

Bay Square Condominium Trust Trustee Meeting Minutes

March 3, 2026 at 5:00 PM

Attendance

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

Staff: Nick Bergdoll, Jamie MacDonald, Rich Medeiros

Owners: Marjie Alonso, Sharon Britton, Bernard Bunner, Vipam Chandra, Kevin McDevitt, John Patrick, Paco Rubiales

Minutes

The meeting reviewed Bay Square's January financials, recent maintenance issues, and upcoming capital projects and certifications. The board discussed the operating cash-balance and Nick noted an estimated \$3,835 in operating, while the cash balance showed closer to \$67,000 due to reserve transfers into operating for vendor payments and noted a reserve balance near \$767,000. Operating variances included delayed trash billing, snow-removal invoice timing that will affect February financials, elevated electricity consumption and delivery costs, and several reserve-funded HVAC and garage piping expenditures.

Maintenance and capital topics included persistent pool-room leaks and multiple in-unit leaks were discussed, with sealant work planned and further inspections in April depending on the source. The completion of the garage drain relining was delayed, three bids for the upper garage were received and will go to the committee, and the OSI reserve study must be aligned with the board's five-year capital plan. Pool and spa work with Sweetwater is upcoming, including spa drain repairs and a VGB safety certification, with a targeted May opening window. An abated water-meter application is under City review and Eversource rescheduled a gas-meter replacement for March 16.

The board addressed governance and operations: members decided not to file a decades-old no-pet amendment and to keep no-pet policy as is, affirmed officers (Jay as President, Logan as Treasurer, Axel as Secretary) and documented poor snow-removal performance by the vendor. Rich also reported interim equipment limits with the snow blowers onsite and Nick and Rich to evaluate replacement or backup machinery. Other items included a discussion around commercial billing structures and planning at least two resident social events with a resident survey to gather preferences.

Summary of Decisions Made

- Board voted not to proceed with filing no-pet amendment (no pet policy to remain in place)
- Board confirmed Jay as President, Logan as Treasurer and Axel as Secretary
- Nick to draft survey on social events

Upcoming Staff Time Off

- Nick, 4/10-4/20

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