

**Bay Square Condominium Trust
Trustee Meeting
Monday, November 1st, 2021
7:00PM on Zoom**

- I. **Board Members:** Mary Moore, Claudia Giraldo, Rebecca Rudicell, Meredith Leshkowich, Catalina Arboleda
Staff: Michelle Collins, Joe Andrade
Owners: Eva Ehrlich, Debbie Koplow, Rebecca Greenblum, John Patrick
- II. **Minutes:** Reviewed and approved September 21, 2021 Minutes
- III. **Financials:** We reviewed Jan 1-Sept 30, 2021 Financials. Operating Surplus of \$41,912; Operating Fund Balance Total of \$152,252 and a Reserve Fund Balance Total of \$1,009,546
- IV. **Maintenance Report-Joe Andrade:**
 - A. We will close the pool on Monday, Nov. 15th, 2021 and will give people two weeks' notice in advance.
 - B. We will send a notice to bike owners saying their bicycles need to be tagged and if they don't claim them, we will donate them to charity.
- V. **Management Review:**

Old Business:

 - A. Waterproofing Courtyard Update: The board discussed the waterproofing leak matter affecting a couple of our units,
 - B. Roof Anchor Update: The board discussed putting this project on hold due to higher cost than expected. And discussed alternate ways to wash our windows. The board may engage SGH further to prepare specifications for any future projects.
 - C. Window washing Update: Joe informed the board that he will speak to Squeaky Clean regarding a quote to wash windows on the lower floors. to be accessed.
 - D. Roof Deck is completed. We received a certificate of completion and warranty from Ambrose. Total Project cost came in at \$196,000-

- E. Reserve Study Update: The board has received a final revised version of the reserve study from Onsite-Insight
- F. Lighting Lower Garage Update: Michelle explained that we did not hear back from Commonwealth Electrical. Regarding a quote for the lights in the lower garage.
- G. Parking Spaces on Bay Street Update: The board was in touch with several city officials at the Cambridge Traffic Department and City of Cambridge regarding a parking spot obstruction of Bay Square's residents' ability to exit from the garage onto Bay Street. The city agreed to move the third spot.
- H. Covid Protocol discussed.

New Business:

- A. Budget Meeting: Board discussed dates for the next budget meeting.
- B. Lobby entry seasonal update
- C. Balcony scupper drain quote: Ambrose's quote to install emergency overflow drains (Scupper drains) \$6,200 per drain for a total of \$62,000; Total \$84,000. -Michelle will discuss with Ambrose if they can sharpen their pencil on this quote.

VI. Future Capital Projects; Prioritization and Planning:

Capital Projects for 2021 and Beyond:

- I. Resurfacing of Upper and Lower Garages within 2-3 years
- J. Upper Floor Lighting
- K. Lobby Window Replacement

VII. Executive Session:

NEXT BOARD MEETING: December 13th, 2021 at 7PM