

**Bay Square Condominium  
Trust**  
**Board of Trustees Meeting**  
**Wednesday, May 18,**  
**2022 6:00 PM – Zoom**

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

**Staff:** Jamie MacDonald, Joe Andrade

**Owners:** Diane Coutu, John Patrick, Rebecca Greenblum, Yeah-Huey Wu, Xuan Tang, Debbie Koplow, Eva Ehrlich

**II. Minutes:** Reviewed and approved April 2022 Meeting Minutes- all in favor.

**III. Financials:** Reviewed and approved April 2022 Financials; Revenue Operating Fund. Total \$ 368,454; Operating Fund Balance Total \$156,104; Reserve Fund of \$1,013,571

**IV. Maintenance Report – Joe Andrade** (Superintendent's report)

Eric has not completed his quote for the package room fob, strike, and camera. Pemberton is coming on the 26<sup>th</sup> of May for Spring Cleaning, mulching, and monthly services.

Completed Waterproofing wall by pool area, and company also wants to waterproof the floor area in front of the wall they worked on.

**V. Management Review:**

**1. Old Business**

- A. Structural Review: proposal for Matt Copland to oversee both the structural and envelope assessment was approved and will be signed. They will include the resurfacing of the garages in their assessment.
- B. HVAC Filters: Cooling and Heating will call when they will be coming to change the filters in the Whalen Units of each condo unit.
- C. Window Washing: We have reached out to several companies in the Boston area.

**2. New Business**

- A. Pool Awnings: Awning installed against the gym wall might not provide enough shade; but we will investigate a tent structure, which would cost \$4,950 (includes insurance) company is Sun Setter Awning (10ft x 16ft)
- B. E-Statement Billing: we will transition to e-bills. All voted in favor.
- C. Shopping Carts: We will review replacing the carts in future, as well as the Four Hallway benches that need to be reupholstered or bought new as well.
- D. Insurance Renewal: 11.5% increase; annual premium will now be \$52,808

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

**Planning: Capital Projects for 2022**

**Executive Session:**

- A. Arrears Report
- B. Leak from Courtyard Wall Update
- C. Concierge Position

**Board Meeting: Wednesday, June 22, 2022 at 6PM**