

**Bay Square Condominium Trust
Trustee Meeting
Wednesday, September 11,
2024
12:30PM
On Zoom**

I. BOARD MEMBERS: Claudia Giraldo, Jay Chiang; Mary Moore, Catalina Arboleda
STAFF: Jamie McDonald; Mark Cappelletti, Nick Bergdoll
OWNERS: Axel Kurtz, Sharon Britton, Meredith Leshkowich, Diane Coutu, Oktor Skjaervo, John Patrick, Paco Rubiales, Julianne Chen, Laurie Keogh (C3 representative), Kevin McDermott, Sadhana Prakash

II. Minutes: Reviewed and approved July 2024 Meeting Minutes – all voted in favor

III. Financial update:

- A.** Reviewed and Approved July Financials-operating account a bit low; reserves are higher 1.4 million
- B.** Wages are below estimates but cleaning costs were higher.
- C.** Billing Dumpling House update.
- D.** Notable monthly expenses include quarterly fire alarm inspection and follow up repair, landscaping to remove dead tree and replant and closeout invoice from BRS for construction documents.

IV. PM/Maintenance Report- Mark Cappelletti, our new technician, described some of his recent work. Repairing and repainting walls in Lobby as well as changing filters in HVAC in lobby, cleaning and waxing the floor of the Trash and Recycling Room, painting garage doors. Also described his daily routine.

V. Management Review:

1. Old Business

- A. Saltwater Pool Conversion:** Sweet Water Pool estimates
 - 1. For Pool: \$7607
 - 2. For Spa: \$3307
 - 3. BRS notes that provided installation is correct, saltwater should not deteriorate pool faster than chlorinated water.
 - 4. Advantages include better user experience, overall easier to maintain as well as fewer large fluctuations in levels.
 - 5. Seeing less fluctuations since recent repairs, but these fluctuations still occur too frequently.
 - 6. We voted to approve the Saltwater Pool Conversion and use Sweet Water Pool to do the work.
- B. HVAC Water Alarms**
 - 1. App based alarm operates via Wi-Fi, but can text/email notifications
 - a. \$60 per

- b. Could setup text email to be sent to Nick/Mark and app notifications to respective owners
 - c. Voted to approve installation of water alarms in units with condensate pumps to begin.
- 2. Analog based alarm operates locally via batteries
 - a. As low as \$18-\$20/alarm
- C. Gym Poll – planning on renovating gym equipment
 - 1. Plan to discuss with Reg who works at retrofitting hospital gyms; we plan to get more functional equipment based upon results of recent gym poll.
 - 2. In terms of overall budget, we are saving money on south facing Lobby wall that we could roll into the gym. Nick to update with a better sense of overall budget options.
- D. Garage Repairs – update on additional scope
 - 1. BRS quoted \$48k for trench drains, working to confirm additional cost associated with smaller drains in garage
- E. Laundry Vendor Update
 - 1. Transition now scheduled to occur 10/23 due to CSC delays and Automatic's availability
 - 2. CSC has still not confirmed machines will be out by then
 - 3. If necessary, we will disconnect them directly and store them onsite in storage rooms off garage
- F. Bike Tags/Rules & Regs Update
 - 1. Updated language in rules and regs and with MEEB to review. Once language is confirmed, board will sign the document.
 - 2. We will then distribute new rules and regs prohibiting the storage of bikes in units, particularly e-bikes, as well as the use of elevators to transport bikes
 - 3. E-bikes could be stored in LG smaller bike room, it's further away from cars and has a sprinkler inside storage area and another right outside of it. EV car fires need to be addressed. We will need to think about how to charge E-bikes
 - 4. Then send out bike tag communication
 - a. Tags available for pickup at the front desk
 - b. All untagged bikes, or bikes with old tags will be donated, depending on condition

2. New Business

- A. In-Unit HVAC/Plumbing – follow ups & discussion on enforcement
 - 1. Discussed how to best enforce HVAC/plumbing deficiencies found during in-unit maintenance visits.

2. Several Options:

- a. Continue as is – provide write ups to owners who then follow up directly
- b. Provide write ups to owners then provide certain timeframe for emergency repairs (ex 2 weeks) or timeframe for non-emergency repairs (ex. 6 months) to complete follow up needed with written confirmation via invoice from contractor for emergency repairs. Non-emergency repairs we could then visually inspect at next inspection.
- c. If not followed up upon, condo could complete directly and chargeback owner
- d. Would need to send demand letter to owners who do not provide access – past precedent in place from similar issues
- e. We agreed to institute option B. Nick will draw up and we will vote once language is set.

3. Valves – We are finding some are seized. This is an issue that needs to be addressed as it becomes impossible to turn off water in units. Mark will visit each unit and inspect the valves in bathrooms and kitchens and document the state of the valves in each unit.

- a. Board/Nick to then follow similar enforcement policy for any faulty valves

B. Unit C3 Modification/Awnings (Cryo-Bank space)

1. Owner would like to rezone space to be commercial/residential – precedent in place from 104/105 (live/work environment)
2. Could benefit condo as it may make sale/rental a bit easier rather than vacant commercial space
3. Good opportunity to mandate what we want with awnings – such as removal/replacement
4. Confirmed with MEEB on direction and can proceed with majority vote by board.
5. Any rezoning needed up to buyer/seller
6. Laurie (rep of unit C3) on call to help answer questions
7. Nick to follow up with MEEB for any unforeseen consequences, or issues we may not yet have considered

C. Elevator Carpet Tiles

1. Do not have enough extra tiles to replace the east elevator landing in full
2. Need about 30 more tiles to complete replacement
3. As of now, same tiles are \$30 per square, so would cost \$900 for

extra tiles needed

4. If we want to replace both landings, that projects out to \$7500
5. Mark is going to clean carpets in interim; we will order some darker carpet tiles to match the ones in the elevator and in the front desk to see if the darker ones (same as inside elevator and front desk) would work. We will keep the lighter carpet tiles for the central Labby area.

D. Loading Dock Gate

1. Couple owners requested a swinging gate at entrance to loading dock.
2. Quote from Patriot Fence - \$2800 for a Swinging chain link fence style gate. Includes additional \$400 as option to install black privacy slats.
3. Would need concierge to lock at night and Mark to open at morning
4. Aim is to prevent homeless people from sleeping and/or dumpster diving
5. We will follow up by getting other quotes for this gate and other ideas.
6. If we proceed, to be done after loading dock repairs in process with BRS

E. Trash Removal

1. Owner requested additional dumpster to combat overflow issues
2. Republic –for additional dumpster, added \$200/mo. plus \$50 delivery fee
3. Likely push back from other owners for additional dumpster on loading dock but could be worth exploring. We might investigate a third dumpster.
4. We are seeing increased volume of trash/recycling with number of moves over the past month/Summer season. It may make sense to hold on proceeding and see how the next month or two go.
5. We agreed to start with a fourth pick up, if the volume of trash and recycling stays high, such as during peak move season, or at high volume times of year like Christmas

F. Snow Removal

1. We reviewed three quotes from John's, Horgan and Riverside.
2. We decided to keep John's as it was more cost-effective for smaller storms, they are already familiar with building and we have Mark on site to help with snow if needed. All members present approved.

G. South Facing Patio Wall Repairs, BRS

1. AIA contract submitted 9/9
2. Total Cost will be \$232k
3. Includes wet sealing existing windows rather than replacing in full
 - a. Savings of \$109k by wet sealing
 - b. Wet sealing is based upon recommendation from BRS due to condition of existing windows
 - c. Comes with a 5 year warranty on work
4. Nick to submit draft AIA contract to MEEB for review

H. Loading Dock Repairs, BRS

1. AIA contract submitted 9/9
2. Cost - \$125k, Including a \$25k to loading dock ramp
3. Nick to submit draft AIA contract to MEEB for review

I. Bidding of remaining projects

1. BRS can administrate bidding process for an additional \$8800; seems high given most things have already been completed.
2. Total cost is high in comparison to other projects Thayer has administered. Nick offers comparison of another project that Thayer managed that was larger in scope and bidding services cost \$7200
3. Alternatively, we could do projects directly ourselves, with BRS helping for certain projects
 - a. It's easier to bid masonry projects, like east facing wall
 - b. But could get BRS' help for 106 patio repairs due to complexity involved and potential uncertainty with what we may find