

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

January 6, 2009

A meeting of the Harborside Condominium Trust Board of Trustees was held January 6, 2009. 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 3, 2008 Trustee Meeting Minutes as written.
- To accept the December 2008 Financial Statements.

2. EMAIL ADDRESS

If you are not receiving Harborside notices by email, please forward your current email address to markwoodmgt@hotmail.com.

3. HARBORSIDE WEBSITE

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

User Name: owner

Password: lucky09 *(Note new password)*

In an effort to streamline communication with Harborside residents and to lower mailing postage expenses, the Board has approved more use of the website designed by Bart Jones. Markwood Management and Bart Jones will be updating the website information. Trustee Nowland will forward website action items to Markwood Management.

4. BOILER INSPECTIONS

Bartlett and Steadman Plumbing has completed the inspection of all heating systems located in the common areas. The inspection results have been sent to all homeowners with heating systems in the common areas. **If your system requires maintenance, please have the work done at your earliest convenience and forward the results to Markwood Management.** For owners with heating systems in your units, contact Bartlett and Steadman to schedule inspections at the group rate.

**IMPORTANT REMINDER FOR HOMEOWNERS WITH HEATING SYSTEMS
LOCATED WITHIN THEIR RESIDENCE. PLEASE BE SURE TO CHANGE
YOUR FURNACE FILTERS EVERY OTHER MONTH DURING THE COURSE
OF THE HEATING SEASON.**

5. FOUR GREGORY STREET EASEMENT

- The Board continues to review the terms and conditions of the Four Gregory Street Easement.
- Markwood Management will document information collected as of this date.

6. 2009 MAINTENANCE PROJECTS

The following maintenance projects are proposed for the 2009 fiscal year:

- Replacement of B Building roof – \$16,500
- Repair/replacement of C5 entry masonry – \$4,900
- Repair of buildings A,B,C foundations/crawlspaces. Markwood Management to obtain pricing.

7. DRYER VENT CLEANING

If you have a clothes dryer located within your residence, it is highly advisable that you have the venting system cleaned at least every two years.

8. MARKWOOD MANAGEMENT will attend to the following:

- Finalize website updates with Bart Jones.
- Obtain secondary pricing regarding structural repairs to Buildings A, B and C.
- Forward to the Board draft of the 2008 year-end financial performance homeowner letter.
- Notify B9 unit owner that Markwood Management will be accessing the unit to ensure that the thermostat is appropriately set. Also remind the B9 owners that they must forward to the Board of Trustees a retroactive additions and alterations form.
- Forward to Board the email address for the tenant in unit C4.
- Ensure that all rental leases are updated and available to Markwood Management.
- Ensure attendance before the Historical Commission on 3 Feb. for the Building B roofing project.
- Email all homeowners and tenants the snow emergency parking protocol before any major snow event.
- Send delinquent notices to any homeowners with a December 2008 balance.
- Discuss snow shoveling with Lenny Cameron to ensure full width openings of all walkways to the plowed parking lots.
- Discuss with the Marblehead Savings Bank the current interest rate on the Building D construction loan and the possibility of lowering that rate for the remainder of the loan term.
- Ensure monthly cleaning of utility rooms and weekly cleaning of all common area hallways.
- Reimburse, by the end of January 2009, all monies owed to Helen Coolidge.

9. ADJOURNMENT

There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting adjourned at 3:50 pm.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held **February 9, 2009, at 3:00 pm by conference call**. 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.