

Bay Square Condominium Trust
Trustee Meeting Minutes
Tuesday, April 9, 2024
9:30AM – on Zoom

I. Board Members: Mary Moore, Claudia Giraldo, Pam Weiss, Jay Chyung (Mary and Jay voting members as of 4/6)

Staff: Nick Bergdoll and Jamie MacDonald

Owners: John Patrick, Axel Kurtz, Sue & Tom Owen, Yea-Huey Wu,

II. Financial update

1. Reviewed and approved February 2024 financials. The association has \$85,929 in operating cash and \$1,373,484 in reserves.
2. Discussed notable variances including payroll, janitorial and snow removal
 - A. Payroll: variance due to budgeting for maintenance technician
 - B. Janitorial: variance due to increase in overall cost with Sonia & team covering partial maintenance technician responsibilities
 - Nick notes that a chargeback GL has been created to offset approximately 50% of costs back to Dumpling House related to trash room
 - C. Snow removal: variance due to majority of costs incurred at beginning of year

III. PM Report

1. Sprinkler pipe over parking spaces 30-32 had previously been leaking and a temporary repair was in place via Cintas. Cintas returned to complete more permanent repair and replaced section of piping that had previously been leaking.
2. Ongoing leak from unit 608 into unit 512 has been resolved in full and extensively water tested. Leak was the result of waterproofing issues around sliding door and at base of exterior wall outside 608. Several courses of brick were removed at base of wall and around sliding door, waterproofing material replaced and bricks returned to original condition.
3. Domestic hot water expansion tank replaced. Original estimate included two tanks, however, Aalanco was able to source one tank to match existing along expedited timeline and replaced in full due to noted pressure issues.
4. Skylight above unit PH2 replaced in full due to water infiltration issues.
5. UG exit door replaced in full due to ongoing maintenance issues.
6. Distributed updated emergency contact procedures to all owners via Pilera and physical notices onsite and worked with John Patrick to update Bay Square website to include the same information
7. Spring landscaping cleanup completed by John's in front of building, will need to return for rear mulching and soil maintenance.

IV. Management Review:

1. Old Business

- A. BRS construction document in process, expected to be completed in approximately four weeks based upon original timeline and update from BRS. Construction document will allow board to bid out larger repair projects with detailed specs and drawings such as loading dock and south facing window/water infiltration repairs. Total cost for construction documents is \$45,000, significantly under budgeted amount in 5 year projection of \$113,100.
- B. Pool repairs to address ongoing water infiltration issues in pool room and garages below began on April 4th. BRS has cut into concrete areas below pool and spa scuppers and found that leakage is likely related to a plumbing issue around the pipe penetrations. Next step for repairs is a water test to be completed by plumber to confirm how to best address the issues, BRS notes that scuppers do not appear to be leaking directly. BRS also began work around patio drains and has opened the first of two drains to verify scope of work for repairs. Scope aligns with what was anticipated for repair, including replacing water proofing membrane between concrete slabs around drain and the drain itself.

- C. EVCS installation project has been completed with final electrical inspection scheduled for this Friday, April 12th. John Patrick tested loop charger for his vehicle to confirm that it is working and RISE returned all keys/fobs to front desk. Next step is to pass inspection and provide owners with instructions on how to register. Nick working on creating licensing agreements for all owners who elected to participate. Nick to send notice to all residents to note project is complete and reminder that charging via wall outlets is not permitted, this likely excludes trickle charging as the electricity used is nominal – Nick to verify with HUB.
- D. Heat Exchanger replacement plates are on order via Aalanco, however, parts have been delayed. Originally quoted timeline was for parts to arrive in mid-April allowing for install prior to cooling season, however, delay in materials likely pushes arrival out to mid-July. Project is being undertaken as a preventative measure, there were no known issues with cooling system last year. Provided no issues arise, delay likely pushes install out to Fall to avoid disruption in cooling, but board will install asap if issues do present themselves during cooling season.
- E. Dan from CC&S cut exploratory hole in office wall to confirm there was no plumbing infrastructure that would prevent installation of window, found no issues. Due to return over the next couple of weeks to begin project in earnest. Dan notes project will likely take two weeks to complete in full.
- F. P2 Pump is being refurbished via Aalanco due to ongoing leak from pump. P2 pump is responsible for circulating water through heating/cooling system and is designed to offset load from P1 pump. Additional issue with pump identified via Aalanco when refurbishing at a total cost of \$635 and Nick approved in real time to expedite repairs. Aalanco anticipates refurbishment to be completed end of this week and installed accordingly.

2. New Business

- A. Dryer Vent Wizard was onsite to clean main dryer vent trunks and found that cleaning had not occurred in a number of years (likely 15+). DVW made small repair in real time to vent fan servicing first floor laundry room and noted an issue with fire damper on the main trunk for floors 2-6 that needs repair. Fire damper is designed to close due to heat in the event of an emergency, however, springs failed on damper between floors 5/6 and damper is closed, meaning all dryers from floors 2-5 have been venting downwards, affecting functionality. Aalanco to repair damper week of 4/22 which will allow all dryers to vent upwards and out of building. Residents have noted increased performance from machines after cleaning.
- B. Window Washing quotes received from Prime, \$8,675, and Pierce, \$10,012. Outside of cost, primary difference between quotes is approach for south facing windows. Prime will clean south facing windows via mobile roof anchors that they can repel down from, while Pierce quoted cleaning via water poles for all windows and via the interior of units for Juliette balconies. Both vendors to utilize a boom lift for remaining windows.
 - Board unanimously approves estimate from Prime, Nick to schedule and update on timing
- C. Spring HVAC PM via Duggan Mechanical scheduled for week of 6/24. Same scope as Fall HVAC PM and Nick to notify owners as we get closer to scheduled work.
- D. Garage Repair estimate received from BRS to spot repair 13 garage drains in all three garages. Scope of work includes saw cutting 2'x2' area around each drain, replacing drain and tying into existing plumbing connections, then repouring concrete and applying new concrete coating around drains (approximately 100SF). Total for spot repairs is \$71,500 and board discusses merits of addressing all existing drains at once, rather than phasing for a few drains each year. BRS estimate also includes applying a high traffic coating along garage drive lanes for \$295,000.
 - Board unanimously approves \$71,500 estimate from BRS for spot repairs, Nick to schedule and update on timing.
 - Board to hold on drive lane coatings at this time, will revisit based upon need and

available capital.

- E. Garage power washing estimates received from Atlantic, \$3,840, and Pressure Wash Boston, \$7,250. Atlantic anticipates cleaning can be completed in one day, while PWB notes cleaning would likely take around 2-2.5 days due to available labor. Atlantic's estimate also includes applying a chemical solution to garages to further withdraw sediment from garage floors and help with cleaning, BRS has no noted concerns on chemical application.
 - Board votes to proceed with Atlantic and Nick to schedule in advance of garage repairs via BRS.
- F. Insurance policy due to renew on 5/31. HUB recommends staying with GNY, who has been the association's insurance provider for several years, due to anticipated cost compared to market and reputation of GNY. HUB to provide renewal quote around 5/1 and board to vote on renewal at that time.
- G. uBreakiFix has requested an update to existing signage. Board reviews drawings and requests that signage is reduced in size to fit within existing concrete header, drawing indicates it will exceed header by approximately 1.5". Nick to update owner with revision and note that signage must abide by all Cambridge regulations as well.

V. Executive Session

1. Board unanimously reappoints Mary Moore as President, Catalina Arboleda as Secretary and Pam Weiss as Treasurer