

Bay Square Condominium Trust Trustee Meeting Minutes

December, 2, 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, Bob Dolan, Kenneth Lee, Meredith Leshkowich, Kevin McDevitt, John Patrick, Brett Randolph, Paco Rubiales, Nella Stern, Pam Weiss

Minutes

The financial review highlighted key updates regarding the October cash balance, reported by Nick Bergdoll, who noted that the operating cash figure of \$276,043 may not reflect the actual balance due to timing issues with a reserve transfer related to a progress payment for phase 2 of the exterior capital work. Significant expenses were discussed, including over-budget utility costs and pending invoices. Logan Patrick announced the approval of the 2026 budget, which includes a 13.94% increase in condo fees to address rising utility and repair costs, along with a \$65,000 increase in reserve contributions. An open forum is scheduled for December 8 to provide further details and address community concerns.

Richard Medeiros reported on operational improvements, including the successful installation of a new loading dock ramp, the resolution of heating issues in several areas and the replacement of HVAC filters in units. Nick Bergdoll provided metrics on work orders, indicating six open and 16 closed in the past month, with an average resolution time of 8.4 days. Updates on the Dumpling House working group were shared by Jay Chyung, confirming adherence to an agreed plan with the owner. Logan Patrick also discussed research into rooftop heating units, which may lead to a proposal for a more efficient heating system for common areas.

The board addressed sewer line management issues, particularly those related to the Dumpling House, and agreed to charge the restaurant for incurred costs. Nick presented two quotes for relining the lower garage sewer pipe, favoring Rapid Flow for their familiarity with the infrastructure. Jay expressed concerns about the lower bid from New England Pipe Restoration, leading to a decision to proceed with Rapid Flow's bid while planning to inform residents about the upcoming work. Huma emphasized the importance of clear communication regarding maintenance efforts and resident responsibilities due to the impact that the pipe relining project will have.

Nick introduced a drafted amendment to subdivide unit C3. The board discussed the time sensitivity of the decision, as it impacts upcoming unit sales, and agreed to follow up with legal counsel before the next meeting to confirm future flexibility. Additionally, a proposal to file an

old no pet amendment was discussed, with support from several members, while concerns about the legal implications of filing after 30 years were raised. The valve replacement project was also introduced, highlighting the need for a structured approach to address unit owners' concerns regarding faulty valves and the financial implications of repairs.

Summary of Decisions Made

- Board voted to approve Rapid Flow's proposal to reline LG sewer line
- Nick to negotiate pricing for leak test on garage stairwell with BRS/seek alternative bids
- Nick to confirm impact on future flexibility to charge C-3 for utilities with legal counsel
- Nick to proceed with filing no pet amendment to formalize rule in place
- Nick to add list of residents organized by unit in fire panel room for Fire Department to refer to in the event of an emergency
- Board approved additional non-denominational holiday decorations in lobby based upon results of previous poll

Upcoming Staff Time Off

- Destiny, 12/12-12/14
- Rogerio, 12/12 & 12/19-12/21
- Rich, 12/20-1/4

Next Meeting: Tuesday, January 6th at 5pm via Zoom