

**Bay Square Condominium
Trustee Board Meeting
May 20, 2021
6:30 PM on Zoom**

- I. Board Members:** Mary Moore, Rebecca Rudicell, Claudia Giraldo, Meredith Leshkowich, and Catalina Arboleda
Staff: Michelle Collins and Joe Andrade
Owners: John Patrick, Eva Ehrlich, Logan Patrick, Sharon Britton, Debbie Koplow, Jacquie Landau, Joe Walsh
Addressed Owner Concerns re opening of pool, weights that are missing from the gym, Covid regulations for the building given recent changes in recommendations.
- II. Minutes:** Reviewed and approved the April 2021 Meeting Minutes
- III. Financials:** April 2021 Financials were not reviewed as they were still pending.
- IV. Superintendent's Maintenance Report:** Joe Andrade (Superintendent's report)
 - A. Sealant was applied to wall a sealant and waterproofing needs to be tested
 - B. Hot water pipe burst and was repaired.
 - C. Leak in Lower Garage was caused by burst sewer cast-iron pipe; 27 feet pipe was replaced.
Given frequency of leaks and age of building, we need to budget \$10-15K annually for water leaks.
 - D. Pool drain covers were replaced. Joe will call the city to inspect.
 - E. Locks on Doors with Blue Keys will be replaced next week by company who first installed them.
- V. Management Review:**
 - 1. Old Business**
 - A. Lock Change: On June 1st locks will be changed so that Blue Keys will no longer work. Changing locks and fixing lock in LG was \$3000.
 - B. Covid 19 discussion – (Pool Opening Date and Protocol).
 - 1. Repair at the pool needs to be completed, before requesting permit from the city of Cambridge.
 - 2. In order for residents to use the pool, attorneys recommend Waivers to be signed by residents and owners. We do not have ability to card residents and make sure they're vaccinated.

- 3. For now, we will keep the “mask indoors” mandate for the building.
- 4. We will also keep the gym protocol as is, with one person/family group using it at a time.
- C. Update on roof anchors
 - 1. AIA Contract signed with Simplex, Gumpertz and Heger for \$25,000.
 - 2. Cliffhangers proposed \$2,750 for design layout; all voted in favor. Cliffhangers will need the roof plans and will ask Ambrose to review the penetration.
- D. Update on Roof Deck Project: Three companies (Specialized Roofing, Ambrose and Hurley Brothers) submitted bids. Ambrose met the low bid with Sarnafil for \$171,000. Duration of project for four decks unknown but it would need scaffolding in front of the building. All in favor. Adhesion method will be used on these decks.
- E. Reserve Study Meetings:
 - 1. OnSite-InSite meeting on June 1st.
 - 2. Subcommittee (John Patrick, Sharon Britton, Rebecca Rudicell, Mary Moore, Michelle Collins and Joe Andrade) will meet before the June 1st deadline.

2. New Business:

- A. Hallway Lighting: Found 10 replacement lights for lobby; we will test them out in Upper Floor hallways, to see how bright they are. 10 lights costing \$182.25/light will be bought.
- B. We also need more replacement carpet squares for Lobby and Elevators.
- C. Package Room Revamp: we will try to remove some storage lockers to other spaces.
- D. Mask Wearing Requirements reviewed (see above under Covid 19 Discussion)
- E. Lobby Seating Opening: we will keep it closed for now.
- F. Whalen Filters were ordered but will take 4-6 weeks to arrive. We did not sign a contract with Cooling and Heating to do the maintenance this Spring. Residents will be responsible for changing their own filters.

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

VII. Executive Session:

NEXT BOARD MEETING: June 22nd 2021 at 6:30PM on Zoom.