

**Bay Square Condominium Trust**  
**Trustee Meeting**  
**Tuesday, January 23, 2024**  
**9:30 AM – on Zoom**

- I. BOARD MEMBERS:** Pam Weiss, Mary Moore, Claudia Giraldo, Meredith Leshkovich, Catalina Arboleda  
**STAFF:** Nick Bergdoll and Jamie MacDonald  
**OWNERS:** Axel Kurtz, John Patrick, Diane Coutou, Oktor Skjaervo
- II. MINUTES:** Reviewed and approved the Minutes for the December 11, 2023 Meeting.
- III. Open Discussion with Owners:** Diane Coutou brought up a notice she had received from the city; John Patrick suggested we send items on agenda to owners one day prior day to the meeting
- IV. Financial update**
- A.** Reviewed and Approved December 2023 (Year End) Financials  
We have \$113,022 in the Operating Budget and \$1,345,020 in Reserves.  
Discussed Notable Variances. Payroll went down temporarily with departure of our live-in superintendent but Cleaning and Maintenance went up to pick up a lot of the tasks that the Superintendent used to do. There were \$13,000 in legal fees. We want to encourage owners to sign up for Auto Pay of the Condo Fees to be able to have money on hand to pay for our expenses
- V. Preventive Maintenance Report**
- A.** Duggan completed the preventive maintenance of the Whalen Units and will come back on 2/2/2024 to work on the 9 units that they were unable to gain access to, or that need personal items moved from in front of the Whalen units. Ten units were flagged as needing more services. Nick will reach out to the individual owners to explain
- B.** Quarterly fire alarm and sprinkler inspections were completed last week. Repairs were identified for both. Fire Alarms needs to be replaced on fifth floor; will be back onsite this week; Sprinkler in Upper Garage needs to be replaced and repair will be completed next week.
- C.** Regarding the intermittent issues we've been having with heating, Aalanco is scheduled to come back today 1/23/24 to install the porcelain components that will be a more permanent solution to these issues.
- D.** Sweet Water has been contacted to come drain the pool. Rain water that has collected in the pool leaking into areas below.
- E.** Leaks in parking that originated in floors above and have been resolved.
- VI. Management Review:**
- 1. Old Business**
- A.** Engineering Onsite Review completed by BRS. Report on issues such as pool leaks, window leaks in lobby and loading dock is due by the end of January.
- B.** Status of EVCS (Electric Vehicle Charging Stations) project was discussed. Subsidy approved is more than expected; all spaces spoken for; cost will be about \$2000/charger; RISE will be here today; project should be completed by end of February.

- C. In-unit valve evaluation – Duggan will take a couple of days to complete evaluation of valves in bathrooms and kitchens and entire project should be completed by mid-February
- D. Heat Exchanger plates can be carried up through elevators and project should be completed by mid-April, before we turn on the AC for the building.
- E. Skylight Replacement Proposal from Ambrose for unit PH2 – Skylight Has been ordered and will be installed as soon as weather permits
- F. Dumpling House: Pam, Catalina and Nick met with Jack, who is the managing agent for the restaurant and discussed Trash and Recycling Bins collection issues
  - 1. DH was provided with pricing for an additional Dumpster for the loading dock. They are to confirm if they want to proceed. (?)
  - 2. They agreed to an additional pick up each week of both trash and recycling; this additional pick up is to begin next week
  - 3. Additional 6 recycling bins (of a different color) will be purchased and identified as being for the DH, as opposed to for use by residents.
  - 4. We may be able to charge the DH for an extra 2hrs of labor in the Trash and Recycling Room and getting everything out on the street. Investigate number of hours; they are responsible for 50%
- G. Loading dock damage is making it difficult to roll out compactor to edge of loading dock;
  - 1. We will investigate temporary solution to be able to roll compactor or lift it to its place with rented fork lift
  - 2. We will also ask BRS for ideas on a temporary repair of the loading dock.
- H. DHW Tank Replacement – We received two proposals (see below) and approved the Aalanco proposal, given the extra warranty and the fact they are already managing the major mechanicals in the room.
  - a. Duggan: \$13,132.50 (12 week lead time, 1 year manufacturer's warranty)
  - b. Aalanco: \$14,950 (4 week time, but 2 tanks, approx. same weight 600lbs total, 5 year manufacturer's warranty)
- I. Leak Unit 608/512 has returned, though smaller. Layers of brick had been removed but this appears to have not been sufficient. Plan is to open up additional area of façade and waterproof additional section of façade. BRS is working to confirm pricing for the board's approval and timeline for repairs.

## 2. **New Business**

- A. Dryer vent cleaning – Dryer Vent Wizard quote of \$3498 was approved, Vent cleaning has not been done in a number of years.

B. Landscaping –

1. We received three proposals and voted to keep John's for another year.
  - a. Pemberton: \$8673 (irrigation and seasonal plantings on T&M)
  - b. John's: \$8,000
  - c. Horgan: \$10,611

C. Onsite Property Manager Office renovation

- a. We received two proposals and approved Dan Costeira's, pending materials review.
  1. Dan Costeira: \$17,200-includes all materials; can start in March. .
  2. Adam (KP): \$52,038- without materials
- b. And will communicate project to owners.

D. Hallway Carpet outside units 104/105 needs to be replaced due to ongoing leaks from the patio and from the wall. We will also need to be caulk the leaks while we do a more permanent solution. We will remove the existing carpet that has been getting wet with rain water and replace it with an old one we have in storage.

E. Exit door in UG likely needs to be replaced given age and wear and we need to get quotes.

F. Will also get quotes for resurfacing of the UG, LG and Green Street

**VII. Annual Meeting** will be held on February 27, 2024 at 7pm via Zoom