

**Bay Square Condominium
Trust Trustee Meeting
Wednesday, May 22, 2024
10:00AM
On Zoom**

I. BOARD MEMBERS: Claudia Giraldo, Catalina Arboleda, Mary Moore, Jay Chyung, Pam Weiss

STAFF: Nick Bergdoll; Jamie MacDonald

OWNERS: Axel Kurtzl; John Patrick; Debbie Koplow; Daniel Greenbaum; Paco Rubiales

II. Reviewed and Approved April 2024 Meeting Minutes

III. Financial update

- A.** Reviewed and Approved April Financials: Operating Cash went up to \$105,000 because liability on Balance Sheet was removed with final invoice for EV Chargers paid in full.
- B.** Primary Variances: Payroll lower figures are offset by Cleaning Contract; Fire and Safety are high because of repairs; Taxes are up because of income from investment (CDs); Trash Removal is up but will normalize in future.

IV. Preventive Maintenance Report (see Nick Bergdoll's notes)

V. Management Review:

1. New Business

A. Trash Contract – Unanimous vote for renewal to keep Republic for \$1658 on proposals received. Other proposals reviewed included Casella for \$2452 and Waste Management for \$2562

B. Laundry Contract – We voted unanimously to use Automatic (\$2.25/cycle; 50% commission; 10 year term; with either Card and/or App; Speed Queen machines). Other proposals reviewed included

1. CSC – \$2.25/cycle, 45% Commission, 7 year term, Card and App; Speed Queen Machines.
2. American – \$2/cycle, 50% commission, 7 year term, Card, Huebsch machines + \$4 cards
3. Automatic - \$2.25/cycle, 50% commission, 10 year term, Card with real time app; and Speed Queen Machines
4. Currently from CSC we receive 53% of revenue at the current price of \$2 per cycle; The total 2023 revenue was \$10,940 (if the fee went up to \$2.25 we would get \$2500 more in revenue)
5. We will get quotes to renovate the laundry rooms but are unlikely to do this project, given the number of other projects we have to do this year.

C. Trash Room Painting – we reviewed three proposals and voted to give Dan Costeira the contract, as he would complete the trash room paint job and include the overhang for free, and the garage exit door for approximately \$500. Other proposals reviewed included one by Manuel Gonçalves for \$2000 and one from Deal Handyman for \$1618, overhang for \$519, garage for \$419

D. Awnings – we discussed proposals to replace awnings. However we decided we needed legal counsel to review our documents and give us legal opinion as to how they can be replaced and whether we can ask these commercial spaces to do signage without awnings and/or remove awnings in full.

Proposals received so far included:

1.. Atlantic

- Dumpling House - \$19878 (rebuild and replace awnings)
- Loading Dock - \$17680 (construct standalone structure to improve aerial view above loading dock area.

2, Lafuente

- DH - \$11059.13 (rebuild and replace)
- Loading Dock - \$9814.70
- California Cryobank - \$6080.33 (replace awnings to match DH)
- Install - \$4450

E. Loading Dock lock replacement: We unanimously approved getting a new high security key from AA1 Locksmith for \$650 in the hopes that the door between the loading dock and the trash room won't get propped open.

F. Spring Cleaning Items: we will send out to polls/distribute tags:

1. Gym poll -to see which machines are being used.
2. Bike tags- to see which bikes are being used and which are just left over from previous tenants/owners. Explore donation options for abandoned bikes.

G. Old Business

- A. **BRS Construction Document** – will be completed by May 31, 2024
- B. **Garage Repairs** – materials on order so likely start in late June
- C. **Garage Power Washing** – date shifted to 6/20 to more closely align with garage repairs.

- D. **Pool repairs** – there is still some residual leaking in West pool skimmer and spa around the upper areas of the skimmer throats. Nick coordinating with Sweetwater to return and replace upper sections of caulking around skimmer throats. One area that was untested were pool return lines as both Sweetwater and Leak Tech advised doing so at point of pool relining due to need to drain pool in full and costs associated with pressure testing those lines. Any leakage was not significant enough in their opinions to warrant those tests at this point.
- E. **Office Renovation** – project has been mostly completed but still need to install flooring and backsplash. Hudson Carpets will bring flooring samples and board looking at backsplash options
- F. **Window Washing** – will be done the second week of June, Nick to send notice to all residents.
- G. **Spring HVAC PM** – Duggan will be here from June 22 to June 26th
- H. **Insurance Renewal Update:** Renewal in process with HUB. There is a 13% increase in the premium (which seems standard for condos and coops now) with a 2 Million dollar increase in building limit.