

**Bay Square Condominium Trust**  
**Trustee Meeting**  
**Wednesday, January 22, 2025**  
**5:30 PM on Zoom**

**I. BOARD:** Jay Chyung, Catalina Arboleda, Claudia Giraldo, Pam Weiss, Mary Moore  
**STAFF:** Nick Bergdoll  
**OWNERS:** Nancy Whittington, Diane Coutu, Meredith Leshkowich, Kevin McDevitt, Oktor Skaerajevo, Sharon Britton, Sadhana Prakash, Yea-Whey Yu, Debbie Koplow, Logan Patrick, John Patrick

**II. Minutes:** Reviewed and approved December 19, 2024 Meeting Minutes

**III. Financial update:**

A. December Financials – finalizing Year End, will send to Board after meeting once they complete

**IV. Work Order Report:**

A. Highlights include:

- Updated dumpster permits and revised listing with City to current setup
- Adjusted Green St pedestrian door leading to garage from interior as it was not locking, will do so during regular building walkthroughs so issue doesn't worsen
- Cintas completed quarterly fire/sprinkler inspection and no noted deficiencies
- Lubricated a couple rooftop vents that were squeaking-found source of noise

**V. Management Review:**

**1. Old Business:**

A. Maintenance Technician Staffing Update

- Jose, whom we had offered the job to, received an offer to stay from current employer for additional salary and benefits and opted to stay
- Board is working through alternatives; we're going to discuss a candidate further during executive as it will include his salary information

B. Gym Renovation

- Gronk Fitness revised quote to remove dedicated rowing machine due to space constraints. Can't fit it in the glass room either based upon current equipment and new equipment, like TRX/yoga balls etc.
- New cost is \$18,331.31, down from \$19,941.44
- Feedback received from owners indicate that this is a priority for many
- Lead times vary depending on the machines, but looking at 4-12 weeks depending on the type of equipment
- We all voted to proceed. Installation when equipment arrives in 6-8 weeks; then will hold in their storage until rest arrives in about 12 weeks after we execute quote.

C. Loading Dock Gate

- Quote accepted with Devine Fence to install decorative aluminum gate at entrance to loading dock
- Estimated start in Spring once weather is a bit more favorable

D. Bike Room Security Cameras

- Quote accepted and deposit paid to Vigilease to add cameras facing on bike rooms
- Will integrate into existing camera system
- Materials on order and start date pending

E. RhinoShield Warranty is 25 years. We'll solicit a count of units with potential issues and confirm scope, then approach RhinoShield for warranty repairs.

## 2. New Business

### A. West Elevator Drive

- Quote received from Atlantic to purchase and install a refurbished drive in West elevator
- East elevator recently had drive fail resulting in the 2 + week outage
- Due to age and type of drive, we are at the end of its expected useful life, Atlantic notes this has been quite common over past 1-2 years
- Existing drives are no longer available so would need to be a refurbished one
- A new model is coming out this Spring that would also work, but Atlantic is unclear on timing for rollout and overall cost
- Currently our drive is working, but there's some risk in waiting for new one with such limited certainty
- Refurbished drive costs \$11,680; several are on the market right now, but these drives come and go.
- We need more information and timelines on possible new drive before voting on this.

### B. West Elevator UG Door Opener

- A work order was submitted to adjust timing of West UG vestibule entry door to open quicker
- Due to urgency, Nick tied the work order into the next garage door call to cut down on cost. Superior reviewed a couple weeks ago while onsite for an issue with one of the garage doors
- The existing opener is older and opening at its max speed and can't be adjusted further without replacing
- Replacement via Superior costs \$4087.88 Collins Overhead Door said cost would be over \$5,000
- We voted not to proceed with replacement and hold off – not urgent, nor really needed, door does still work, just slower than the rest

### C. Loading Dock Door

- Superior submitted pricing to replace the double door and steel frame between the loading dock and trash room
- Door needs constant adjustments and steel frame has corrosion at bottom right on the exterior, lending to potential rodent access
- Can continue to adjust door, but eventually will need to replace
- Replacement cost is \$8043.31 for a new door and lead time is around 8 weeks.
- We will get DH to split cost and investigate whether there is a better door that we could get that will meet our requirements: entry/exit; water coming in, rodents; locking door; we need a heavy duty commercial door. We will make sure it's sealed to prevent rats from entering in the interim.

### D. Aalanco PM Contract

- Aalanco submitted pricing for 2025 preventative maintenance contract, only a slight increase from 2024, \$9800 vs \$9700 last year.
- Nick recommended sticking with Aalanco
- Had a few hiccups early on in 2024, but have since gained a better understanding of building systems and have resolved a number of issues with Intellihots; preventive maintenance has worked.
- Vote on proceeding- we all voted to proceed with Aalanco.

## **VI. Status of Current Capital Projects:**

- A. Saltwater Pool Conversion – completed, due to open May, 2025
- B. Loading Dock Door – Nick to approach Superior to confirm if there are alternative doors that would provide a better option, or if like kind replacement is best path forward.
- C. Elevator Landing Carpets – materials have arrived, installation pending
- D. Laundry Room Renovations – to begin once new maintenance tech is fully onsite
- E. Bike Room Security Cameras – quote from Vigilease accepted, materials on order and start date pending
- F. Package Room Renovation – to begin once new maintenance tech is fully onsite
- G. Loading Dock Gate – quote accepted, pending installation
- H. South Exterior Wall Repair – scheduled start in Q2
- I. Storefront Windows & Doors – scheduled start in Q2
- J. Remaining Store Front Windows – scheduled start in Q2
- K. Loading Dock Repairs – scheduled start date in Q2
  - Nick to confirm possible addition hydronic heat for snow management
- L. Loading Dock Through Wall Flashing – scheduled start in Q2
- M. Loading Dock Ramp – scheduled start in Q2
- N. Gym Renovations – Quote executed, installation 4-12 weeks out
- O. West Elevator Drive – Atlantic to confirm additional information about possible new drive before proceeding with refurbished option.
- P. 106 Patio Repairs – RFP underway, targeting 2025 Q4 completion
- Q. Cover Coping Stones at East Wall – RFP underway, targeting 2025 Q4 completion
- R. Repoint East Wall – RFP underway, targeting 2025 Q4 completion
- S. Repoint Pool Head House – RFP underway, targeting 2025 Q4 completion
- T. Repoint/Repair South Wall – RFP underway, targeting 2025 Q4 completion
- U. Valve Replacements – completed building-wide inspection and common area replacements, in-unit quote accepted with Duggan and pending new maintenance tech.

**Annual Meeting will be Wednesday February 26<sup>th</sup>, 2025 at 7PM (Hybrid format)**