

**Bay Square Condominium Trust**  
**December Meeting Minutes**  
**Thursday, December 19, 2024**  
**7:00 PM**

**I. Board Members:** Mary Moore, Claudia Giraldo, Pam Weiss, Jay Chyung

**Staff:** Nick Bergdoll

**Owners:** Sharon Britton, Debbie Koplow, Axel Kurtz, Meredith Leshkowich, John Patrick & Oktor Skjaervo

**II. Reviewed and Approved October 29, 2024 Meeting Minutes**

**III. Financial update:** Reviewed and approved November 2024 financials

**IV. Property Manager Report**

- A. Reviewed WO Report from Pilera and approved using WO report moving forward.
- B. Highlights from report included: replacement of faulty shutoff valves for main stack shutoffs in several stacks that were seized; spot cleaning of hallway carpets to address several stains; repair of Green St garage pedestrian door for locking issue; winterization of the irrigation system and turning on heaters in mechanical spaces; organization pf old whalen units into keep and scrap piles to discard old units; resolving exterior leaks in a couple units via boom lift

**V. Management Review:**

**1. Old Business**

- A. Maintenance Technician Staffing Update
  - 1. Jose Martinez has accepted offer to begin in full-time maintenance technician role effective 1/13, all background information has been processed and approved
  - 2. Nick will setup a meet and greet with Jose for all residents to meet him once he begins
- B. Awnings/C3 Update
  - 1. C3 has a prospective buyer, Purdy Construction and is scheduled to close on Friday, 12/20. Purdy plans to renovate space and create two residential units; a 1 and 3 bedroom.
  - 2. Initial drawings were provided by Purdy Construction, but much work remains both construction wise and administratively to subdivide the area into two residential units
  - 3. Purdy's preference is to remove the exterior awnings and add additional lighting, board approved the removal of awnings and Nick and Claudia will work to source lighting that the board approves in order to replace existing and add new sconces
  - 4. Nick to engage the Dumpling House to either remove or update their awnings to a Marine Blue Sunbrella product, providing the Dumpling House with existing pricing from Lafuente Awnings, or they can engage a separate contractor of their choosing, with the Board's approval on the quote. Lafuente quoted \$11,059.13 to remove and rebuild the existing awnings based upon their condition.
  - 5. Nick to also engage the Dumpling House about the addition of an L-shaped awning above the loading dock, a request submitted by an owner. The Board has approved the addition of the awning under the condition that the Dumpling House pay for 50% of the installation costs. Lafuente quoted \$9,814.70.
- C. Loading Dock Gate

1. The board reviewed proposals from Patriot Fence Crafters and Devine Fence to install a decorative aluminum gate at the entrance of the loading dock with the aim of preventing any dumpster diving or homeless folks from entering the loading dock. The gate would swing open from the middle and would be locked at night and opened in the mornings to allow for trash removal, deliveries and contractors to utilize the loading dock during normal hours. The scope of work is apples to apples, Devine quoted \$3,837.85 and Patriot quoted \$5,100.
2. The board approved Devine's quote on the condition that Patriot does not offer a significantly longer warranty, Nick to confirm.

## **2. New Business**

### **A. Board Composition Update**

1. The board announced that Jay Chyung would be assuming the role of President from Mary Moore

### **B. Gym Renovation**

1. The board reviewed a proposal and drawing from Gronk Fitness to update the gym area based upon the feedback received from the Gym Poll, with a bias towards owner feedback. The proposal included the removal of several existing pieces of equipment that are not regularly used and the addition of new pieces of equipment based upon the feedback received. The old pieces of equipment will be discarded as they no longer hold any trade-in value. Gronk quoted \$19,941.44.
2. Nick reviewed the proposal with Reg Grant, the contact provided by Dom Moore, and Reg noted that the proposal is more geared towards a casual gym goers experience, rather than an expert gym goers experience, which the board found favorable for the purposes of the gym onsite.
3. The board asked for several small revisions to the overall layout to better accommodate the space and Nick will engage Gronk Fitness to confirm how we could better position a couple pieces of equipment to fit the space

### **C. Valve Replacements**

1. The board reviewed proposals received to replace faulty in-unit valves that were identified while inspecting all valves onsite, 168 of which need to be replaced. Nicolopoulos Plumbing quoted \$22,177.12, or \$132/valve, while Duggan Mechanical quoted \$20,959.75, or \$125/valve. Nick recommended proceeding with Duggan based upon price and overall comfortability with larger projects that require lots of coordination and organization. Work to be completed by stack to minimize the overall disruption of water outages and to minimize access needed into units that house stack shutoff valves. The board approved Duggan's quote and agreed to chargeback unit owners based upon the number of faulty valves in their units.
2. Nick noted that some units may need small openings made in walls to facilitate the replacement of valves as several valves are too close to the walls to safely cut out and replace. Nick will coordinate work after Jose begins to ensure we have a full-time maintenance technician able to assist in real time.

### **D. Bike Room Security Cameras**

1. During a recent open forum a concern was raised about the security of the bike rooms in the garages related to a theft that occurred 2-3 years ago.
2. The board reviewed pricing from Vigiliease to add four permanent cameras facing the bike rooms that can be added to the existing security system at the front desk for real-time monitoring and the ability to pull footage as needed. Vigiliease quoted

\$3,409.81, the board approved moving forward with Vigilease and Nick to schedule the installation of the new cameras.

#### E. DH Roof Vent

1. An owner had raised concerns about the odor from the Dumpling House roof top vent. Nick engaged Duggan Mechanical to review the possibility of relocating or extending the vent to a more neutral location on the roof and while possible, Duggan cannot guarantee that it would resolve the issue as shifting wind patterns may drive the smell back to the reported location, or unintentionally drive the smell to a different location if the vent were to be extended. Duggan quoted \$11,554.
2. The board decided against proceeding due to the uncertainty in how effective the vent extension would be and will instead pursue alternatives such as deodorizers to minimize the smell generated from the vent. If the deodorizers provide minimal or no improvement, the board will revisit.

#### F. Front Door

1. During a recent open forum an owner brought forward the idea of adjusting the timers on the front door to open so that it minimizes the air flow from the exterior inside. According to Superior Door, the front doors can be adjusted to open at separate times to minimize the air flow. Nick created a blind poll for the front desk staff and had them vote on the idea since they are the ones primarily affected and in a 3-2 vote they opted to keep the doors the same. If their opinions change, Nick will reintroduce the idea to the board.

#### G. Juliet Balconies Warranty

1. A couple unit owners have reached out to Nick to note chipped or damaged paint on their Juliette balconies. The association has previously sought out repairs under warranty from Rhino Shield and Nick will review the executed contract to confirm warranty and re-engage Rhino Shield to complete any repairs needed. Nick suggested creating a list of all Juliette balconies in need of repairs while in units next, rather than a one-off inspection due to the length of warranty and impact to all residents that building-wide inspections have.

#### H. Dumpling House Complaints

1. Nick notes that the frequency of complaints surrounding the Dumpling House have increased recently, primarily centered around their trash/recycling/compost management. The Dumpling House was recently signed up to participate in the City's composting program for restaurants and have been slow to adopt the changes.
2. Several ideas that were previously brought forward from owners include requiring the Dumpling House to compost, restricting their use of dumpsters to one designated dumpster, similar to the recycling bins, charging a rental fee to use the loading dock, escalating issues to the licensing commission and pursuing electrification more immediately to drive down their use of gas.
3. Nick suggests revisiting the MOU with MEEB to update with language to require composting, a designated dumpster and rental fee for the loading dock.
4. Nick and Jay to work on a more wholesale approach for the Dumpling House to seek improvement in overall behavior and drive down impact to all residents.