

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES **JANUARY 2008**

A meeting of the Harborside Condominium Trust Board of Trustees was held January 2, 2008. 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 2007 Trustee Meeting Minutes as written.
- To accept the December 2007 Financial Statements.

2. BUILDING D STRUCTURAL REPAIR/DRAINAGE PROJECT UPDATE

Building D structural and drainage work is scheduled to begin Monday, January 7, 2008 and continue into March 2008. The JJ Welch Company will be overseeing the project, consisting of structural repairs to Building D and drainage improvements around and under the building.

The southeast portion of the steel I-beam under the building, running along the east foundation wall, has deteriorated and must be shored up. The engineering plan, prepared by Paul Bergman and Associates, is to construct pressure treated wooden walls on each side of the deteriorating beam. These walls will be placed upon a concrete foundation. Gradually over time, the weight of the floor joists in that area of the substructure will be transferred to the wooden wall. All the other I-beams are in good shape. The project will also involve the replacement of the wooden sill on top of the foundation wall and the replacement of lolly columns in the east wall of the building's first floor.

Drainage will be improved between Buildings B and D and around and under Building D. This will route drainage run off and ground water to a sump drain area under Building D. Ventilation will also be improved through the foundation of the D Building.

The only Units that will be directly affected are D2/D3 for the interior lolly column work and D1, as a portion of the D1 deck will be temporarily removed to allow access under the building.

Parking will be affected, as four to five small trucks will be on the property at any given time for the next few months. The daily work schedule is from 7:00 am to 3:30 pm, Monday - Friday. The parking space directly in front of D1 and the parking area between the northeast corner of the D Building (Helen Coolidge's deck) and the seawall will be cordoned off to accommodate construction material, a dumpster and port-a-potty.

Access to the walkway between Buildings B & D will not be restricted. Preparations have been made to allow for the continuation of the current snow plowing and shoveling.

It is very important to observe parking rules during this construction period, as several parking spaces will be blocked. There will be very limited room for guest parking, so please plan to remove your vehicle if you plan to have a guest park in the lot (and ensure that any guest vehicle has a “guest parking” placard on the dashboard).

3. RECYCLING

The Board continues to research options regarding the implementation of a recycling program at Harborside. Markwood Management has contacted two possible sources for information that the Board will review at the February 2008 Trustee Meeting.

4. BOILER INSPECTIONS

- If you have received a Bartlett and Steadman boiler repair report from Markwood Management, please make the indicated repairs at your earliest convenience and contact Markwood Management indicating that the work has been done.
- If you reside in units D2/3, D4, D5 or D6 please remember that you must have your boiler inspected and forward the inspection results to Markwood Management as soon as possible. Bartlett and Steadman will inspect your boiler at the discounted rate of \$75.00. If you have not already contacted Bartlett and Steadman, please call them (781-631-8900) or another company qualified to inspect your boiler.

5. KEYS

- It has come to the attention of Markwood Management that some Harborside homeowners have changed their locks within the last twelve months. If you have recently changed your locks, please forward a new key to Markwood Management. These keys will replace your original key in the police and fire emergency access lock box.
- Also, if you are going away overnight, please ensure that vehicle keys are left with Markwood or a resident who will be able to move your vehicle in case of emergency.

6. HDC REPORT

The Board of Trustees has reviewed the HDC request that the Harborside Condominium Trust pay the annual dock insurance and has voted unanimously in favor of this proposal.

7. LAWSUIT MEDIATION

The Arrigo lawsuit is scheduled for mediation on January 11, 2008. All homeowners will be notified of the outcome of this mediation in the February 2008 Trustee Meeting Minutes.

8. 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 new policy will be forwarded to all homeowners.

9. DEFERRED ITEMS

The following items have been deferred:

- Utility tagging.
- Exterior lighting and railing for steps to unit B1/B4. Trustee Hendriks will contact Bob Zarelli for design input, leading to pricing estimates.
- Parking line painting.
- Replacement of B-3 deck.

10. HARBORSIDE WEBSITE

For your information the website is: www.harborsidecondos.net

User Name: owner
Password: data07

11. MARKWOOD MANAGEMENT will attend to the following:

- Inspect the Harborside fire detection systems.
- Confirm Marblehead Savings Bank loan closing date with the Board of Trustees.
- Work with Trustee Nowland to prepare a 2007 year end homeowner information letter.
- Install a no parking sign for winter only, in the parking space next to the sand barrel.
- Repair the Building C spotlight.
- Revisit the snow shoveling at Harborside to include the snow bank remaining on the west side of Building C. Also, insure that all walkways are opened to plowed surfaces.

- Insure that the common hallways are cleaned weekly in all buildings. Also have all windows in the common areas washed at least quarterly.
- Forward a letter to all homeowners with wood burning fireplaces regarding the necessity to have the fire box and smoke chamber inspected if they are using the fireplace.
- Inspect the deck of unit B3 in order to determine if the entire deck needs replacing.
- Obtain a price to sealcoat and line the parking surface.

12. ADJOURNMENT

There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting adjourned at 4:10 pm.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held Monday February 11, 2008 at 3:00 pm at the residence of Don Nowland. 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*.
- If you are the first to arrive at the meeting site, you will be prompted to enter the “moderator code”. The moderator code is *1631*.

Minutes prepared and submitted by Markwood Management.