heat pumps have been serviced by Joe Andrade. We are still waiting for new filters for this Fall.
- B. Superior Door Quote for Pedestrian Door in Lower Garage was \$ 2,085.59; we will add a tempered glass window to the door. We voted in favor of replacing the LG Pedestrian Door. Lower Garage lighting will be looked at by electrician who will do the walkthrough for the Electric Vehicles Charging Station.
- C. Water Issues:
  - 1. Building Enclosure Science recommended looking into Lobby Windows Replacement and sent a proposal. We think we can postpone for a few years (since window waterproofing held up).
  - 2. The board discussed the water leak near the Green Street Town homes and are investigating the matter.
  - 3. Board discussed a few balcony leaks that occurred on the 6<sup>th</sup> floor and installing overflow drains in PH patios to stop the leaks from going into the 6<sup>th</sup> floor units.

## **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

**VI.Executive Session:**

**NEXT BOARD MEETING:** Wednesday, September 22<sup>nd</sup> at 7PM