

**Bay Square Condominium Trust**  
**Truste Meeting Minutes**  
**Tuesday, April 1, 2025**  
**5:00PM**

The April Board Meeting included a financial update and discussions on various maintenance and operational issues. Nick Bergdoll reported that the operating cash at the end of February was \$20,522, with reserve cash around \$1.35 million. He noted variances in payroll due to the hiring of a facilities manager and highlighted areas where maintenance expenses were under budget, including plumbing and cleaning contracts. Richie Mederos provided updates on maintenance tasks, such as improvements to the Green Street door and the trash room, while also addressing concerns about graffiti incidents that have been reported to the city and police.

The board reviewed the proposed roles of Logan Patrick as treasurer, Axel as secretary, and Jay as president, with unanimous approval following discussions about compliance restrictions affecting Logan's responsibilities. The board also considered a proposal for installing heating on the loading dock, with a cost estimate of \$25,000 to \$30,000. Concerns were raised about the long-term benefits and maintenance costs, leading to a decision to seek additional quotes before finalizing the project.

Nick addressed ongoing issues with elevator drives, proposing the purchase of a refurbished drive priced at \$11,680 due to a recent failure. The group discussed the risks of waiting for a new model and agreed to investigate the potential for resale of the refurbished drive. The need for dryer vent cleaning was also highlighted, with quotes from three vendors presented, leading to a decision to proceed with Boston Air Duct based on their competitive pricing. Furthermore, a leak from the upper garage to the lower garage was discussed, with two repair options outlined, ultimately favoring a more comprehensive solution for long-term effectiveness.

Concerns regarding the engineering firm BRS's project management capabilities were raised, with discussions on the need for clear communication and detailed contracts for ongoing projects. The board discussed establishing a policy for access to common amenities for new residential/commercial units. The meeting concluded with Nick introducing potential working groups for various projects, inviting further discussion on their formation.

**Summary of Decisions Made:**

- Motioned to approve Jay Chyung as Board President, Logan Patrick as Treasurer and Axel Kurtz as Secretary
- Voted to obtain additional pricing for loading dock heat to compare against BRS quote of \$25,000 - \$30,000

**Bay Square Condominium Trust**  
**Truste Meeting Minutes**  
**Tuesday, April 1, 2025**  
**5:00PM**

- Voted to approve Spring HVAC PM with Duggan Mechanical at cost of \$24,373
- Voted to approve purchase of refurbished elevator drive for \$11,680
  - Nick to consult Atlantic as to if they would buy back drive if it is not used
- Voted to approve dryer vent cleaning with Boston Air Duct Cleaning for \$3,050
- Voted to proceed with long-term garage leak repair option with BRS, contingent upon contract review and approval. Quoted price of \$12,500.
- Voted to deny C3 Construction Approval. Board seeking engineering affidavit and flashing work detail before approving.

Next Meeting Date: May 6<sup>th</sup> at 5:00PM