

Bay Square Condominium Trust

Board of Trustees Meeting

Tuesday, March 28, 2023 1:30 PM

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

I. Trustees Present: Sharon Britton, Meredith Leshkowich, Mary Moore, John Patrick

Staff Present: Jamie MacDonald, Alex Andrade

Owners Present: Diane Coutu, Debbie Koplow, Paco Rubiales

Owner Comments: Paco Rubiales asked about whether the unit owner was responsible for an insurance claim deductible when the problem originated in the common area. Diane Coutu asked about the source of some of the plumbing issues and Sharon Britton reported that she would respond after the meeting.

II. Minutes:

Minutes for Feb 15 and Feb 27 were brought up for review but the review was tabled.

III. Financials:

Financials were reviewed. The Feb 28 Operating fund balance estimate was \$112,294 and the reserve fund \$1,131,344. John Patrick asked about progress in setting up an account with the Hart Group for reserve fund management; Jamie reports that this is in progress.

IV. Maintenance Report (Alex Andrade):

Alex Andrade reviewed his maintenance report, primarily consisting of leak repairs.

V. Old Business:

VI. New Business:

There was an extensive and sometimes contentious discussion of the composition of the trustee board, board officers, and board eligibility.

The board voted unanimously to approve purchase of some tools for Alex; most of the tools that Joe Andrade had used were his own, and Alex needs some suitable replacements. Sharon offered that the remaining dollars budgeted for snow removal could be used for this purpose.

Jamie reported that the new sofas purchased for the common areas should be arriving in June. Sharon suggested that once they arrived, perhaps some of the former common area furniture now in storage could be sold.

Regarding the search for a floating concierge staff person who could fill in as needed, Jamie reported that she has interviews scheduled with 3 candidates.

The board voted unanimously to approve \$5640 for the recommended replacement of the 9 garage CO sensors by Buckley Associates, Inc. (the only local distributor for Toxalert products); some of these have been intermittently triggering false alarms and given their age, the manufacturer suggested replacing their circuit boards. Each device then has to be calibrated and then recalibrated after an initial break in period.

Rhino Shield has not yet responded to a request for warranty service on some Juliet balconies that are peeling. Jamie will continue following up with them.

John Patrick reported that we have had visits from F.R. Rounds & E.M. Duggan in order to get a quote for replacement of the main HVAC system's Alfa-Laval plate & frame heat exchanger dating from 1988. Duggan will also provide a quote for preventive maintenance of the unit heat pumps. Cooling and Heating will visit this week to provide another quote. The distributor quoted a price of \$39,000 for replacement materials alone (not for any necessary labor).

VII. Executive Session:

There was an executive session held after the open meeting.

VIII. Next Board Meeting: The next board meeting is currently scheduled for Monday, April 24 at 10 AM.

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