

**Bay Square Condominium Trust  
Condo Board Meeting Minutes  
December 13, 2021 7:00PM on Zoom**

- I. **Board Members:** Mary Moore, Claudia Giraldo, Meredith Leshkowich, Rebecca Rudicell, Catalina Arboleda  
**Staff Members:** Michelle Collins and Joe Andrade  
**Owners Present:** Debbie Koplow, Rebecca Greenblum, John Patrick, Bernard Bunner
- II. **Minutes:** Reviewed and approved the October Meeting Minutes, held on Nov. 1, 2021; all voted in favor.
- III. **Financials:** November 2021 Financials are pending
- IV. **Maintenance Report-Joe Andrade:**
  - A. One unit wants to replace a sliding door; we will sell them one we have.
  - B. Joe removed a lot of bikes from the bike rooms; some remaining bikes still have locks but no tags.
- V. **Management Review**
  - A. Old Business:**
    1. Lobby Fixed Glass has not been water-proofed: with heavy rain, water still comes in. We will get an estimate for waterproofing those walls. We will investigate the rest of the lobby level windows by getting a mold-remediation company, like Puritan, to come and seeing if there is humidity under those windows.
    2. Relief Scupper Quote: Ambrose was not able to get us a better price; \$62,000 for PH and 613; additional balconies are not critical, however due to logistics and

remobilization it's financially advantageous to complete now as one project at \$84,100. All voted in favor.

- 3. Lighting Lower Garage Update**
  - a. Power Fact Electric-Electrician, Nalbo, will wire 35 new light fixtures from existing fixtures. Quote includes \$5,000 hallway lights, plus the LG fixture for \$23,000. We voted online to approve these projects.
  - b. AIA Contract for Electrical Work will be discussed with electrician.
- 4. Hallway Lighting:** We wanted to light up hallways more but not blinding, Energy efficient, ADA compliant and go with lobby fixtures. Cost will be \$150/fixture
- 5. Window Washing:** We will keep looking for quotes from Squeaky Clean, Drone companies, etc.

#### **B. New Business:**

- 1. Structural review:** SGH engineering firm can do a visual analysis of building, which costs around \$20,000. They use a drone to assess. We will also get a quote from another engineering firm.
- 2. Lower Garage Resurfacing:** We will try to tackle this project in 2022; cost may be about \$200K. We would have someone from Thayer manage this project.
- 3. Tree trimming quote:** All voted in favor of approving the contract for \$8,090 from Bartlett.
- 4. 2022 Proposed Capital Projects**

#### **VI. Future Capital Projects:**

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

#### **VII. Executive Session:**

**Annual Meeting Date: TBD**

**Next Board Meeting: Wednesday, January 19<sup>th</sup> 2022**