

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

JANUARY 2004

A meeting of the Harborside Condominium Trust Board of Trustees was held January 8, 2004. In attendance were Bart Jones, Elizabeth Michaud and Don Nowland. A quorum was present.

- I. The December 2003 Trustee meeting minutes were amended as follows:
 - Change VII, second bullet, to read - *“notify Attorney Diane Swierczynski that the proposed Neutocrete treatment to the building B crawlspace has been tabled until the Board of Trustees has assessed the results of the drainage work that is now in progress, being done by Bartlett & Steadman.”*
- II. The following motions were made, seconded and approved unanimously:
 - To accept the December 2003 Trustee meeting minutes as amended (see above).
 - To accept the December 2003 financial statements.
- III. Markwood Management was instructed to attend to the following:
 - Obtain written proposal from North Shore Marine substantiating the new seawall remediation price of \$58,300. This proposal will also include detailed specifications of work to be done with a deadline of May 1, 2004. Markwood Management to forward contract to Trustee Nowland and to email him to let him know that the contract has been sent.
 - Prepare letter to owner of unit B7 indicating that the Evans Company will be installing an appropriate valance to the recently installed awning at the expense of the Frank Evans Company. Letter will also reiterate the Board's decision that the roof mounting has been approved and any maintenance or repair to the roof in future years will be the responsibility of the homeowner. Markwood to copy Trustee Jones for approval prior to mailing letter.
 - Immediately collect the balance due on the Special Assessment from units A1, A2, B5, C4 and D6.
 - Email a best draft of each month's Trustee meeting minutes to Board members for corrections, changes, additions or deletions. Trustees will respond within three days. If no response has been received by Markwood within three days of the original email, Markwood will post the minutes to all homeowners.
 - Insure the presence of Mark Bettencourt at the March 2004 Trustee meeting to answer questions regarding the status of insurance coverages for the Harborside Condominium Trust.

- Continue to urge Bergman Associates to produce the drawings for the structural work in building B and the retaining wall between buildings A and C. If there has been no response by January 15, contact Trustee Nowland.
 - Forward a draft of the 2003-year end financial summary to the Trustees for approval. Once approval has been granted summary and supporting material will be forwarded to homeowners.
- IV. The 2004 contract between Harborside Condominium Trust and Markwood Management, Inc. was approved. Contract to be mailed to Trustee Jones and Trustee Jones will sign and mail the original to Trustee Michaud.
- V. Recent vandalism to a homeowner's vehicle has prompted your Board of Trustees to request that you be on the look out for any suspicious activity on the property. Should there be any activity of concern to you, please contact the Marblehead Police Department immediately.
- VI. The next meeting of the Harborside Condominium Trust Board of Trustees will be held, February 5, 2004 at 6:00 PM at the home of Trustee Michaud.
- VII. There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting was adjourned at 5:00 PM.
- VIII. Minutes prepared and submitted by Markwood Management.