

Bay Square Condominium Trust

Board of Trustees Meeting Minutes

Tuesday, April 18th 2023 12:30 PM

I. BOARD MEMBERS: Mary Moore, Meredith Leshkowich, Claudia Giraldo, Pam Weiss, Catalina Arboleda

STAFF: Jamie McDonald, Alex Andrade

OWNERS: Sharon Britton, John Patrick, Paco Rubiales, Jacquie Landau, Brett Randolph, Kevin McDevitt,

II. MINUTES: not available

III. FINANCIAL UPDATE: Morgan Stanley Transfer in process; will recommend investment options

IV. MAINTENANCE REPORT: Alex Andrade will be getting quotes for landscaping lights.

V. MANAGEMENT REVIEW:

1. Old Business:

A. From Copeland Engineering Report, we will start with 106 Terrace Evaluation and RFP proposal - \$22,500 We voted and all approved.

B. Heat Exchanger replacement: it is the original, and has been repaired in past, but now needs to be replaced. We will need a crane and will get bids.

C. CO2 detectors in garages need to be replaced; The proposal was approved at the prior meeting and is in process with Thayer.

D. Skylight update-we investigated wire screens and rails to put over these skylights in PH. Need to get quotes for replacing the glass as these skylights are not OSHA approved. Owners need to be consulted.

2. New Business:

- A.** The Board is moving forward to solicit proposals from structural engineers for further investigation of items noted on the September 28, 2022 Building Envelope Condition Assessment Report from Copeland Building Envelope Consultants and Tripi Engineering.
- B.** Staffing Solution Discussion - Assistant Property Manager Position discussed for front desk coverage and additional site staffing needs.
- C.** Entry Ceiling Repair – We approved a quote for \$4,900 from Dan Costeira, who will do the repair.
- D.** Landscaping proposals: we approved John's landscaping company for \$5,400
- E.** Cooling and Heating Proposal of \$29,648 also approved

- F. An update by Jamie was provided for the drain repairs. This proposal was approved in November and has been pending action by Copeland. Jamie will follow up with Copeland.
- G. Trash Can Awning Proposal will be considered.
- H. Pool Opening Date, in process, likely either end of April or beginning of May

Future Capital Projects; Prioritization and Planning:

Capital Projects for 2023

Executive Session:

We will decide on the next Board Meeting very soon.