

**Bay Square Condominium  
Trust**

**Trustee Meeting  
Tuesday, June 2,  
2023  
12:30 PM**

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

**STAFF:** Jamie McDonald, Alex Andrade

**OWNERS:** Brett Randolph came to discuss Whalen Unit maintenance and its importance given water leaks, etc., Debbie Koplow also participated throughout the meeting.

**II. Minutes:** Reviewed and approved May 2023 Meeting Minutes

**III. Financial Update:**

- A. Morgan Stanley Transfer – the transfer is complete and money is invested in CDs that will be mature at staggered dates
- B. Reviewed and Approved May 2023 Financials. Which were still estimates.

**IV. Maintenance Report – Alex Andrade**

- A. Preventative Roof Inspection  
Cost quoted as \$2830 from Ambrose-we will contact them to see if they can give us a better price.
- B. Cintas representative will be coming to price a for Fire Pump Repair (rewiring).

**V. Management Review:**

**1. Old Business:**

- A. 106 Terrace Evaluation Update: our engineering consultants recommended that we not work on the terrace repair until we investigate cracks in UG.
- B. Heat Exchanger (for the entire building) replacement update – proposal from Cooling and Heating has been submitted; still waiting for Encore and Duggan proposals; we will seek out other companies for their proposals
- C. CO2 detectors in garages: haven't heard when they will be installed.
- D. Window Cleaning will be scheduled for week of June 26<sup>th</sup>
- E. Whalen Unit Filters: Cooling and Heating has been having trouble finding appropriate filters. Spring maintenance will be scheduled in the next couple of weeks.

**2. New Business:**

- A. Landscaping Update: Irrigation Co. (Nick's) will be coming next week to inspect the system. We found out from sending soil to UMass Amherst that soil nutrients are not balanced (phosphorus is excessive and others are above the optimal range) and we need to hear from John's their recommendations as to how best to remediate the specific issues.
- B. Structural RFP investigation into leaks/ state of building will start sometime soon.
- C. Front Entrance: water leakage is staining the cement; needs caulking we will get an estimate. Alpha will give us an estimate of cost.

**Executive Session: Next Board Meeting will be Monday July 10<sup>th</sup> at 10am.**