

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

JANUARY 2014

The January meeting of the Harborside Condominium Trust Board of Trustees (BOT) was held January 20, 2014. In attendance were Trustees Don Nowland, Joyce Raymond and Jim Walters. A quorum was present.

Also in attendance, via phone, were homeowners Dianne Reich, Ron & Leslie de Moraes, David Gold, Bill & Deanne Siddal, and Jon Curtis.

1. HOMEOWNER ITEMS

Emergency Egress, Building B Fire Escape Redesign: As a part of the reconstruction of Building B, code compliant fire egresses will be required by the Marblehead Building Department. Architect, Bob Zarelli, will design the egresses.

Part of the reconstruction of Building B from the October 2013 fire requires the Association to bring the emergency egress up to code. This is not subject to the Master Insurance claim. The re-design of the emergency egress is expected to be on the website, for all owners to view in February.

Deck replacement D-2/D-3: Owners Bert & Liz Michaud asked Management to have the rotted wood in their deck identified and repaired. In addition to the rotted wood repair, the window trim and door trim will be caulked. Services are rescheduled until the Spring and will be addressed by Paul Haggett.

Management will ensure this is done before summer, presumably April or May.

Laundry Room: Please remember it is the responsibility of all that use the laundry room to clean the dryer vents after each use. In addition, please check the laundry washers to make sure no lint or other debris is being left in the tub after use.

Kindly report any misuse of machines to management.

Storm Windows: Unit A1/A2: Owner Reich is installing new storm windows, as well as the correct awnings. Painting services will be done in Spring 2014, and the windows will be taken down or worked around.

From David & Marianne Gold:

- Concerned the BYC is storing flammable liquids in the building directly adjacent to Building C and asked that the BYC install some protection to the buildings by working with the Marblehead Fire Department. Management written a letter to the BYC. Trustee Nowland will speak to the BYC.
- Owner Gold supports the installation of a sprinkler system in all buildings. Trustee Raymond will ask same vendor installing sprinkler system in Building B to quote similar system in C Building.
- Requested that the roof above their sliding glass door be inspected and repaired. Leak appeared during recent storm and appears to be from the deck of Unit C-6/7. Contractors Brian Jacob and Paul Haggett, will investigate roof above slider and make appropriate repairs.
- Light Fixture falling off wall and needs to be resecured. This will be completed when the wall is repaired.

Raccoons: Management was instructed to have the traps for the raccoons removed and returned in one week. Management will send notification to owners and residents on status and locations.

All owners and residents are reminded to keep the latch closed when exiting the trash room to help keep the raccoons out of the Trash Room.

2. INSURANCE

Flood Insurance: It appears the national flood insurance program will be put on hold for now. It is unclear what this means for 2014 flood insurance rates. FEMA reclassified Harborside's property in 2013 from Zone C to Zone VE. We have hired Hayes Engineering to determine whether part of our property can be reclassified out of the VE category. Our current flood insurance premium is \$45,030. The BOT will continue to monitor the political process with respect to the flood insurance law.

Hayes Engineering has been asked to approach FEMA to reclassify Buildings A & B.

3. PAINTING

Neptune Painting services has been selected by the BOT to provide painting services to HCT. This project is on hold until spring/summer of 2014.

In March, Trustee Nowland will set up appointment with Neptune Services to review scope of services. The order of service will be Building A, Building D, then Building C.

4. BUILDING B FIRE UPDATE:

The BOT is updating owners/residents regularly. Please forward any questions to the BOT.

The demolition has been completed in B1, B2, B5, B6, B10, the mechanical room, and the common area hallway. Travelers insurance company and our public adjuster continue their settlement talks. More clarity is expected in 3-4 weeks.

In the meantime, the Trust is receiving advances from Travelers for the services completed to date and to keep the process moving.

At the time of the meeting, the BOT had not received the structural engineering report on the prior fire.

5. FINANCIAL REPORTING:

Units delinquent more than 60 days are in legal collections with Marcus Errico Emmer & Brooks. It has always been the BOT's position to not comment on individual delinquent accounts, but confirmed that owners that fall behind are being charged late fees according to the HCT Rules and Regulations and legal collection efforts are initiated when necessary.

Reminder: All monthly condominium fees need to be made payable to Harborside Condominium Trust to ensure timely deposits.

The contract with Comcast for basic cable services has expired. The new contract will renew for a 10 year term at a rate of \$35 per unit. This is a budgeted line item, included in your monthly condominium fee, and will be adjusted accordingly. Any premium channels paid for directly by the unit owner will not be affected.

6. PARKING

Attached are the Snow Removal Parking Procedures for the 2013-2014 winter season. Note they are modified to accommodate reconstruction work on the Building B. Your cooperation in following these guidelines is appreciated.

Management was instructed to contact the snow plow operator, Leonard Cameron, again and advise him to use better judgment when sanding, as it is excessive; to ensure the pathways are cleared from doorway to the parking areas for all walkways; to make sure the decking and stairs on C Building are cleared of snow; to shovel a pathway wider than the width of the shovel; to move the snow that is left from the plow in front of the carports.

Trustee Nowland was asked whether or not parking would be available at the BYC for Harborside residents over the summer. Trustee Nowland was doubtful, but he will speak with the BYC about the possibility. Owner Siddal stated he has a residence rented elsewhere and noted there was coverage through his homeowner insurance.

7. HDC

The BOT is deferring the annual Trust Contribution to the HDC from December 2013, to this coming spring or summer.

8. DEFERRED PROJECTS

The Board determined that because of current financial conditions, the following projects are deferred: Repair of the North Retaining Wall between Harborside and the Boston Yacht Club; D-1/D-2/D-3 deck refurbishment; seal coating and lining of parking lot; composite refurbishment of the north dock; addition of blue stone at the C Building entry; and replacement of the ceiling at entrance to Building C and by Trash Room with bead board or exposed beams.

9. LESLEY MANAGEMENT will attend to the following:

- Contact Marblehead Building Department to confirm there are no open permits on the property. [With BOT]
- Have Attorney Aronson create a Non-Smoking Amendment and forward to BOT for consideration. [on Hold]
- Have minor deck repairs done outside Unit D2/D3, as well as caulking services. [Spring 2014]
- Have the rot on the front of Building A (Lee St side) patched. [Spring 2014]
- Have the gate in lower lot (southern side) repaired from last season's plow damage. [Spring 2014]
- Ensure the gutters are cleaned. [Spring 2014]
- Have Bart Jones review the current problems with Privacy Settings on the HCT Website and have him install a login/password with a higher degree of security. [Bart is working on the security issue with a computer tech] Management will obtain an estimated time of completion.
- Contact Paul Haggett to inspect and report back on the condition of the door and threshold of unit B7. [Structural engineer working on Unit B3. Hold pending outcome of B3 Inspection. Paul

contacted and on list with other smaller maintenance items.] Ensure work is completed in March or April.

- Obtain a price to replace the common area glass window in Building C.
- Management was instructed to have the traps for the raccoons removed and returned in one week. Management will send notification to owners and residents on status and locations.
- Continue to clean the drains in the walkway between the B and D buildings and under steps to unit D2-3. [on-going]
- Continue to secure all outstanding tenants lease information.
- 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.
- Have the vent in the exterior door to Building B Mechanical Room cleaned monthly.
- Determine what is causing the excessive water run-off behind the D Building (On Hold).
- Schedule a semi-annual check of keys in the Knox Box; scheduled for May 2014.
- Follow up with Harbor Landscaping to ensure ivy has been removed from the BYC side of the north retaining wall (under the A Bldg). Bob Storch is in Vermont and will take care of when he returns.
- Forward Draft of 2013 Year End Financial Performance to BOT for edits.

10. HARBORSIDE WEBSITE

Tony, Ron deMoraes' son, will be updating the Harborside website to a new more user friendly site. Bart Jones will continue to be the "webmaster" and update the new website with current information.

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 4:20 p.m.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held Monday, February 12, 2014 at the D4 residence of Don Nowland. All homeowners are welcomed to attend.

NEW CALL IN INFORMATION:

Please join us by conference call by calling 1-866-393-8073. You will be prompted to enter the meeting number ***8509647***.

If you are the first to arrive at the meeting site, you will be prompted to enter the "moderator code". The moderator code is ***8529***.

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2013-2014 PREPARATION FOR SNOW REMOVAL

When snow is forecasted, please park your vehicle 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. The plow can clear the whole upper lot and move the snow down to the south end of the lower lot. Note:

Please park cars as far north as possible in the lower lot, leaving a pathway for the plow to get to the far southeastern portion.

After the plowing and shoveling, cars may be parked in the upper lot, but pull your vehicles as far forward as possible against the C Building and pull 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 cars out of the carport if a snow bank prevents you from pulling far forward.

By contract, the snow plow will come periodically during and after a snow storm, and usually early in the morning. Snow shovelers are to come within one hour after the end of a snow storm or when we have 3 inches of snow, except when the storm ends between 10:30 PM and 4:30 AM. Snow shoveling will commence at 6:00 AM, and they are to shovel all sidewalks / walkways to their full width. They will not shovel out individual vehicles, unless requested of Lesley Management, Inc. (in the event of a large storm).

Thank you,

Harborside Board of Trustees