

Bay Square Condominium Trust
Trustee Meeting Minutes
Monday, April 18 2022 7:30 PM – on Zoom

- I. **Board Members:** Rebecca Rudicell, Mary Moore, Claudia Giraldo, Meredith Leshkovich, Catalina Arboleda
Staff: Joe Andrade, Jamie MacDonald
Owners: Eva Ehrlich, Diane Coutu, Tom and Sue Owen, John Patrick and Sharon Britton, Yeah-Huey Wu
Before meeting: We voted on roles: Mary Moore, as President; Catalina Arboleda, as Secretary, and Rebecca Rudicell, as Treasurer.
Once meeting started: We introduced Jamie MacDonald as our Property Manager. Owners were invited to ask questions. We voted to get a chimney company to come and extend a chimney on the roof in an attempt to reduce possible smoke from getting sucked into the 6th floor hallways.
Minutes: Reviewed and approved the January 2022 minutes. All voted in favor.
- II. **Financials:** Reviewed and approved Financials
A. January 2022 - March 2022 reviewed. Revenue Operating Fund \$277,005; Surplus of \$161,937; Total Reserve Fund Balance of \$997,368
B. Reviewed & Authorized CPA Review: We approved to have this company audit us again.
- IV. **Maintenance Report – Joe Andrade** (Superintendent's report)
A. The Hot Water Heater needs a new pump, as it's very corroded.
B. We would like to renew the contract of Pemberton Landscape Company for both Spring-Cleanup and the monthly mulching and weeding.
C. Pool opening: We can get the pool ready for inspection and have it ready to open after the city approves the permit.
- V. **Management Review:**

A. **Old Business**
1. Lobby fixed glass moisture update: We solicited several bids and chose American Leak Detection to take infrared camera pictures of the windows to see if there is infiltration. A number of windows have minor

leaks. We need an expert/ engineer to give us advice on what to do with the windows on the first floor that are leaking.

2. Lighting lower garage update: completed and also replaced light fixtures in Green Street Garage. We will look into UG Lighting.
3. Lower Garage resurfacing: we will wait for engineer's report (see below).
4. Structural Review: Matt Copeland will give us a quote and can advise us on what to do with the windows. We will have both a structural (stuff inside the building/that keeps it standing) review and the building envelope (on the outside of the building) assessment. Might be \$15-20K each; if we do both then would save some costs.
5. For leak in Loading Dock, structural engineer needs to comment and give us guidance on what we need to do.

B. New Business

1. HVAC filters: we are waiting for Cooling and Heating to tell us when the filters will arrive and will do maintenance ASAP.
2. Covid Protocol: we will continue to follow the City of Cambridge mandates and have masks "strongly recommended and encouraged" but not required; also encouraging social distance in elevator and respecting people's wishes if they wish to ride alone.
3. Pool Reopening Topics & Awnings: need pool shade. Will research pool umbrellas or awnings to be discussed at next meeting.
4. Cintas Proposal for repair of **jockey pump** was approved.
5. Window Washing: found a company that will do a combination of lift and boson chair for window washing in the Fall. We will get a quote from them as soon as possible.

VI. Future Capital Projects; Prioritization and Planning: Capital Projects for 2022

1. Lobby Window Replacement

VI. Executive Session:

NEXT BOARD MEETING: Wednesday, May 18th at 6:00PM