

## Bay Square Condominium Trust Trustee Meeting Minutes

Tuesday, July 8, 2025 at 5:00 PM

### Attendance

**Board Members:** Jay Chyung, Huma Gupta, Axel Kurtz, Mary Moore, Logan Patrick

**Staff:** Nick Bergdoll

**Owners:** Sharon Britton, Bernard Bunner, Debbie Koplow, Sue Owen, Tom Owen, John Patrick, Brett Randolph

### Minutes

The July Board Meeting focused on financial updates, maintenance tasks, and vendor performance. Nick Bergdoll reported an operating cash total of \$70,051 and reserve cash of \$1,417,170, noting variances in payroll, repairs and maintenance. Logan Patrick confirmed that there were no significant concerns from his end. Updates on maintenance included the completion of hot water and AC repairs, the upcoming loading dock project, and trash collection challenges due to a strike at Republic. Jay Chyung updated on conversation with Morgan Stanley regarding liquidity of reserve investments.

Nick provided updates on bathroom vent cleaning estimates and the five-year capital plan, mentioning that revisions on the capital plan from the infrastructure committee are being addressed. He discussed the need for a building water shutdown to replace a common pipe above unit C3 and the group discussed strategies to minimize debris during refilling, suggesting that residents run their bathroom tub upon returning home to help clear the lines.

The board reviewed a quote for purchasing fall HVAC filters, with Nick seeking approval. Concerns were raised about the quality of work performed by the HVAC vendor, Duggan, during the Spring preventative maintenance, with Debbie noting issues such as improperly maintained filters and stripped screws. Brett expressed dissatisfaction with the recent service, highlighting that technicians spent less time on his units than in years past and that he felt they did not complete all necessary tasks.

Discussion also included the status of 44 old Whalen units stored in the building and the need for an HVAC technician to assist with the removal of freon to properly dispose of the units. The group considered disposal options, including resale and environmental concerns related to Freon.

Nick introduced revised vendor insurance requirements, specifying minimum coverage levels and penalties for non-compliance. Huma raised concerns about the implications for smaller-scale renovations, suggesting that the requirements could increase costs and limit vendor options. The board agreed to differentiate between large and small projects based on permit requirements, with Nick committing to update the language for further review.

### **Summary of Decisions Made**

- Board to review feedback received regarding HVAC PM, including Duggan as a vendor and scope of work
- Voted to approve Airex filter estimate of \$1,873.20
- Nick to continue exploring removal of old Whalen units and contact alternative vendors for possible t&m pricing for testing and freon removal
- Nick to adjust insurance language in rules and regulations to differentiate between small and large projects based upon permit needs

### **Upcoming Staff Time Off**

- Rich, 7/7-7/13
- Rogerio, 7/14-7/31
- Yvonne, 7/28-8/12
- Nick, 8/23-9/1

Next Meeting: Tuesday, September 9<sup>th</sup> at 5pm via Zoom