

Bay Square Condominium Trust
Trustee Meeting
Tuesday, July 3, 2024
7:30PM
On Zoom

I. BOARD MEMBERS: Claudia Giraldo, Jay Chung, Catalina Arboleda, Mary Moore
STAFF: Nick Bergdoll
OWNERS: Jackie Landau, Meredith Leshkovich, John Patrick, Sharon Britton, Nancy Whittington, Jessica Tang, Debbie Koplow, Dale Whittington
Questions were raised re Upper Garage Door damage, attentiveness of night concierge, and Whalen Unit Maintenance procedures.

II. Minutes: Reviewed and approved May 22nd Board Meeting Minutes.

III. Financial update:

- A.** May 2024 Financials
 - 1. Nick Bergdoll to confirm operating balance question with accountants.
 - 2. Reserve balance of \$1,364,186
 - 3. Notable variances this month include insurance renewal payment of \$21,000 HVAC repairs of \$10,000, wages, rubbish removal from last republic invoice at old rate, pool supplies, and unit owner expenses of \$8539, which are offset/ have been billed to owners
 - 4. Reserve expenses include progress payment to BRS for construction document of 15K and payment made to Dan for office work and common area work of 22K

IV. Preventive Maintenance Report:

- A.** Several repairs were made to garage doors
- B.** Completed window washing
- C.** Painted trash room
- D.** Addressed irrigation issues in planters
- E.** Repaired pool lights timing

V. Management Review:

1. Old Business:

- A.** BRS Construction Document: Nick is still reviewing
 - 1. BRS finalized construction document last week
 - 2. Includes detailed scopes and necessary drawings
 - 3. Included all projects, so currently parceling out projects we want to focus on this year
 - 4. Putting together packages for potential contractors on projects we want to bid out
 - 5. Still waiting for BRS to confirm their pricing

B. Garage Repairs – update on progress and scope

1. BRS has completed drain replacements in LG. These included concrete pouring and using a camera line by East elevator to see if pipe was cracked. Fortunately, it was not. Drains were offset .25in below the garage floor.
2. BRS to return week after the 4th of July holiday to address UG and Green St Garages, will apply traffic coatings to those drains. They will power wash areas that they work on.
3. Mary Moore and Nick Bergdoll also reviewed several other drains/access points that need repair. The troughs at LG entrance/exit and bottom of ramp that are in very poor condition. These could not hold any water during the power washing. These issues were pointed out to BRS foreman, and we will get quote
4. BRS working to put together pricing for that added scope

C. Spring Cleaning Items – gym equipment poll & bike tags

1. Gym equipment usage poll was sent to residents. We have received 35 responses thus far; poll closes 7/15
2. Bike tags – Once we are done with the gym usage poll, we will send notice for residents to tag bikes that they are using. This will enable us to remove old bikes not in use. If bike owner residents are away they can ask Nick to help tag their bikes.
 - a. Any unused bikes will be donated
 - b. Tags will be available for pickup at front desk

D. Awnings – discuss update from MEEB and next steps

1. Consulted with our lawyer MEEB – based on awning approval from prior board, we cannot get rid of awnings in full, but can require cleaning/replacement
2. CC awnings are in fine shape and could just be cleaned, but DH awnings are in very poor condition. Awning is torn in multiple locations and frame is not properly secured to building. As this is a safety issue, we would need to replace frame and awning in full
3. We will ask both Commercial Units if they want their awnings replaced or not
4. At next Board meeting, we will discuss how we want to proceed and if we have a preferred vendor, likely timing in Fall due to current availability for both. Pricing for full replacement of awnings is as follows:
 - a. Lafuente – For CC: \$6,080.33; for DH: \$11,059.13 and installation about ~\$4450
 - b. Atlantic- For both CC & DH: \$19,878
 - c. Loading Dock (owner's request) – Lafuente, \$9814.70, Atlantic, \$17680 would be a standalone structure to cover dumpsters

- E. Office Renovation is almost complete. Backsplash has been ordered; Nick will get flooring samples to be reviewed and Dan Costeira return from vacation in mid-July and can complete the project.

2. New Business:

A. Sweet Water Pool Service quotes regarding Saltwater Pool Conversion

1. Costs for Spa would be \$3,307.06 and for Pool \$7,609.85
2. Right now, the pool is prone to large fluctuations in chlorine levels, going high over night and dropping down during the day, requires constant tinkering to keep within range
3. Benefits include better user experience; salt is easier on skin and eyes. Easier to maintain, constant level of chlorination in pool via salt, only supplementing with liquid chlorine based upon water loss
4. Salt is added at point of startup each year based upon levels in water, much cheaper than liquid chlorine so long-term cost savings
5. Would need to retrofit to add in salt system as existing piping as salt is much more corrosive, cut out sections of pipe to add system and sacrificial anodes. The corrosive elements of the salt attack these anodes before entering the pool system.
6. Sweetwater recommends doing conversion at point of shutdown as having pipes blown out will make it easier to cut and avoids water in pool room
7. Installation takes about 2 days. We will ask BRS whether the corrosive nature of salt make the leaks worse and whether there are other hidden costs, such as the cost for replacement of the sacrificial anodes every 5-10years.

B. Front Door Keypad:.

1. Vigilease estimated that a Keypad for the Front Door would be \$1457.62
2. Add a keypad for residents at front desk, can hold up to 20k codes so each unit can have their own
3. Would allow for access if the concierge is away from desk or during call outs
4. System managed at front desk, similar to fobs/garage openers – we can add/delete at point of unit turnover or resident request
5. After discussing we voted unanimously not to add for safety reasons. But will make sure we have coverage at the Front Desk in the evenings.

C. Lobby Leak

1. Duggan to return on Monday (July 8) with a camera system to identify source of leak.
2. The issue may have been identified during HVAC preventive

maintenance in a unit two floors above the area, where the drip pan was full and leaking

3. Duggan recommends returning to double check and verify there is no additional water
4. Once complete, Nick Bergdoll will setup repairs via Dan Costeira. Repairs involve cutting out the sheetrock, patching and painting the affected Lobby Area
5. To address these leaks in future we may think of installing battery operated alarms to put in Whalen Units in the entire building to detect water in pans. Will also think of getting new pans for pans that are not in good shape.

D. Laundry Room Updates – some owner requested proposal for redoing the laundry rooms, when we switch to new vendor, Automatic. We reviewed proposal received and discuss next steps

1. Dan Costeira's quote was \$36,900.
2. Scope includes removing shelves, wallpaper and flooring and adding in new shelves, painting walls and new tile floors.
3. Pricing does not include cost of tile; that would need to be purchased separately and installed by Dan.
4. We discussed and decided not to proceed with this project.

E. Spring HVAC PM follow ups & suggestions from Duggan

1. Duggan to return 7/23 & 7/24 for the 15 units that we could not gain access to or were not prepared.
2. Duggan recommended adding water alarms to each unit, they can purchase and install, or we could as well
3. \$15-\$20 for super basic alarm, would total around \$4500 if we purchased directly and could install during next PM Service.
4. Would help combat clogs on upper-level units that don't have alarms