

**Bay Square Condominium  
Board Meeting  
Tuesday, October 29, 2024  
7:00PM  
On Zoom**

**I. Board Members:** Mary Moore, Claudia Giraldo, Pam Weiss, Jay Chiang, Catalina Arboleda

**Staff:** Nick Bergdoll; Jamie McDonald

**Owners:** Su Chiang; Nancy Whittington; Laurie Keough; Sharon Britton; John Patrick; Rebecca Rudicell; Bernard Bummer; Axel Kurtz; Debbie Koplow; Yeah-Huey Yu; Kevin McDermott; Jacquie Landau

**II. Reviewed and Approved September 11, 2024 Meeting Minutes**

**III. Financial update:** Reviewed and approved August 2024 Financials

**IV. Property Manger Report:** East Elevator Drive was about 12 years old and needed to be repaired; we are obtaining pricing for drive for West Elevator also, as the two elevators are the same age.

We moved all the washers and dryers out of the laundry rooms and stored all the old ones. At the same time, we identified several leaking faucets and replaced them with new ones. Drain Doctor has been working on leaks in LG; We repaired the irrigation leak, retouched wall and replaced flooring in gym before Mark Cappelletti left.

**V. Management Review:**

**1. Old Business**

**A. Saltwater Pool Conversion**

1. Conversion to take place November 4<sup>th</sup>; Sweetwater will cut out pipe and replace it with one suitable for saltwater. All work should be completed by the middle of the week

**B. Gym Poll**

1. Engaged Gronk Fitness to advise on potential upgrades and reorganization. Gronk Fitness is a company that is certified to work on Life Fitness equipment.
2. Reg, the man recommended by Dom Moore, will act in a consultant role to review plans and recommendations from Gronk fitness. Reg had scheduling conflicts that prevented him from doing work directly.
3. Once Gronk has plan back and Reg reviews, will engage a small group of owners to review
4. We will ensure that the equipment most used will remain in place based upon the results of the gym poll.

### C. Unit C3 Modification

1. Vote on modification to reclassify space from just commercial to residential/commercial use
2. MEEB advises no real risk to condo
3. C3 can proceed with board approval
4. All zoning/requirements for the City of Cambridge will be responsibility of C3
5. All approved the modification of this space, Nick to coordinate signatures for Laurie (C3).

### D. Awnings

1. We discussed removing awnings in full as condition of approval, but owner of C3 noted awnings house additional benefits like lights and weather protection
2. So we will replace both awnings as the DH awning is not structurally sound and choose the material in the next week or so. Nick to coordinate with Claudia.
3. Quotes from Lafuente:
  - a. DH - \$11059.13
  - b. CC - \$6080.33
  - c. LD - \$9814.70
4. We did not discuss whether or not to pursue awnings on Loading Dock, which was a request from one of the owners. Board will need to vote on addition at the next meeting, along with color and vendor for front awnings.

### E. Heat Exchanger

1. Cooling tower shutdown on 10/28-10/29 so that the heat exchanger could be isolated and made ready to replace its' plates.
2. Aalanco will be on site to replace Heat Exchanger; this work will start in the next one to two weeks.

### F. Bike Tags/Rules & Regs Update:

1. Amendment has been recorded at the registry. Nick to send notice to all residents and we will give residents a couple of weeks to move the electric ones to LG space and bikes to proper storage spaces. We will also retag the bikes and give away the old ones that are just being stored.
2. Nick and Jamie working on a fire response policy for EV's and e-bikes, etc.

## **2. New Business**

### **A. Maintenance Technician Staffing Update**

1. Proceeding with Mark Gorman, on trial basis, will most likely start working at Bay Square next week. Mark is a current employee of Thayer with his assignment ending soon, freeing him up for Bay Square.
2. Continue searching for permanent fit, potentially offer MG job based upon fit onsite
3. Notify owners that Mark Gorman is here on a trial basis
4. Interviewing other candidates for a long-term person.
5. Thayer reposted the concierge position with updated language to attract higher quality candidates.

### **B. Project Tracking & Portal**

1. Reviewed project tracking via Pitera
2. We can proceed with Pitera by adding in all action items as work orders and can also use Pitera as a resident portal, where owners can see projects and ask for issues to be addressed
3. We will move all condo documentation over to Pitera in its entirety from the Bay Square Website. This will allow us to have one central location for all documentation.
4. Nick will send out instructions on how to use and he will do a couple of trainings in the lobby to instruct residents on how to use it.

### **C. Loading Dock Gate**

1. Discussed adding gate in front of loading dock to lock space overnight, in order to both combat occasional homeless people from sleeping on Loading Dock and/or dumpster diving
2. Have received two quotes: Patriot for \$5100 and Devine – for \$3962.85
3. Given how similar these two are and the need to postpone this until we have a new Loading Dock, we will vote at next Board meeting
4. One issue is the gate for the Door Store (next door) that needs to be fixed for that area to be secured. If not repaired, someone can enter there and jump over, making it easy for homeless people to use the area.

### **D. Bathroom Vent Fans**

1. Request from owner to clean bathroom vent ducts

2. We don't think it's ever been done before nor is it a common project
3. Difficult to track down vendors who do that style of work
4. Vendors would need to clean from roof line down, but owners can clean their own bathroom vents directly
5. Air Tech quoted \$3800 for approx. 25-30 shafts based upon plans
6. We discussed and it's not clear why we need to do this. We decided to contact the owner and ask him to explain to use why they feel this would be important
7. Otherwise, we will send a notice to remind owners to clean vents locally.

E. Fire Extinguishers

1. Cintas noted there is not enough fire extinguisher coverage
2. This has not come up in the past, from Cintas, nor from inspections at point of sale
3. Recommend adding extinguishes to each laundry room and at West side of each hallway
4. Cintas quoted \$2048.26 for this project.
5. We will go ahead and add these fire extinguishers on each floor. Approved unanimously.

F. LG Pipe Backups & Additional Garage Drains

1. LG sewer drains backed up twice in short succession
2. Snaked and power jetted drains; we also increased the ratio of emulsifier in the Dumping House(to dissolve the grease)
3. Jetted all drains from roof line down
4. After placing a camera in the line, Drain Dr believed the pipe was cracked
5. Doran used camera line but could not confirm
6. Nicolopoulos also used a camera line and thinks its possible pipe is cracked. They will be but returning with a new device to remove grease as it's possible that it's just residual buildup. And then they will send another camera down to check.
7. Nicolopoulos is scheduled to clean the pipes and camera them on Nov. 12<sup>th</sup>. It may be possible to insert a liner inside the pipe instead of having to replace the pipe if it is cracked
8. Depending on findings:

- a. Will need to dig up and replace pipe
- b. Or can explore options to put a liner in pipe
- c. Finally, we can ask the DH to make a new drain pipe going out to Mass. Ave.

#### G. 407/501 Leaks

1. Old leak above sliding door in unit 501
2. Thayer applied caulking to joint and it solved the issue, but this was not intended as a long-term solution
3. BRS will be onsite to remove caulking and add mortar
4. 407 now has small leak above bedroom window
5. Will need to investigate further to confirm source and resolve
6. 602 owners note they have a rubber waterproofing above sliding door hanging down
7. BRS to be onsite with boom lift on 11/6, provided permitting for work on Bay St is approved
8. On Wednesday Nov. 6<sup>th</sup> all three of these will be worked on. Will require closing one side of Bay Street.

#### H. Valve Inspection Update

1. Inspected all unit valves
2. Need to replace 186 shut off valves
3. Pricing out project and will present quotes for approval- Nicolopoulos and other firms. Work will take at least a week to complete.
4. Price will be broken out between unit owners and based upon per valve cost and number of valves per unit
5. Several stack shutoffs need to be replaced, will require full building shutdown
6. Need additional help for first floor valves, many are either difficult to reach, not labeled or incorrectly labeled. First floor and common spaces need to be done by two people. For example, the water shutoff valve for 1<sup>st</sup> floor laundry is mislabeled

#### I. Use of Lobby

1. Discussed use of lobby as a bookable space for owners and/or renters for meetings. Arguments were made for doing it just for owners only and for including renters as well.
2. 8 owners reached out in support of lobby being bookable

3. If we do proceed, do we want it to be for owners or renters too. Given how late it was, we decided to discuss it offline and get back to owners with our decision

J. BRS Project Updates

1. Contract with BRS was reviewed by an attorney and revisions approved by Board, Nick to send back to BRS and sign once changes are accepted.
2. Nick to update on requested PMA changes