

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

JANUARY 2005

A meeting of the Harborside Condominium Trust Board of Trustees was held January 7, 2005. In attendance were Trustees Liz Michaud, Don Nowland and Jim Walters. A quorum was present.

1. A motion was made to accept the December 2004 Board of Trustees meeting minutes as written.

2. **SEAWALL**

Kelley Marine Services (Bill Kelley) has Harborside on the Conservation Commission agenda for January 20, anticipating that after a ten day wait period all permits should be in place by approximately February 15. This will allow North Shore Marine sufficient time to do maintenance work on the seawall prior to the boating season.

3. **HOMEOWNER LETTER**

Trustee Nowland is composing a 2004 financial recap letter for all homeowners to distribute with the January 2005 minutes to all homeowners.

4. **IMPORTANT REMINDER**

- Please, **DO NOT PUT NON-FLUSHABLE WIPES OR CLOTH RAGS INTO THE SEWER SYSTEM.** They clog the injectors on the sewage pumps and the maintenance has become a considerable expense to the Condominium.

5. **C BUILDING LANDSCAPE PLAN**

Jeanne McKeon's building C landscaping presentation has been continued until the February 2005 meeting.

6. **PARKING LOT**

The discussion of the parking lot surface maintenance/repair has been continued until the February meeting.

7. **HOMEOWNER INFORMATION PACKAGE**

The assembling of a Homeowner Information Package continues by Trustee Michaud and will be discussed further at the February Trustee meeting.

8. PAINTING

Markwood Management will obtain the final painting contract and forward the \$5,900 deposit to Osgood Painting with instructions to match the body and trim color choices to the existing colors on building A. Osgood Painting also to give color recommendation for the deck surfaces.

9. PARKING

Trustee Walters to pursue the parking situation with homeowner Moore.

10. WEBSITE

Bart Jones is moving forward with the development of the Harborside website.

11. CONDOMINIUM DOCUMENTS-ANALYSIS AND REVIEW

Trustee Nowland to meet with a representative of the law firm of Marcus, Errico, Emmer & Brooks to better understand the protocol and cost of redrafting and updating the Harborside Condominium documents.

12. CONVEYANCE FEE

The concept of a conveyance fee of two months condominium fees for incoming buyers at the Harborside Condominiums has been approved by the Board of Trustees and will be folded into the redraft of the Harborside Condominium documents.

13. BUILDING D STRUCTURAL REPAIRS

Trustee Nowland is recommending that the structural repairs to building D be deferred until at least 2006. This recommendation will be presented to fellow Board members for approval at the February 2005 Trustee meeting.

14. DRAINAGE - BUILDINGS B & D

Markwood Management to have Dandreo Construction investigate the drainage situation surrounding buildings B and D and request that Dan Dandreo attend the February Trustee meeting to discuss same. This inspection by Dandreo should be done after January 24 so that homeowner Bert Michaud can attend.

15. HOMEOWNER MOORE LETTER

Trustee Nowland to respond to a letter from homeowner Moore regarding a variety of subjects.

16. MARKWOOD MANAGEMENT was instructed to attend to the following:

- Investigate the hourly rate that Abbott Property Services charged for the seawall cleaning.
- Forward the terms of the Kelley Marine Contract to Trustee Nowland.
- Discuss with Cameron Construction gate repairs and the necessity to keep the end loader away from the seawall.
- Repair the Compact Vehicle sign.
- Notify homeowner Arrigo that their unit has screen door and light fixture damage and to please repair at their earliest convenience.
- Be sure the building C fence is repaired.
- Reimburse Trustee Nowland for the building D chimney cap.
- Notify Trustee Nowland of the best way to connect with Marcus, Errico, Emmer & Brooks regarding the Condominium document review.
- Contact homeowner Segee requesting a 2004 year-end financial information from the Dock Committee, to be presented at the February meeting.
- Notify homeowner Alves that the delinquent Special Assessment payments for units #C1 and C3 must be paid no later than February 1, 2005 or this account will be sent to collection.
- Obtain landscaping proposals for the 2005 landscaping season.

17. The next meeting of the Harborside Condominium Trust Board of Trustees will be held Wednesday, February 2, 2005 at 4:00 PM at the residence of Trustee Nowland.

18. There being no further business of the Harborside Condominium Trust Board of Trustees the meeting adjourned at 4:55 PM.

19. Minutes prepared and submitted by Markwood Management.