

**Bay Square Condominium  
Trust**  
**Board of Trustees Meeting**  
**Wednesday, January 19,**  
**2022**  
**5:00pm – on Zoom**

**I. Members Present:** Claudia Giraldo, Rebecca Rudicell, Meredith Leshkowich, Mary Moore, Catalina Arboleda

**Staff:** Jamie MacDonald, Joe Andrade

**Owners:** John Patrick; Diane Coutu (new owner 615); Mickey Zemon; Eva Ehrlich; Jacquie Landau; Sue and Tom Owen; Debbie Koplow

Eva Ehrlich would like to have all gym equipment serviced. Service is being scheduled. Mickey Zemon wanted to ask when it would be possible to have the elevators upgraded; the lighting in the elevator needs to be improved and might be a good first step.

**II. Minutes:** Reviewed and all voted to approve the December 2021 Meeting Minutes

**III. Financials:** Reviewed November 2021 Financials: As of Nov. 30, 2021, we have Operating Fund Balance: \$981,844; Expenses \$936,044; Total Operating Fund Balance (Less Other Assets) \$156,140 Reserve Fund Balance of \$941,991

**IV. Maintenance Report – Joe Andrade**

- A.** Superintendent's report
- B.** Cooling and Heating looked at two heaters in the pool room. They're broken and will be replaced, as we don't want the pipes to freeze
- C.** Drain Doctors snaked ten toilets on the second floor. Since nine water shut-offs on the second floor did not work, they were not able to finish doing all the toilets on the second floor. Cost will be about \$5000. In the future, we will have Joe inspect all the toilets in the building and replace the shut-off valves that don't work.
- D.** Progress has been made on the leak that we've been working on for some time.
- E.** We are waiting for Cintas to replace some sprinkler heads and a pump.
- F.** Still waiting for Tree Trimming to be done.

## **V. Management Review:**

### **A. New Business:**

1. Lobby Windows (Fixed glass moisture): We are trying to get American Leak Detection to investigate this leak but we haven't been successful yet.
2. Lighting Lower Garage update: We asked for an estimate to install 35 additional lights. Electrician received only 10 fixtures, so we will wait for him to receive the other 25 before beginning work.
3. Installation of high-quality LED lights completed in the Upper Hallways.
4. No update yet on Lower Garage resurfacing:
5. Covid Protocol: We made the decision to require masks inside the building this past month. Discussion on Signs. We will investigate signs that can be put anywhere without damaging surface.

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

1. Date of Annual Meeting: all voted in favor of remote meeting. Simply Voting will be cued up to do the voting. We will discuss the date with all involved. May not be possible to do in February.
2. Structural review: still need an engineer to come and give us a structural review.
3. Second floor Drain Doctor snaking (see above)

## **VI. Future Capital Projects; Prioritization and**

### **Planning:**

#### **Capital Projects for 2022**

- A. Upper Floor Lighting**
- B. Lobby Window Replacement**

## **VII. Executive Session:**