

**Bay Square Condominium Trust**  
**Trustee Meeting Minutes**  
**Monday, December 11, 2023**  
**7:30 PM – On Zoom**

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

**STAFF:** Nick Bergdoll

**OWNERS:** Diane Coutu, Yeah-huey Wu, Sue and Tom Owen, Axel Kurtz, John Patrick, Bernard Bunner, Debbie Koplow, Paco Rubiales, Jessica Tung

**II. Questions From Owners in Attendance**

- A.** Diane – inquired about hallway benches, and we explained old ones had been removed and donated
- B.** Question re belongings being kept in hallway – we will send a reminder notice to all residents about proper storage procedures for personal belongings
- C.** Owners were encouraged to share their concerns re Dumpling House with Nick outside the Board meeting so that Nick and the board may communicate noted concerns to ownership group of the Dumpling House

**III. Reviewed and approved November 28, 2023 Meeting Minutes**

**IV. Financial update:** November Financials were not available due to timing of meeting, but will be sent to Board for review. Pam Weiss, Treasurer, and Nick to review in detail.

**V. PM Report:**

**A. Our Property Manager, Nick Bergdoll, highlighted**

- Mold in stairwell remediated and leak resolved; the wall still needs to be rebuilt; workers to return the week of 12/17
- Fourth and fifth floor heat repair was completed, replacement parts installed for RTU
- Annual boiler inspection was completed

**VI. Management Review:**

**1. Old Business**

A. Fall HVAC PM– Duggan was contacted to complete in-unit preventive maintenance of Whalen Units the week of January 8<sup>th</sup> – 11<sup>th</sup>, 2024 (their earliest availability).

B. Engineer Review with BRS –

- a. Completed review of 512/608 and identified area of leak, working on proposal to proceed
- b. Expected to have formal report for 512/608 by end of this week.
- c. To complete their main review of the property they need to return once more, this Thursday, Dec. 14th
  - i. BRS has yet to examine the area around cantilevered section of loading dock

- ii. Report expected to be completed several weeks afterwards
- C. EVCS discussion on current status – update on application filed, timeline for approval and overall project timeline plus status of resident interest
  - a. Environmental Chargers for Electric Vehicles received a Pre-approval from Eversource
  - b. Projected out of pocket cost decreased to \$82k (from \$88k); we will likely hear soon from Eversource about the actual cost per charger
  - c. John Patrick sent letter to MA EVIP to confirm that the association is aware that it is not eligible for funding via the State's program due to the fact that the parking spaces are deeded to each unit.
- D. In-unit valve evaluation –
  - a. Duggan is scheduled to complete inspection the week of January 8<sup>th</sup> – 11<sup>th</sup>, at the same time as the Whalen Unit preventive maintenance.
- E. Staffing update for maintenance position
  - a. Position still posted online but have not seen any candidates with the skills needed (e.g. carpentry skills and familiarity with Whalen Units) and/or who seem suited to the position.
- F. Heat Exchanger – We reviewed two proposals
  - a. Aalanco came out and emphasized we only need to replace the internal parts and were significantly cheaper than Duggan's bid of \$70,170.
  - b. Hence, we unanimously approved Aalanco's bid of \$63,500.
- G. RCV Appraisal – vote on increasing building limit on insurance policy - approved
  - a. Current replacement cost limit is \$48 Million
  - b. The new appraisal of the building showed a value of \$52 Million
  - c. If we increase policy to \$52M, the total limit, in the event of a catastrophic loss, will increase to \$64,950,000
  - d. This means that the yearly HUB Insurance Premium increases by \$2,104 yearly (from \$50,589 to \$52,693)
  - e. Board approved increasing building limit to \$52M
- H. DHW Tank Replacement – we need to replace the domestic hot water expansion tank. It was discovered, upon inspection, that there is an issue with the tank's bladder, where the tank is losing pressure over time.
  - 1. We discussed three bids:
    - a. Aalanco for \$14,950 who proposes 2 tanks instead of one. This option cuts down on lead time

- b. Duggan for \$13,132.50 (12 week lead time)
  - c. Victory for \$25,950 (14 week lead time)
- 2. Nick will talk to Aalanco, confirm their warranty information, material of tank, weight of tank and any benefits or negatives of having two tanks instead of one. He will get back to the Board so we can vote on which bid/company to choose to replace the hot water heater for the building.

I. HVAC PM Contract for Mechanical Room –

- a. Nick pointed out that the Primary difference in the three estimates is that Trane includes servicing of CO removal system, while other two vendors do not
- b. Aalanco's proposal of \$9,700 was approved, as they seem more comfortable with the Intellihot Heater for the building. Nick will have Aalanco price out how much it would cost to have them service the CO removal system as well.
- c. Duggan's bid of \$19,800 and Trane of \$35,055 were also reviewed.

J. Duggan will be looking at plans for the shut off valves for the building's plumbing system and will help us identify their locations. We need to review the cost for their doing this

K. Skylight Replacement Proposal from Ambrose for unit PH2

- a. We voted on proceeding with Ambrose for \$5,585 who is in strict compliance of the OSHA law.
- b. Their system Includes fall protection over top of skylight due to the location of the skylight on the roof
- c. Nick met with the PH2 owner who is comfortable proceeding, lead time from Ambrose is about 3 weeks, but would need a milder day to complete

## 2. New Business

- A. Update on maintenance master key. We reviewed bid and voted to approve AA1 Discount Locksmith quote of \$812.8. Plan includes a master key for all the electrical rooms; one master key for each maintenance door and one for the fire pump room and sprinkler room.
- B. Condensate Neutralizer Drains in Mechanical Room have been leaking for a long time and are undersized for system. We voted to approve the Aalanco bid of \$2800 over the Duggan bid of \$2349.05 to repair these drains, as they are also servicing these units.
- C. Dryer vent cleaning update
  - 1. Dryer Vent Wizard was due onsite on Friday, but cancelled and will come out next week.
  - 2. Contract with CSC (washing machine and dryer company currently at Bay Square) will be ending as of 8/31/24; we will review the contract and bid out to other vendors

- D. Holiday planters were completed by Meredith and Mary
- E. Dumpling House
  - 1. We discussed security concerns shared by Pam & timeline and are scheduling a meeting with owner and manager of the restaurant
  - 2. Owners with concerns should arrange to speak with Nick so that all concerns will be addressed. These include, but are not limited to issues with their handling of the recycling, trash, and locking of the door.

**Executive –**