

**Bay Square Condominium Trust**  
**Board Meeting-on Zoom**  
**Monday, July 10, 2023 at 10:00am**

- I. **Members:** Meredith Leshkowich, Claudia Giraldo, Mary Moore, Pam White, Catalina Arboleda  
**Staff:** Jamie MacDonald and Alex Andrade
- II. **Minutes:** June 2023 minutes have not been circulated but will be reviewed and approved via email.
- III. **Financials:** June Financials are not in yet. Financial auditor for building is no longer doing this for work; Ken O'Brien reached out to Ken Bloom to see if he could do it: \$7250 for full audit; financial review is \$3800. Ken came to explain difference between a full audit and review and we asked for an example of the audit. Ken Bloom joined Board Meeting. Financial Review is completely different from a Fraud Audit. In terms of condo association, financial audit is not going to differ from a review. We will ask Matt Gaines, our lawyer
- IV. **Maintenance Review:**
  - A. Leak in unit C2 found to be coming from unit owned Whalen unit above. Concerns were shared about the quality of the preventative maintenance service provided by Cooling and Heating.
  - B. Sweet Water is onsite weekly to monitor chlorine levels in the pool and spa.
  - C. Another reminder will be sent re window cleaning and need for owners/rentals to remove screens.
  - D. Notice on Pilera for residents and distributed to staff that this is a non-smoking building, including marijuana for medicinal purposes.
- V. **Old Business:**
  - A. Asana system explained
    - 1. Plumbing reviewed in detail.
    - 2. Board unanimously approved Alpha Waterproofing proposal dated July 3, 2023 in the amount of \$3,995.00 to address exterior façade repairs and front entrance masonry and cap stone cleaning

3. Board unanimously approved Ambrose Enterprises June 1, 2023 proposal in the amount of \$2,830 for annual roof inspection and preventative maintenance.

4. Board reviewed a proposal from Heartline Fitness Quote #92118 in the amount of \$3,659 to replace the treadmill and a proposal from Heartline Fitness in the amount of \$1,218 for repair to the treadmill. The Board unanimously voted not to move forward with these proposals and review a larger makeover of the fitness center.

5. Board unanimously approved the proposal from Boston Environmental dated June 15, 2023 for Water Treatment Renewal Contract with a 4.5% increase.

6. Board unanimously approved the engagement letter dated May 18, 2023 from Eric Wolff & Associates to perform appraisal services in the amount of \$2,000.00.

VI. **New Business:**

VII. **NEXT BOARD MEETING: Tuesday, September 5<sup>th</sup> at 12:00 Noon.**