

Bay Square Condominium Trust

Board of Trustees Meeting

Wednesday, February 15, 10:30 AM

Note: these minutes have not yet been formally approved by the trustees.

I. Trustees Present: Sharon Britton, Claudia Giraldo, Meredith Leshkowich, Mary Moore, John Patrick; meeting held via Zoom.

Staff Present: None

Owners Present: None

Owner Comments: N/A

II. Minutes:

Minutes of trustee meetings from 1/23/23 and 1/28/23 were approved.

III. Financials:

N/A

IV. Maintenance Report (Alex Andrade):

N/A

V. Old Business:

The outdoor bollard light replacements were completed on February 9; the new lights cost \$1359.60 and the installation by Power Fact Electric was \$3072.60, for a total project cost of \$4432.20.

The board-approved townhouse common area heat pump replacement was completed by Central Heating and Cooling for \$13,051.

VI. New Business:

- First floor laundry room vent was not working and repaired by Alex. One south roof HVAC associated vent is not working properly due to failed motor and Alex has asked Central Cooling and Heating to get a quote on fixing it.
- Sharon reviewed employee hourly status and offer letters, concierge staffing issues.
- John Patrick discussed using Treasury bills for some reserve fund dollars with Ken O'Brien. Cambridge Savings Bank does not do treasuries, treasury direct only allows for one owner, so will need business account. Briefly reviewed proposal from Hart group at Morgan Stanley; will follow up further with them and Ken O'Brien.
- There was a lengthy discussion re. engineering proposals and their cost; will await rest of the proposal from John Karman and discuss again.

VII. Next Board Meeting: Will be determined at annual meeting.

Respectfully submitted by John Patrick, for the Bay Square Board of Trustees.