

# **HARBORSIDE CONDOMINIUM TRUST**

## **TRUSTEE MEETING MINUTES**

**OCTOBER 2010**

The October meeting of the Harborside Condominium Trust Board of Trustees was held October 4, 2010. 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 2010 Trustee meeting minutes as written.
- To accept the September 2010 financial statements.

### **2. HDC REPORT**

Ron DeMoraes continues to work with Dave Haley to firm up the date when the docks will be pulled for the winter. Currently, although not confirmed, Dave Haley indicates that the docks should be pulled at the end of October. Ron will notify Markwood Management as soon as a date is confirmed and all homeowners will receive an email indicating the date.

### **3. CONTACT INFORMATION**

The Board reviewed the current policy of making available to all Harborside owners and tenants a property-wide list of names, addresses, telephone numbers and email addresses. Following a lengthy discussion, the Board has revised the current policy. Markwood Management will forward to all residents a phone number and email address authorization form, which, if signed by any owner or tenant, will authorize the Association to publish the phone numbers and email addresses of the responding resident.

### **4. MAINTENANCE UPDATE**

The Osgood Company has completed the following repairs:

- D2/D3 Living Room Leak
- D2/D3 Dining Room Leak
- Building B/3<sup>rd</sup> Floor Deck Work
- D2/D3 Deck Repairs
- D1 Leak Repair
- B10 Leak Repair

The Osgood Company continues to investigate the C2 leak and will meet with Markwood Management in an effort to determine exactly what is happening with this leak and potential structural issues.

## **5. HARBORSIDE WEBSITE**

For your information, the website is: [www.harborsidecondos.net](http://www.harborsidecondos.net)

**User Name: owner**

**Password: peace (\*Note change of password)**

## **6. DEFERRED PROJECTS**

The Board determined that because of current economic conditions it is appropriate to continue the deferment of the following projects: 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.

## **7. FINANCIAL REVIEW**

The Board reviewed the current financial status of the Trust, noting large maintenance expenditures for 2010, many of which were paid for from Reserves. Markwood Management is preparing the *2010 November Letter to Homeowners*, which will include a final 2010 projected performance to budget, 2011 budget and a detailed narrative to all homeowners regarding 2010 expenditures.

## **8. ALTERATION REQUEST – B10**

The Board reviewed a request from Unit B10 to expand the deck footprint. The Board has tabled this item until the following information can be obtained:

- Review of any possible legal implications/protocol
- Abutter input

Markwood Management will obtain this information and forward to the Board.

**9. MARKWOOD MANAGEMENT will attend to the following:**

- Ensure Glover Properties repair/replacement of the D6 planters.
- Obtain pricing from Osgood for the installation of upgraded fire escapes on buildings B and D.
- Ensure the inspection and cleaning (if necessary) of B6 bathroom vent.
- Resolve the issue of Comcast charges to combined units.
- Forward a furnace inspection reminder to those units whose boiler is internal to the residence.
- Plan for further repair of holes in the lower parking lot.

**10. ADJOURNMENT**

There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting adjourned at 2:50 p.m.

**The next meeting of the Harborside Condominium Trust Board of Trustees will be held Wednesday, November 3, 2010 at 3:00 p.m. at the residence of Don Nowland. All homeowners are encouraged to attend.**

If you cannot make the meeting, please attend the meeting by conference 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\*

Minutes prepared and submitted by Markwood Management.