

HARBORSIDE CONDOMINIUM TRUST

TRUSTEES MEETING MINUTES

OCTOBER 2007

A meeting of the Harborside Condominium Trust Board of Trustees was held October 9, 2007. In attendance were Trustees Warren Hendriks and Don Nowland. A quorum was present.

1. MOTIONS

The following motions were approved unanimously:

- To accept the September 2007 Trustee Meeting Minutes as written.
- To accept the September 2007 Financial Statements.

2. ROOF REPLACEMENT/ REPAIR LOAN UPDATE

The roof replacement/repair loan with the Marblehead Savings Bank has been repaid. The loan accounting follows:

• <u>Loan amount</u>	<u>\$30,000.00</u>
• Legal/closing costs	900.00
• C roof replacement	25,751.00
• Loan interest	621.10
• Transfer to reserves	2,727.90

3. BUILDING D STRUCTURAL REPAIRS

Bergman and Associates has completed the RFP for the Building D I-beam replacement, lolly column repairs/replacement & B/D drainage work. The proposals have been forwarded to six contractors. A pre-bid conference and site visit is scheduled for October 11 with a return bid date of October 19th. The Board will review all bids at the November 1st Trustee meeting.

4. ADDITIONS AND ALTERATIONS POLICY

The Board of Trustees is reviewing the revised Additions and Alterations Policy in an attempt to make it more “user friendly.” Trustee Nowland will draft a letter to cover the Additions and Alterations Policy. The policy that will be forwarded to all homeowners.

5. HARBORSIDE WEBSITE

Webmaster, Bart Jones has been working with Trustee Don Nowland to update the Harborside website. The website is: www.harborsidecondos.net

User Name: owner
Password: data07

6. DEFERRED ITEMS

The following items have been deferred:

- Utility tagging.
- Exterior lighting and railing for steps to unit B1/B4. Trustee Hendriks will contact Bob Zarelli for design input, leading to pricing estimates.
- Parking line painting.
- Replacement of B-3 deck.

7. TABLED ITEMS

The following items were tabled for future discussion:

- Parking reconfiguration, new parking stickers and new guest placards. This item will be reviewed after the Building D I-beam/drainage project has been completed.
- Responsibility for payment of dock insurance.

8. MARKWOOD MANAGEMENT will attend to the following:

- The late September 2007 lawsuit mediation has been postponed. Markwood Management will forward to the Trustees a new mediation date and status report.
- Schedule Bartlett and Steadman to complete boiler inspections and filter replacements.
- Ensure that late charges are attached to the accounts of two delinquent homeowners.
- Obtain, for Board review, an alteration form for the rebuilding of the B3 deck.
- Inspect the common areas for personal items.
- Have the RJL Corporation inspect all crawl spaces for moisture.
- Obtain a Building D structural project update from Bergman and Associates and forward to Board.
- Clean gutters and downspouts.
- Winterize dock water system and irrigation systems.
- Turn on the laundry room heat.

- Forward to Board year-end financial projections.

9. ADJOURNMENT

There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting adjourned at 3:40 pm.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held Thursday, November 1, 2007 at 3:00 pm at the residence of Don Nowland. All Homeowners are encouraged to call in to the meeting using the following conference information:

- Please call 1-866-393-8073.
- You will be prompted to enter the meeting number *1169611*.

Minutes prepared and submitted by Markwood Management.