

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

October 7, 2008

A meeting of the Harborside Condominium Trust Board of Trustees was held October 7, 2008. In attendance were Trustees Warren Hendriks, Don Nowland and Jim Walters. A quorum was present.

1. MOTIONS

The following motions were approved unanimously:

- To accept the September 3, 2008 Trustee Meeting Minutes as written.
- To accept the September 2008 Financial Statements.

2. EMAIL ADDRESS

If you are not receiving Harborside notices by email, please forward your current email address to markwoodmgt@hotmail.com.

3. HARBORSIDE WEBSITE

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

User Name: owner
Password: hs08

In an effort to streamline communication with Harborside residents and to lower mailing postage expenses, the Board has approved more use of the website designed by Bart Jones. Trustee Nowland and Bart Jones will be updating the website information.

4. FOUNDATIONS

The engineering firm of Bergman & Associates has inspected Buildings A, B and C for foundations/crawlspace conditions. Bergman and Associates will forward a report of their findings to the Board for review. Bergman also inspected the exposed beam on the east side of Building C and determined that there was only surface rot. The siding will be reinstalled.

5. UTILITY TAGGING

In an effort to better identify each unit's water supply, hot water tanks, boilers and electrical meters, Bert Michaud has volunteered to provide the Board with a draft list of utility location and ownership. The Board will then provide contractor support in an attempt to identify the remaining, unlabeled utilities.

6. CHIMNIES

All units that have a chimney have been notified by Markwood Management to please have the chimney inspected, forwarding the inspection results to Markwood Management. This inspection was to have been completed by October 1, 2008. If you have not had your chimney inspected, please do so at your earliest convenience and inform Markwood Management promptly. If you have a chimney that is not used or uses gas instead of wood, please forward this information to Markwood Management if you have not done so already.

7. BOILER INSPECTIONS

Bartlett and Steadman Plumbing will complete, during the month of October the inspection of all heating systems located in the common areas of the Harborside Condominium. If your system is not located in a common area, please contact Bartlett and Steadman directly (781-631-8900) in order to take advantage of group pricing being offered to Harborside.

After the systems have been inspected, Markwood Management will forward the results to each homeowner requesting that any necessary repairs are taken care of.

8. FOUR GREGORY STREET EASEMENT

The Board continues to review the terms and conditions of the Four Gregory Street Easement.

9. MAINTENANCE ITEMS

The following maintenance items will be completed during the 2008 fiscal year:

- Building B crawlspace waterproofing – This waterproofing project will be done by Nuetocrete. The work is scheduled for mid October. Reserve funds will be used for this project. The Reserve Account has been reimbursed \$8710 from the insurance claim associated with the lawsuit settlement.
- Replacement of B Building roof – This work will be done during the month of October and will be paid with through a combination of maintenance/repair funds and reserve monies.

10. TABLED ITEMS

- Repair of C5 entry walkway – This work will be scheduled as soon as funds become available.

- Replacement of D2/3 deck – This project has been deferred until winter/spring 2009.
- West side of Building C landscaping – This project has been deferred and will be revisited in 2009.
- Repair low spot in parking lot – This work will be done when the parking lot surface is refinished.

11. MARKWOOD MANAGEMENT will attend to the following:

- Continue to work with Trustee Nowland and Webmaster Bart Jones on the website updates.
- Obtain pricing for the replacement of D2/3 deck (wood vs. composite material).
- Obtain pricing for Rhino Shield painting of property.
- Discuss outstanding balances with two homeowners.
- Forward a copy of the Harborside Maintenance Resolution to the owners of Unit B9 to ensure appropriate heating of this vacant residence.
- Obtain pricing to install touch pad locks on all building entrances.
- Bring to the November Trustee Meeting a list of any homeowners not in compliance with the chimney inspection requests.
- Complete the removal of items from under Building A.

12. 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 November 5, 2008, at 3:00 pm at Don Nowlands Unit D4. 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*.
- 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*.

Minutes prepared and submitted by Markwood Management.