

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

MAY 2011

The May meeting of the Harborside Condominium Trust Board of Trustees was held May 4, 2011. In attendance were Trustees Warren Hendriks, Don Nowland and Jim Walters. A quorum was present.

1. LANDSCAPING

Bob Storch, the owner of Harbor Landscaping, addressed the Board regarding the landscape expectations and responsibilities. Bob explained that his annual charge includes a spring cleanup, entailing sand removal and mulching; twenty-six maintenance visits between April 1 and October 31 and a fall cleanup to prepare the property for the upcoming winter season. Bob's landscape plan also includes the maintenance of the flower beds on the Harborside property.

2. HOMEOWNER QUESTIONS/CONCERNS

- Ron DeMoraes questioned the storage location of the kayak racks for the winter season. It was difficult to get to the kayak rack, which had been broken into more smaller/manageable parts. A Building residents had personal items blocking access to the storage area under building A.
- Ron and Leslie also noted the lack of fasteners on the edge of their deck. Markwood will discuss this with Patrick Osgood.
- Bert Michaud had input on the following:
 - o Blistering paint and general disrepair of the south side of building D. Markwood has obtained pricing for this work and it will be scheduled when funds are available.
 - o Requested information on the status of his front step repairs. Markwood is scheduling a mason to take care of the step deterioration.
 - o Requested that Markwood Management forward to him information regarding the Comcast cable TV adjustment.

3. MOTIONS

The following motions were approved unanimously:

- To accept the April 2011 Trustee meeting minutes as written.
- To accept the April 2011 financial statements.

4. B BUILDING FIRE EGRESS

The Board reviewed the current configuration of the B Building fire escape route located on the front and north side of the B building. Discussion ensued regarding the functionality of the fire egress when Unit owners have their windows open, as the open windows make it necessary for anyone using the fire escape to crawl under them. The Board will be reviewing the possibility of installing double hung windows that will not obstruct egress, as well as the construction of a new fire escape (material to be determined). Markwood will also have rotted fire escape stair treads replaced immediately.

5. HDC REPORT

Ron DeMoraes noted that the float installation is scheduled for mid-May.

6. TRASH ROOM

Please remember, the trash room is designed to hold household refuse only and is not a depository for personal items such as computers, electronic equipment, mattresses, furniture, etc. These items must be removed from the property by the owner.

7. B1/B4 RENOVATION

Welcome aboard Joyce Raymond, the new owner of Unit B1/B4. Joyce will be renovating the interior of her new residence effective June 1, 2011. It is anticipated that the renovations will be completed within 8 – 10 weeks. Paradise Construction will have a supervisor on site daily and will be using three parking spaces on the right of the driveway just below Lee Street. Joyce and the Board have met with Bruce Paradise in an effort to minimize disruptions, and have found Bruce to be extremely sensitive to Harborside residents' needs. He will pay particular attention to work hours and sub-contractor parking.

8. C BUILDING MOISTURE ISSUE

Trustees Don Nowland and Warren Hendriks met with Ken Steadman of Bartlett & Steadman Excavating, to inspect the storage area and rear of Building C regarding water intrusion. (Please see Don's report attached.)

9. B BUILDING NORTHWEST CORNER REPAIRS

During the inspection of the above-noted C Building storage matter, Trustees Hendriks and Nowland inspected the northwest corner of the B Building where riprap/retaining repair is required. (Please note Trustee Nowland's report attached.)

10. PARKING REMINDER

As warmer weather approaches, the demand for parking at the Harborside property will increase dramatically. As a courtesy to your neighbors and to avoid towing, please familiarize

yourself with the below found Harborside parking policy (note highlighted passage.) (Source: Harborside Condominium Trust Rules & Regulations)

E. Motor Vehicles

E1. All vehicles belonging to Unit Owners or Residents, or those belonging to their guests or their occasional employees (including cleaners, repairmen, and delivery persons) shall be parked in a manner so as to not impede access to or from the driveways, garages, carports, and the designated parking areas of the Harborside Residents. Additionally, all vehicles must be parked within the designated parking place “lines” and comply with the “compacts only” signs.

E2. Residents are authorized one or two parking spaces as specified in the Unit Owner’s deed.

E3. Visitors should plan to park elsewhere unless they shall be here for only a short period of time (less than three hours, **except for one hour in the summer season**). If a visitor will be here longer, their vehicle must have a “visitor sign” with the Resident’s Unit Number printed on it displayed on the front dash, and the Resident must park his or her vehicle elsewhere (i.e., the combination of the Resident’s and the visitor’s parking cannot exceed the authorized parking spaces for that Unit). It is permissible to ask another Unit Owner or Resident who is not using their parking space if that space may be used for a guest. If that request is approved, the “visitor sign” must reflect the requesting Owner/Resident’s Unit Number as above and the granting Owner/Resident Unit Number in parenthesis, e.g., D-4 / (D-6).

E4. All Residents must “register” (i.e., notify and list) their vehicles with the Harborside Condominium Management Company and display a parking sticker on the left rear window or left rear bumper of their vehicle. Alternative display of vehicle stickers must be approved by the Trustees. Parking stickers may be obtained from the Trustees or the Parking Committee.

11. SEAWALL

The inspection of the seawall for possible repairs was discussed and tabled until June as the inspection is much more effective following the installation of the floats.

12. ALTERATION PROTOCOL

Attached to these minutes, you will find the *Harborside Condominium Trust Policy for Addition, Alteration or Improvement to Individual Units and Common Areas*. Please familiarize yourself with this policy, as your Board has determined that protocol has not been completely followed during this year’s flurry of repairs and updates at the Harborside property.

Please pay particular attention to prior Board notification and permitting.

13. HARBORSIDE WEBSITE

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

User Name: owner

Password: peace

14. DEFERRED PROJECTS

The Board determined that because of current economic conditions it is appropriate to continue the deferment of the following projects: B Building roof replacement; D-1/D-2/D-3 total deck refurbishment; repair of low areas in the parking lot; seal coating and lining of parking lot; composite refurbishment of the north dock, and the addition of blue stone at the C Building entry.

15. MARKWOOD MANAGEMENT will attend to the following:

- Obtain annual structural inspection report of the Building D crawlspace from Bergman Associates.
- Ensure the spring carpet cleaning of all common hallways.
- Clean gutters, downspouts and drains.
- Ensure proper parking of a motor-scooter either in a separate designated parking space or off the property.
- Obtain pricing from The Osgood Company for painting/repair work to the east and north walls of Building A.
- Cause immediate repairs to the treads of the B Building fire escape.
- Forward a report to the Board regarding expenditures of current loan monies. This report will also include the financial plan for 2011 as the list of maintenance items continues to grow.
- Ensure the monthly sending of delinquent fee notices, if necessary.

16. ADJOURNMENT

There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting adjourned at 4:45 p.m.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held Wednesday, June 1, 2011. All homeowners are encouraged to attend.

If you are unable to physically attend this meeting, please join us by conference call by calling 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*

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Minutes prepared and submitted by Markwood Management

Attachments:

- *Harborside Condominium Trust Policy for Addition, Alteration or Improvement to Individual Units and Common Areas*
- *C Building Moisture Intrusion Meeting April 11, 2011*
- *B Building Northwest Corner Repair Report April 11, 2011*

HARBORSIDE COMDOMINIUM TRUST

Policy for Addition, Alteration, Or Improvement To Individual Units And Common Areas

Objective – To provide guidelines for the review and approval of additions, alterations, and improvements to individual Harborside Units and Common Areas.

Background and References

- No part of the Harborside Condominium shall be used for any purposes except those set forth in the Harborside Condominium Master Deed and the Harborside Condominium Trust, established by the Declaration of Trust. All Unit Owners and Residents shall refer to the Master Deed and Trust Documents for further explanation concerning the duties and authorities of the Board of Trustees and the descriptions of the Harborside Condominium, its Units, Common Areas and Facilities, and the authorized “uses” and “restrictions” of same.
- In reference to the Master Deed (paragraph 13.A., Units Subject to Master Deed, Unit Deed, Condominium Trust, Etc), the acceptance of a deed or the entering into the occupancy of any Harborside Condominium Unit constitutes an agreement with the provisions of the Master Deed, the Trust, and the By-Laws and Rules and Regulations, and any violation of same shall justify legal action to be taken by the Trustees.

Guidelines

- Nothing shall be done in any Unit or Common Area and Facility that would impair or change the structural integrity of any building. All plans for repair, addition, alteration, or improvement of any Unit affecting any Common Area or Facility, must be approved in writing by the Trustees before any such modifications are initiated. All such repairs, additions, alterations, and improvements must be done by licensed contractors.
- Changes shall not be made in any Common Area landscaping without the prior written approval of the Trustees.
- All Harborside Unit Owners must obtain written approval from the Trustees before proceeding with air conditioner installation. All such installations must conform to the Harborside Policy on the Installation of Air Conditioners (approved in November, 2002), all Marblehead Town covenants, Harborside Condominium By-Laws and Rules and Regulations, and not intrude in any appreciable way on the existing visual or audible landscape of Harborside.
- No electrical device that could cause electrical overloading is permitted. All Units shall comply with the Town of Marblehead Health and Safety Codes.
- No Unit Owner or Resident shall permit anything to be done, or kept in his or her Unit or in any Common Areas and Facilities which would cause the

cancellation of insurance coverage or increase insurance premiums of the Condominium, or which would be in violation of the law.

Requirements

- The attached Addition/Alteration/Improvement Agreement is designed to assist unit owners in communicating to the Trustees changes that they desire to make to individual Units or Common Areas. When considering changes to your Unit or to Common Areas, you must refer to and abide by the Harborside Rules and Regulations requirements for Trustee Approval.
- Approval must be obtained before any work can begin. If a Unit Owner makes any changes without approval, there may be a fine and it may be required that the area of change be returned to its original condition.
- To the extent permitted by law and the governing documents, the Trust shall be entitled to reasonable attorney fees, costs and expenses incurred in the enforcement of this policy. The unit owner responsible for the violation shall pay these expenses.

Approval Process

- Unit Owners desiring to make additions, alterations, or improvements to their Units or to a Common Area must complete and submit the attached Alterations Agreement to the Trustees before initiating any such work. The “Description” must include drawings, pictures, permitting documents, and other pertinent information to facilitate the Trustees in making their decision.
- All requests should be submitted to the Management Company and will be reviewed by the Trustees at their monthly meeting. The Trustees will make every effort to respond promptly.
- The Trustees may decide to conduct “In Process Reviews” to ensure compliance with approved plans, and/or to review any requested changes to those plans. The Trustees may require additional information as a result of these in-process reviews, and may issue a “stop work” order if the on-going work is in non-compliance with approved plans.

Attachment – Addition/Alteration/Improvement Agreement

Approved: Harborside Trustees
May 2006

**HARBORSIDE CONDOMINIUM
ADDITION/ALTERATION/IMPROVEMENT Agreement**

Owner's Name: _____ Unit Address: _____

Owner's Daytime Phone: _____ Evening Phone: _____

Description of Addition/Alteration/Improvement: (attach drawings, permit info, other pertinent specifications)

_____ (Use Continuation Sheets as Necessary)

Desired Project Start Date: _____ Anticipated Finish Date: _____

Submit to: Markwood Management PO Box 900 Marblehead MA 01945

Ph. 781-639-4080; Fax 781-639-0228; email markwoodmgt@hotmail.com

Trustees Approval: Yes: _____ No: _____ More Information Requested: _____

Comments:

In Process Review Required: Yes: _____ No: _____ Comments:

Trustees Signatures: _____

Date Approved _____

Completion Approval: Yes: _____ No: _____ Comments:

Trustees Signatures: _____

Date Approved _____

Nothing shall be done in any Unit or Common Area and Facility that would impair or change the structural integrity of any building. The Trustees must approve all plans for major repair, refurbishment, or modification of any Unit affecting any Common Area or Facility, in writing before any alterations are initiated. Licensed contractors must do all such repairs, alterations, and refurbishment. No electrical device that could cause electrical overloading is permitted. All Units shall comply with the Town of Marblehead Health and Safety Codes. Nothing shall be done or kept in any Unit or in any Common Areas and Facilities, which would increase the rate of insurance of the Condominium (buildings and contents within), without prior written approval of the Trustees. Changes shall not be made in any Common Area landscaping without the prior written approval of the Trustees. (Harborside Rules & Regulations).

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Inspection of C Bldg Storage Area (Moisture Issue) and B Bldg Northwest Corner (Rock Fall), 11 Apr 2011, by Ken Steadman (Bartlett & Steadman), Mark Livermore, Warren Hendricks, and Don Nowland

C Bldg – Moisture Issue in Storage Area:

1. Some moisture may be seeping in and around the western foundation...probably from the planter, including the seep holes. Also, the downspout near the entranceway looks to be draining into the planter. It's not clear if there is a drainage system within the planter. If there is one, it may not be functioning.
 - a. The dirt in the planter appears to slope towards the bldg/foundation. That dirt should be graded such that it slopes away from the bldg/foundation (Action: Markwood).
 - b. We should also dig a narrow trench along the west side of the bldg/foundation and seal it with cement or other material (copper flashing) to further prevent water seepage into the bldg/foundation (Action: Markwood).
2. Within the storage area, very little moisture appeared to be present...probably because of the winter dryness. We found no evidence of moisture on the beams or on the wall beneath the planter area. We were able to look into only two storage spaces/lockers (the first one on the right and the last one on the right)...the rest were locked. We saw no evidence of moisture, but our inspection was limited by the items stored in the spaces/lockers. We also noted that a humidifier has been recently installed below the stairwell outside the storage area...hopefully, this will help eliminate moisture and the musty smell.
 - a. We need to re-inspect later in the spring after we get some rain and when we can gain access to all the storage spaces/lockers (mid to late May)...on the right and left sides. We will then be able to better judge the source of the moisture and the extent of it. This inspection must be scheduled so that the C Bldg owners/residents are either present or have arranged for their storage areas/lockers to be open (Action: Markwood).
 - b. We need to better enable air flow in the storage area. First, the owners/residents using the storage spaces/lockers need to clean them out and ensure no wet materials are being stored there (and ensure no materials are being stored that could cause or accelerate fire) (Action: C Bldg Owners/Residents).
 - c. To assist air flow, we should install an air flow system (maybe just a fan would do) to circulate the air. And, we should install another humidifier...this one within the storage area (Action: Markwood).
3. While we are still not sure of the source or extent of the moisture issue, for now we will keep inspecting and trying less invasive and expensive steps (less than tearing out the planter and rebuilding the storage lockers).

Northwest Corner of the B Bldg:

1. Recently some large rocks broke loose and have fallen against the northwest corner of the B Bldg (near the steps to the 3rd deck outside of B1). It appears that other dirt and rocks may also fall in the near future. We need to remove the rocks and shore up the embankment between

Harborside and the properties behind Harborside on Gregory & Lee Streets (just the three houses from Zarrelli's south to 4 Gregory).

- a. While it's difficult to tell, the area in question (about 10-15 feet, from the 3rd deck steps outside B1 along the northwest side of the B Bldg) doesn't appear to be ledge. Therefore, we would need to excavate the area and install a retaining wall (hopefully tied onto ledge) to prevent further rock/dirt falls. Because of the property line issues in this area, we need to coordinate with Ted Moore before proceeding...Ted has the historical background on the property lines, etc (Action: As soon as possible, Markwood to arrange a meeting with Ted on the Harborside property).
- b. Ken Steadman will give us an estimate for the work once we have met with Ted and finalized a plan (Action: Markwood).
- c. We also noted a downspout behind the B Bldg (northwest corner) that is draining water along the bldg foundation. This should be rerouted along the bldg to the south... and possibly tie into the drainage system running from the southwest corner down to the drain under the D Bldg.

Don Nowland