

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

October 2009

A meeting of the Harborside Condominium Trust Board of Trustees was held October 14, 2009. In attendance were Trustees Don Nowland and Jim Walters. A quorum was present.

Also in attendance were homeowners Bob Alves, Helen Coolidge, Ron & Leslie deMoraes, Jeanne McKeon, Bert Michaud and Nancy Segee.

1. MOTIONS

The following motions were approved unanimously:

- To accept the September 2009 Trustee Meeting Minutes as written.
- To accept the September 2009 Financial Statements.

2. GUEST PRESENTATIONS

- Jeanne McKeon requested approval to install a built-in bench on the deck of unit A1/A2. Jean's request was approved unanimously.
- Nancy Segee thanked the Trustees and Markwood Management for the tribute and plaque for Bob.
- Nancy Segee requested clarification as to whether or not the newly installed C Building fence will be treated/stained. All agreed that the cedar fencing would be allowed to weather naturally.
- Nancy asked that in the future could unit owners be notified in advance by Bartlett & Steadman of upcoming heating systems inspections.
- Nancy also questioned if the main drains had been serviced this year. RooterMan did this servicing a few months prior.
- Bert Michaud requested prior notification of any deck work that may be scheduled for his residence, so that he would have time to remove any personal items from the deck surface. Markwood Management will notify Bert if and when the deck work will begin.
- Leslie deMoraes reminded us that no salt should be used this winter, as it has a corrosive effect on walks, stairs, etc.
- Jeanne McKeon indicated that a grapefruit extract might prove useful in melting snow and ice.

3. HDC UPDATE

Ron deMoraes presented proposals from Dave Haley and David Borge for renovation of the north dock, using composite materials (AZEK): both proposals were in the \$15,000 range. Homeowner discussion followed and payment options were discussed.

The Board agreed to temporarily defer the project until a committee (Bert, Bob, Don & Jim) have the opportunity to inspect the north dock once it had been removed from the water. It is anticipated this inspection will take place at the end of October. The results of this inspection will be discussed at the November Trustee Meeting.

4. FOUR GREGORY STREET EASEMENT

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

5. HARBORSIDE WEBSITE

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

User Name: owner
Password: lucky09

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. Markwood Management and Bart Jones update the website information monthly.

6. DEFERRED PROJECTS

Deferred projects – B Building roof replacement. D1, D2/D3 deck refurbishment (pending cost estimates). Repair of low areas in parking lot. Seal coating and lining of parking lot.

7. MARKWOOD MANAGEMENT will attend to the following:

- Complete winterization of dock water, flower bed irrigation and water spigots.
- Obtain estimates for deck repairs to the front of Building D. Sutton Construction and RJL Corporation have been asked to price this deck project. Trustee Nowland also suggested Paul Haggett. Markwood Management will follow up on this.
- Use sand, not salt for snow removal purposes this winter season. And, check feasibility of Jeanne McKeon's suggestion re grapefruit extract.
- Repair the timer for the seawall planter lights.
- Ensure that the Building B hallway lighting has been repaired by Pinanski Electric.
- Check all common area fluorescent lights to insure that the Lights of America are not being used in any Harborside common areas. There may be a possible fire hazard with these bulbs.
- Follow up on the recent furnace inspection by Bartlett & Steadman, contacting any homeowners that have furnaces in need of repairs. Also follow up with those unit owners whose furnaces are within their unit boundaries ensuring that the furnaces have been inspected and serviced if necessary.
- Email the Board regarding budgetary overruns in legal, office supplies and cleaning.
- Schedule Bartlett & Steadman for a return visit to the B Building boiler room to check the 4 boilers previously shut down due to carbon monoxide leaks. Check to ensure smoke detectors and carbon monoxide detectors are operational in all common areas, including utility rooms.
- Paint the inside of the D Building entrance door.
- Finish the painting of the C5 & C8 railing systems.
- Complete the removal of vegetation from the retaining wall between Harborside and the BYC.
- Ensure repairs to exterior wall of units B1/B4.
- Install a light and switch in the small room off the B storage area.
- Repair the lighting for D2/D3 entry steps.

- Ensure tenant contact information is correct and all lease documents are in order. Also, ensure that once the sale is closed for Unit B10, the new owners have all pertinent Harborside information (i.e., Rules & Regulations, Vehicle Registration info, etc).

8. ADJOURNMENT

There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting adjourned at 4:15 pm.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held **November 4, 2009, at 3:00 pm** at the residence of Trustee Don Nowland. All Homeowners are encouraged to join the Board at 3:00 pm for this meeting. If you are unable to attend in person, you may call in by following the below referenced 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.