

Bay Square Condominium Trust Trustee Meeting Minutes

Tuesday, September 9, 2025 at 5:00 PM

Attendance

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

Staff: Nick Bergdoll, Rich Medeiros

Owners: Sharon Britton, Bernard Bunner, Julianne Chen, Debbie Koplow, Meredith Leshkowich, John Patrick, Peter Quirk, Pam Weiss, Yea-Huey Wu

Minutes

The September Board Meeting included a financial update from Nick Bergdoll, who reported an operating cash balance of \$144,725, although this figure was affected by outstanding payables. He highlighted a concerning 30% increase in water and sewer consumption compared to the previous year, prompting discussions among board members about potential causes. The board agreed to continue to investigate the reasons behind this increase further, with plans to collaborate with Logan Patrick and Richard Medeiros for more insights.

Richard Medeiros provided updates on maintenance activities, detailing significant repairs in the upper garage and major pipe replacements in the C3 space. He reported the completion of work on rotted grid sections and sanitary pipe replacements, which required notifying residents and entering units to isolate areas for repairs. Nick Bergdoll also shared that the average issue completion time was 12 days over the past month, while Jay Chyung raised concerns about ongoing pipe issues and suggested increasing the budget to address these recurring problems moving forward.

Jay Chyung discussed the compliance of the Dumpling House with the 2023 Memorandum of Understanding (MOU), noting persistent violations that necessitated a structured enforcement plan. He announced plans to send a letter to the property owner and Dumpling House within 30 days, following recent drain backups linked to the establishment, which were exacerbated by a mistake from Drain Doctor.

Nick Bergdoll provided updates on various projects, including the BRS phase two project, which has begun work on the garage and loading dock, with completion expected by early to mid-December. He also discussed the reserve study estimates from Onsite Insight Advanced Research Solutions; Huma Gupta raised concerns about the level of detail provided in the OSI quote versus others. Additionally, Nick presented a cost comparison for the loading dock ramp, and addressed revised vendor insurance requirements, emphasizing the need for clarity on projects

requiring permits. He also highlighted a cross connection issue in the 05/06 stack that requires further investigation, unit by unit.

Summary of Decisions Made

- Board voted to implement plan outlined by Dumpling House Working Group
- Nick to send reminder about proper procedures for kitchen grease and bathroom drains
- Board voted to approve OSI estimate for reserve study in 2026
- Nick to obtain comparative pricing from Amp Ramp for aluminum option
- Nick to update vendor insurance requirement language and circulate via email for approval
- Nick to reach out to other communities who have completed main bathroom vent cleanings so board can further review potential benefits

Upcoming Staff Time Off

- Nick, 10/11-10/19
- Yvonne, 11/22-11/30
- Rich, 12/20-1/4

Next Meeting: Tuesday, October 7th at 5pm via Zoom