

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

JANUARY 2013

The January meeting of the Harborside Condominium Trust Board of Trustees was held January 2, 2013. In attendance were Trustees Don Nowland, Joyce Raymond and Jim Walters. A quorum was present.

Also in attendance was homeowner Bill Siddall (phone).

1. HOMEOWNER ITEMS

Emergency Egress, Building B Fire Escape Redesign:

A code compliance expert hired by HCT has done a review of the Emergency Egresses in Building B. A draft report has been provided to Bob Ives, Building Commissioner for Town of Marblehead. Bob Ives visited property on November 5, 2012 with HCT's code compliance expert.

The BOT received a letter from Bob Ives addressing the AKF report. Mr. Ives disagrees with what is presented in the AKF report. Mr. Ives has advised the BOT to either move forward with the approved plan or present a new design for consideration.

Water & Sewer Charges:

The plumbing for Bldg D appears to be easily accessed and it doesn't appear that installing individual water meters would present much of an access or placement issue. The plumbing for Bldg C is more complicated. The hot water heaters are located in the basement and meter placement on water feed for hot water may be individualized in this area. There seems to be one common cold water feed into building, off of which individual units draw from. The piping for separate cold water is not clearly evident.

Management will coordinate inspection of Buildings A and C with Bartlett & Steadman Plumbing and Trustee Nowland to determine the feasibility of installing individual water meters for each Unit as well as for common areas, such as irrigation and outdoor faucets.

Recycling Program: Andrew Petty, Director of Public Health for Marblehead, has quoted a price of \$55/month for recycling pick up services.

Management met with John Tagnazzi, Hiltz Disposal and Andrew Petty on Monday, December 17, 2012. HCT will need to purchase blue totes for paper products, all other recyclable materials will go in larger recycling barrels. Signs will be made for proper recycling procedures and guidelines, and they will be posted on wall of trash area and on barrels individually.

Management will obtain a price from Hiltz Disposal to pick up trash AND recycling.

Management will prepare a policy/procedure for recycling as a "how-to" for all residents and present it at the Feb Trustees Meeting.

Management will contact John Tagnazzi and ask him to attend February BOT meeting.

Prior to launching the recycling plan, ensure Glover Property has been briefed on our procedures.

Parking: Winter Parking guidelines, during snow storms, are attached to these minutes. [Section E7 of the HCT Rules and Regulations]

Draft coming from C1 into C4: Management was instructed to contact Owner Jean McKeon and Tenant Markus Diersbock (with owner approval) and set up appointment with maintenance and BOT to resolve draft concern.

BOT is waiting on maintenance to schedule appointment. Management was instructed to ensure appointment is made within next two weeks.

Landscaping:

The growth in the North Retaining wall was removed by Harbor Landscaping. The growth will not need to be addressed for a couple of years.

Illuminated Exit Signs: The HCT received a mandate from Travelers Insurance Company to install illuminated Exit Signs over doorways and hallways in common areas. The BOT met with Wire4Hire on Wednesday, December 19, 2012 to review placement of signs. Orange signs were placed in common areas showing potential location of illuminated signs. An email was sent to all owners asking for any input on these locations. There are a few suggested locations which need to be reviewed for possible relocation with Wire4Hire.

Management was instructed to contact Bruce, Wire4Hire, and advise BOT when Wire4Hire will be meeting with the Fire Captain.

Building B Crawlspace: Joyce Raymond reviewed the issue of the high level of humidity and water penetration in the building B Crawlspace. The cause of the water is a natural flow of water through the ledge abutting the Building B Crawlspace. Although there are dehumidifiers in the crawlspace, the amount of natural water is just too great for any dehumidifier to handle. As such, mold had formed on the sheetrock in the crawlspace and elevated the humidity levels..

Upon investigation, it was discovered that the concrete foundation had numerous unsealed joints, holes and cracks. In addition, there was no waterproofing material on the exterior concrete foundation. Raffaele Corporation presented a proposal of \$28,000 to excavate to the base of the foundation, waterproof the exterior concrete foundation and install drainage pipes. The BOT has approved this proposal. As this is an emergency repair that HCT did not plan for, Joyce Raymond has loaned HCT the funds. The loan will be repaid in installments.

Building A/C Walkway: Paul Haggett prepared a proposal for the replacement of the railing system between buildings A/C and repairs to the roof membrane. Cost of project is \$26,700. The BOT has approved this project. Work is expected to begin in January.

2. INSURANCE

The BOT met with owner Ted Moore, and Ted Moore's Insurance agent to discuss concerns with the insurance costs and mandates. They are continuing to explore options. The Town of Marblehead has hired a consultant to assist in qualifying for FEMA's Community Rating System, which would reduce flood insurance premiums for all residents with "VE" Zone classifications. Trustee Raymond has requested and will serve as part of the community during this process.

As it pertains to Flood Insurance, if the property has been deemed a "VE" zone, which HCT has been, there is nothing that can be done but to obtain insurance using the three National Carriers. Again, the BOT continues to explore all options presented.

Dock Insurance: Trustee Raymond will be working with HDC to ensure proper HDC Insurance Coverage.

3. PAINTING

Lead Inspector Mel Blackman visited property on October 25, 2012. Management was instructed to have the full lead inspection report uploaded to the HCT website and contact certified lead abatement contractors for proposal of services. Management is to seek advice from Blackman as to appropriate lead mediation procedures.

Repairing wood rot is an on-going issue and we are looking at ways to ensure that repairs to the exterior woodwork are done correctly and painted properly. Trustee Raymond will prepare a written set of specifications that will standardize the types of materials and procedures used in repairing decks, railings and siding and painting the exterior of the buildings. These specifications will be given to contractors hired by HTC and used for bidding and pricing purposes.

Management was instructed to obtain proposals on de-leading the buildings and present a plan for painting services, as an overall project plan. That plan is to be presented by management at the Feb Trustees Meeting.

4. CHIMNEY INSPECTIONS:

Fireplaces using wood should be inspected bi-yearly. Management to contact Bartlett & Steadman plumbing to confirm how often gas fireplaces should be inspected. Fire places that are not used are exempt from inspection.

Management was instructed to schedule the cleaning of Jim Walters chimney by end of January.

5. FINANCIAL REPORTING:

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

It has always been the Trustee's position to not comment on individual delinquent accounts, but confirmed that units that fall behind are being charged late fees according to the HCT Rules and Regulations and legal collection efforts are made when necessary.

6. 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; and, the addition of blue stone at the C Building entry.

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.

The BOT will meet with Owner Michaud to review the deferred deck refurbishment on February 7, 2013 directly following the BOT meeting.

7. LESLEY MANAGEMENT will attend to the following:

- Replace or repair the dislodged asphalt in the South East Section of parking lot. (Spring project)
- Have Paul Haggett review the work completed on the B7/B8 decking.
- Have Wire4Hire install an extra electrical outlet for the dehumidifier in B Crawlspace. Coordinate the installation with Joyce Raymond.
- Have Wire4Hire look at trash room light. The light doesn't always come on. The light should be on both a motion and light sensor.
- Confirm with Wire4Hire that there is the appropriate number of smoke detectors on all floors in common area of B-Building.
- Resend the lead inspection report to Trustee Nowland.
- Replace the old keys with new keys provided to management in the Knox lock box . Note: Management just received 2 more sets of keys and will reschedule Marblehead Fire Prevention to open Knox Box.
- Forward Aulson Company's painting proposal to BOT.
- Continue to clean the drains in the walkway between the B and D buildings and under steps to unit D2-3. [on-going]
- Ensure all chimney cleanings are complete.
- Continue to secure all outstanding tenant lease information.
- Management was instructed to follow up with Attorney Aronson on the recovery of expenses for services to Unit B9. [on-going]
- Continue to work with Bart Jones to update the website.

8. HARBORSIDE WEBSITE

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

User Name: owner
Password: peace

9. 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 Thursday, February 7, 2013 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*

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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E7. Vehicles must be able to be moved for snow removal purposes. If any Unit Resident vehicle owner shall be absent from his or her Unit for more than a 24 hour period during the months of November through March, he or she must leave a set of vehicle keys with the Management Company, a Trustee or another Unit Resident who shall be available to move that vehicle if necessary for snow removal. ***In preparation for an expected snow storm,*** vehicles will be parked in the lower lot, up against the B or C Buildings or along the seawall starting from the north. The goal is to not have any vehicles in the upper lot or in the path of the plow to the south end of the seawall. After the plowing and shoveling, vehicles may be parked in the upper lot, but pulled as far forward as possible against the C Building and in as close as possible along the south side **of** the upper driveway. Do not block the garages or carports. A "no parking" cone may be placed in the "Compact Car Only " spot next **to** the entry way **to** the C Building, as it's very difficult **to** get vehicles out of the carport if a snow bank forms.