

## Bay Square Condominium Trust Trustee Meeting Minutes

February 3, 2026 at 5:00 PM

### Attendance

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

**Staff:** Nick Bergdoll, Jamie MacDonald, Rich Medeiros

**Owners:** Bernard Bunner, Kenneth Lee, Meredith Leshkowich, Kevin McDevitt, Sadhana Prakash, Pam Weiss

### Minutes

The Bay Square Board convened to discuss various operational and financial updates. Nick Bergdoll provided a financial overview, indicating that year-end financials are under review and will be presented at the annual meeting in February. Logan Patrick reported that there were no significant outliers for December.

Rich Medeiros highlighted recent maintenance activities, including energy-efficient LED installations and an issues with the dry sprinkler system and boiler, with repairs either underway or completed. Nick updated the group on the management dashboard, noting four open work orders and a closure rate of 21.8 days for completed tasks in the past month.

Logan inquired about snow removal efforts after a recent storm, to which Nick reported mixed feedback on the service provided by the snow removal company, indicating that he and Rich had to supplement their efforts through the storm.

Nick also reported that Rapid Flow has confirmed a date of March 3<sup>rd</sup> for the LG pipe relining and that notifications for the project would begin this week due to the impact on all residents.

Nick updated that a contract has been signed with Aalanco to replace the roof top heating/cooling units that control the hallway heating/cooling, with an expected completion in April, 2026 and noted that Mass Save had confirmed receipt of the rebate application and the rebate process was moving to the next step.

Further discussions included updates on the UG resurfacing project, with two bids received out of four solicited and plans to seek additional proposals. The Board discussed bids received for the Spring in-unit HVAC maintenance, with Nick confirming scope and the Board electing to proceed with New Silver Engineering. Kenneth Lee raised a question about including photographs of the drain pans in the inspection scope and Rich expressed willingness to assist with photo categorization, while Axel raised privacy concerns regarding third-party photography in residents' apartments. The board also discussed the mechanical systems preventative maintenance contract, with a recommendation from Nick and Rich to continue with Aalanco,

which the Board voted to approve. Nick also addressed the in-unit valve replacement project, which the Board noted would require residents to coordinate plumbers directly, with Nick assisting on potential dates to do so that work well for unit owners with stack shutoffs located within their units.

### **Summary of Decisions Made**

- Board voted to approve New Silver Engineering for Spring in-unit HVAC service
- Board voted to proceed with Aalanco for mechanical maintenance contract

### **Upcoming Staff Time Off**

- Nick, 4/10-4/20

Next Meeting: Tuesday, March 3<sup>rd</sup> at 5pm via Zoom