

**Bay Square Condominium Trust
Trustee Meeting
Tuesday, November 28, 2023
10:30am on Zoom**

- I. **Board Members:** Mary Moore, Meredith Leshkowich, Pam Weiss, Claudia Giraldo, Catalina Arboleda
Staff: Jamie MacDonald, Nick Bergdoll
Owners: John Patrick, Paco Rubiales, Axel Kurtz, Debbie Koplow, Kevin McDevitt, Bernard Bunner, Hong Yang
- II. **Minutes:** October Minutes unanimously approved
- III. **Financial Update:**
 - A. Reviewed and Approved October Financials
Operating Fund Balance: Total operating cash position of \$120,918
Reserve Fund Balance: Total reserve fund balance of \$1,302,376, includes available cash and funds in C/D's
P&L: Largely offsetting variances in payroll and benefits as well as repair and maintenance due to vacant maintenance position and increased cleaning scope with Legacy to temporarily fulfill maintenance duties.
 - B. Thayer and Board working on 2024 budget, Thayer notes likely 4-6% increase in condo fees for 2024. Budget to be finalized at separate meeting.
- IV. **PM Report:**
 - A. Nick highlights several items from PM report, including servicing of domestic hot water system and changing of filter by Gustavo Preston, annual fire extinguisher and emergency light inspection completed by Cintas, replacement dumpsters provided by Republic, ongoing leak resolved into unit 509 by Ambrose Roofing and Alpha Waterproofing and new exit door installed at Green St by Superior Doors
 - B. Additional carpentry work needed at Green St door

V. Management Review:

Old Business:

- A.** Fall HVAC PM Update – Whalen unit filters have arrived, board discusses proceeding with third party vendor to replace all filters, or bringing work in-house with new maintenance technician and providing owners with filters in the interim until maintenance position is filled.
 - i.** Board votes to proceed with Duggan Mechanical to service in-unit Whalen units and replace filters, \$47,747.50. Nick to coordinate and update on timing
- B.** Engineer Review with BRS – BRS began today, 11/28 and currently working to evaluate areas noted in report and get setup onsite. Full review is expected to extend into early portion of week of 12/4 and BRS to provide written report on recommendations for next steps. BRS also working to identify source of leak outside unit 608 and provide recommendations on repairs, leak review expected to take approximately two days to complete.
- C.** Heat Exchanger – Aalanco confirms that exterior steel frame of heat exchanger is in good condition and recommends replacing internal plates only, rather than full replacement of heat exchanger. Aalanco has quoted replacement of internal plates at \$63,500 and Nick gathering additional pricing from Duggan Mechanical and Trane Mechanical for Board to review and vote on.

New Business:

- A.** Skylight Replacement, PH2 – Ambrose roofing provided estimate for \$5,585 to replace skylight above unit PH2 that was previously leaking. Skylight is currently sealed so there is not currently an active leak, but will need to be replaced. Board requests that Nick share specifications with owners of unit PH2 to ensure they are comfortable proceeding. Nick to update owners of unit PH2 and circle back with board once approved to schedule repair.
- B.** RCV Appraisal – recent appraisal of association came back higher than current building limit on insurance policy (~\$52M). HUB currently working to quote cost of increasing building limit and by how much it would raise the building's premium. Nick to update Board once complete to vote on increase.
- C.** Vigilease, Common Fobs – Vigilease provided estimate of \$45,384.43 to install fobs on common area maintenance doors,

such as mechanical room, electrical room, roof, etc. Current fob system is at capacity and association would need to install additional servers to accommodate new fobs, which increases cost of installation. Board votes not to proceed with estimate, Nick to gather pricing to rekey doors to a maintenance master.

- D.** EVCS Update – EVCS application has been submitted to MA DEP/Eversource for approval and anticipate an update on application status over the next 5-6 weeks. Nick to send out letter to all owners with details on EVCS, benefits of installation and how to sign up for program – letter is currently under review by Thayer's accounting team to confirm language regarding deposits to be held. RISE Engineering (installer) confident application will be approved via Eversource. Mary Moore, Claudia Giraldo, John Patrick and Nick met with RISE to review project, impact on community and timeline. Additional updates will be included as application progresses.
- E.** In-Unit Valve Evaluation – community raised concerns that in-unit valves had not been tested/evaluated over the past couple of years. Duggan Mechanical provided pricing of \$1,592 to complete full assessment of all kitchen and bathroom valves throughout building and provide owners with recommendations on replacement should in-unit valves need to be replaced. Replacement would be a unit-specific cost.

 - i.** Board votes to proceed with evaluation by Duggan Mechanical. Nick to coordinate and update on timing.
- F.** Staffing Update, Maintenance Tech – job listing currently posted online for open Maintenance Technician position. Jamie and Nick have interviewed a couple candidates, but continue searching for new technician. Nick to update on posting once qualified candidate is found.
- G.** DHW Expansion Tank – During recent preventative maintenance service completed by Gustavo Preston, vendor noted that the DHW expansion tank in mechanical room is beginning to fail and recommended replacing. Tank is losing considerable pressure between service calls due to issue with internal bladder. Nick gathering pricing for board's review.
- H.** DHW Filter – DHW filter replaced by Gustavo Preston and new filter to be ordered for next service call
- I.** HVAC PM Contract, Mechanical Room – Proposals submitted by Duggan Mechanical, Victory HVAC (GEM) and Trane Mechanical for preventative maintenance contract in mechanical room. Board discusses proceeding with Duggan Mechanical, but would like them to first repair combustion issue with Intellihot to confirm their capabilities with Intellihot systems.

Intellihots are a fairly unique system to work with. Nick to schedule and update on how service call goes, Board to vote on contract from there. Aalanco also to submit pricing, but has not yet done so.

- J. Dumpling House – Nick to schedule meeting with Dumpling House to discuss concerns of how they use their space.

VI. Executive

NEXT BOARD MEETING: Monday, December 11th at 7:30PM on Zoom