

## **Bay Square Condominium Trust Trustee Meeting Minutes**

**Tuesday, October 7, 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, John Patrick, Alex Ungar, Pam Weiss

### **Minutes**

The October Board Meeting focused on a financial review, operational updates, and ongoing maintenance issues. Nick reported a decline in the operating fund balance to negative \$989 as of August 31, 2025, but noted that the operating fund balance was positive as of October 7, 2025. Significant variances were noted in administrative costs and the HVAC contract. Logan Patrick announced the suspension of reserve contributions for October and November to manage an operating shortfall caused by unexpected utility and repair expenses, with plans for a potential fee increase in 2026 to offset this suspension.

Richard Medeiros addressed a crossover issue on the 05/06 stack that was resolved effectively, and he highlighted the need for pipe replacement in the 106 space. He also mentioned that the lobby carpet has been replaced at the elevator landings. Jay provided an update on open issues, reporting that only five remain unresolved, with 262 issues closed in the past year. He also discussed the upcoming Dumpling House letter aimed at addressing plumbing issues and correcting disruptive habits, which will be sent out shortly.

Nick reported four recent backups in the lower garage main pipe, primarily due to problems with the Dumpling House's grease traps and grease disposal. A consultant was engaged to confirm the next steps, which may include relining a section of the pipe. Jay also noted ongoing issues with backups exacerbated by technicians from Drain Doctor. The board was updated on the BRS project, indicating that most work is on track for completion by year-end and within budget.

The board discussed various operational concerns, including the need to close either the pool or spa due to drought restrictions, with Rich suggesting the spa closure. Options for a loading dock ramp were presented, ultimately deciding to proceed with a steel option despite concerns about potential corrosion. The board also reviewed snow removal service estimates, favoring Horgan for larger storms.

Logan Patrick initiated a discussion on mitigation options for overflow issues in Whalen units, emphasizing the importance of water detection alarms. Huma raised concerns about emergency

coordination outside regular hours, leading to a commitment to circulate best practices for emergency situations.

### **Summary of Decisions Made**

- Board voted to approve Amramp quote for loading dock ramp, Nick to hold on signing until feedback received from 888 Mass Ave.
- Board voted to approve Horgan for the 25-26 snow removal contract.
- Nick to circulate list of preferred vendors and highlight best technicians, where applicable
- Nick to solicit feedback on various water alarms that have been installed throughout building for Whalen units
- Nick to distribute instructions on how to best proceed in various types of emergencies

### **Upcoming Staff Time Off**

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

Next Meeting: Tuesday, November 4<sup>th</sup> at 5pm via Zoom