

HARBORSIDE CONDOMINIUM TRUST

BOARD OF TRUSTEES MEETING

JANUARY 2007

A meeting of the Harborside Condominium Trust Board of Trustees was held January 3, 2007. In attendance were Trustees Warren Hendriks, Don Nowland and Jim Walters. A quorum was present.

1. MOTIONS

The following motions were approved unanimously:

- To accept the December 2006 Trustee Meeting Minutes as written.
- To accept the December 2006 Financial Statements.

2. BUILDING B CRAWLSPACE UPDATE

The moisture prevention project in the Building B crawlspace is near completion with only minor punch list items remaining.

3. CARBON MONOXIDE DETECTION

The Board has instructed Markwood Management to contact any homeowners that have not responded to the many requests regarding written notification that they have installed carbon monoxide detectors in their residences. Any homeowners not in compliance will be fined monthly effective March 1, 2007.

4. ADDITIONS AND ALTERATIONS POLICY

The Board of Trustees is reviewing the revised Additions and Alterations Policy in an attempt to make it more “user friendly.” Trustee Nowland will draft a letter to cover the Additions and Alterations Policy. The policy that will be forwarded to all homeowners.

5. HEATING BOILERS AND HOT WATER TANKS

The Board has agreed that it will annually inspect any boiler or hot water tank located in the common areas of the Harborside Condominium and will maintain boiler filters at the expense of the Trust. Any material repairs or replacement of heating boilers or hot water tanks will be done at the expense of the homeowner.

6. HARBORSIDE WEBSITE

Recent use of the Harborside website indicates some outdated information. Trustee Hendriks will work with Webmaster, Bart Jones, to update the Harborside website.

The website is: www.harborsidecondos.net

User Name: owner

Password: data2006

7. HARBORSIDE SAFETY COMMITTEE

The Board reviewed the various items presented by the Harborside Safety Committee in the fall of 2006 with the following updates:

- The Marblehead Fire Prevention Inspection has been tabled until May 2007.
- The exit mirror and property lighting survey have been tabled for further discussion with the Harborside Safety Committee (HSC).
- A storage plan and associated rules for bike and kayak storage under Building A will be drafted by Trustee Hendriks for Board review.
- The existing parking rules have been deemed adequate by the Harborside Board of Trustees.
- The installation of a new railing system in the common stairwell of building D continues to be reviewed by the Board. Proposals to retrofit the existing system will be presented at the next meeting by Markwood Management.
- The Board has asked Markwood Management to utilize whatever means necessary to prepare a utility chart for each building including tagging of all utilities. Markwood Management will orchestrate plumbers and electricians to make these determinations.

8. MARKWOOD MANAGEMENT will attend to the following:

- Instruct accounting to set up a direct withdrawal of each month's loan payment with the Marblehead Savings Bank.
- Collect data on location and ownership of all hot water tanks located in the common areas.
- Continue to pursue Serve Pro for quarterly moisture inspection reports.
- Email Common Element Fees account status information to Board.
- Attach the Harborside snow emergency protocol to these minutes.
- Inspect the entry to B1/B4 for an alternative solution to water pooling on steps.
- Forward to the Board of Trustees a draft of the 2006 year end financial correspondence that will ultimately go to all homeowners.

9. ADJOURNMENT

The next meeting of the Harborside Condominium Trust Board of Trustees will be held Wednesday, February 7, 2007 at 3:00 pm at the residence of Trustee Warren Hendriks, Unit A3. All Homeowners are encouraged to call in to the meeting using the following conference information:

- Please call 1-866-393-8073.
- You will be prompted to enter the meeting number *1169611*.

Minutes prepared and submitted by Markwood Management.

Attachments: Harborside Snow Emergency Policy

HARBORSIDE CONDOMINIUM TRUST

MEMORANDUM

TO: HARBORSIDE CONDOMINIUM HOMEOWNERS
FROM: MARKWOOD MANAGEMENT
RE: SNOW EMERGENCY POLICY

Please park your vehicle within the designated parking lines, and please obey the compact parking zone and be aware that one compact space will be used for the sand barrel. Please do not park in the fire lanes.

When snow is forecasted, please park your vehicle in the lower lot, up against the B or C Buildings or along the seawall starting from the north. The goal is to not have any vehicles in the upper lot or in the path of the plow to the south end of the seawall. The plow can clear the whole upper lot and move the snow down to the south end of the lower lot.

After the plowing and shoveling, cars may be parked in the upper lot, but pull your vehicles as far forward as possible against the C Building and pull in as close as possible along the south side of the upper driveway. Do not block the garages or carports.

A parking cone may be placed in the Compact Car Only spot next to the entry way to the C Building, as it's very difficult to get cars out of the carport if a snow bank prevents you from pulling far forward.

By contract the snow plow will come periodically during and after a snow storm, and usually early in the morning. Snow shovellers are to come within one hour after the end of a snowstorm or when we have 3 inches of snow, except when the storm ends between 10:30 pm and 4:30 am. Snow shoveling will commence at 6:00 am, and they are to shovel all sidewalks/walkways to their full width. They will not shovel out individual vehicles, unless requested through Markwood Management (in the event of a very large snow storm).

Thank you.