

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

JUNE 2012

The June meeting of the Harborside Condominium Trust Board of Trustees was held June 6, 2012. In attendance were Trustees Don Nowland, Joyce Raymond and Jim Walters. A quorum was present.

Also in attendance were homeowners Bert & Liz Michaud, and Roger Plauche.

1. HOMEOWNER ITEMS

Emergency Egress, Building B Fire Escape Redesign:

The fire escape drawings have been uploaded to the Harborside Condominium Trust website.

A conference call has been set up for **Wednesday, July 11, 2012 @ 2:30 PM** for owners to call in. The Board will be on-line to further explain any aspect of the redesign or to answer any questions. Please dial in to: "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*

[From March BOT Meeting] Trustee Raymond requested that Paul Fermano create the R.F.P after final approvals, with final changes by the Board prior to going out for bid. Trustee Nowland will obtain a firm quote from Paul Fermano on cost to prepare R.F.P.

Trustee Raymond will place together a list of possible contractors for this project and forward to Management for Trustees consideration and approval.

Building B Mechanical Room Update: The project is complete and has been approved by Town of Marblehead. It was observed that a small amount of water collects in the drainage area to the south side of the Mechanical room directly behind the storage units. The drainage area is working effectively and the installation of a sump pump does not appear to be needed at this time.

Building B - French Drain and Sump Pump: Maintenance continues to monitor the French drain and sump pump system in the crawlspace to insure that water run-off from the abutting ledge does not seep into any residential space.. The system has performed successfully and despite spring and summer rains, there has been no migration of water into Unit B-9.

Water & Sewer Charges:

[From June BOT Meeting]: The current percentages used in calculating monthly condominium fees are consistent with the Second Amendment to the Declaration of Trust.

All water and sewer charges will be paid for by the Association. (Management will contact the Marblehead Water & Sewer Department to coordinate change) **On Hold**

Management will contact Bartlett & Steadman Plumbing Company for a cost estimate for separate metering. (Buildings A, C & D) After considering those costs, the Trustees will decide how to proceed. One alternative

would be to incorporate all water and sewer costs in future budgets. We also would most likely need to amend the 2nd Amendment to the Master Deed.

Breeze coming from C1 into C4: The breeze still is causing a disturbance. An appointment has been set up by maintenance with unit owners for June 8, 2012.

Drain Cleaning: Homeowner Michaud confirmed there is a drain at the base of the stairs on the left hand side that needs to be cleaned out especially when they are away.

2. INSURANCE

Trustees are satisfied with the limit on the Master Insurance Policy. However, the Trustees, at their expense, will have an appraisal done on their units to check the adequacy of general unit coverage.

Management will forward contact information for independent appraisals to BOT.

3. PAINTING

Management will contact vendors and review areas to be painted. Proposals will be received and reviewed by the BOT for consideration for Fall Project.

4. HDC

All owners are encouraged to re-read the HDC Rules & Regulations. The Rules & Regulations are in place for the better enjoyment of all residents. These policies must be followed.

There has been a recent concern of that boats must be placed on moorings during inclement weather, as well as bait preparation on the docks.

5. CHIMNEY INSPECTIONS:

Management to follow up on all owners whose chimneys have not been inspected.

6. FINANCIAL REPORTING:

Units delinquent more than 60 days are in legal collections with Marcus Errico Emmer & Brooks.

Management will adjust detail of Loan Checking Account to include all payments made for review at the monthly Board meetings.

7. DEFERRED PROJECTS

The Board determined that because of current economic conditions it is appropriate to continue the deferment of the following projects: Repair of the North Retaining Wall between Harborside and the Boston Yacht Club; 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; the addition of blue stone at the C Building entry, and replacement of Building B rear foundation flashing.

In addition, the Board has decided to consider a new Infrastructure Review and Report, as follow up to the mid-90's Goddard Report. Trustee Nowland will make copies of the Goddard Report available to the Board.

8. **ANNUAL MEETING:** The date for the Annual Meeting of Unit owners is scheduled for August 7, 2012 @ 6:00 at the Boston Yacht Club. A notice will be sent to all owners accordingly.

9. LESLEY MANAGEMENT will attend to the following:

- Have maintenance inspect and provide minor repairs to the fire escape stairs in front of Building B to ensure they are safe for the summer months.
- Create nomination ballot for Trustee Election in preparation of the Annual Meeting (Trustee Raymond is up for re-election).
- Draft Harborside Financial Status Letter for Unit Owners in preparation for the Annual Meeting (scheduled for 7 August). Board to review the draft at the July Trustees Meeting.
- Confirm keys to all units are in Knox lock box; prepare a draft policy letter for the use of the Knox box.
- Have one fire extinguishers boxed in and recessed (On Hold until Annual Meeting discussion)
- Place a metal storage locker for paint supplies in the storage-electric room of Building B. [on hold]
- Continue to clean the drains in the walkway between the B and D buildings.
- Contact owner of D6. In addition to rotted window sill and deck fireplace issues, there is a rotted door sill that needs replacement.
- Spot paint deck of D6.
- Have timers adjusted ... and obtain cost of motion sensors/photo cells vs. timer and forward to Board for consideration.
- Ensure all chimney cleanings are complete.
- Continue to secure all outstanding tenant lease information. If necessary, draft a letter for the Trustees review requesting the information.

- Management to coordinate with property owners behind the B Bldg with respect to necessary tree trimming
- Management was instructed to follow up with Attorney Aronson on the collections on the recovery of expenses for services to Unit B9. [on – going]
- Clean drain under steps to unit D-2/3.
- Work with Bart Jones to update the website.

10. HARBORSIDE WEBSITE

For your information, the website is: www.harborsidecondos.net
User Name: owner
Password: peace

11. ADJOURNMENT

There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting adjourned at 4:30 p.m.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held Wednesday, July 11, 2012 at 3:00 PM at the residence of Joyce Raymond. All homeowners are welcomed to attend.

Please join us by conference call by calling 1-866-393-8073. You will be prompted to enter the meeting number *1169611*

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