

# HARBORSIDE CONDOMINIUM TRUST

## TRUSTEE MEETING MINUTES

OCTOBER 2012

The October meeting of the Harborside Condominium Trust Board of Trustees was held October 10, 2012. In attendance were Trustees Don Nowland, Joyce Raymond and Jim Walters. A quorum was present.

Also in attendance were homeowners Ron de Moraes, Bart Jones, Dottie Martin, and Chuck Zoubek.

### 1. HOMEOWNER ITEMS

#### Emergency Egress, Building B Fire Escape Redesign:

The BOT met with Bob Ives, Building Inspector for Town of Marblehead to (1) explore alternatives to comply with the 2<sup>nd</sup> means of egress for third floor units and (2) obtain permission of use of a retractable ladder. In addition, the BOT offered a suggestion of installing sprinklers to meet the egress requirements.. Bob Ives advised that none of the above would be approved options. He stipulated that the existing exterior staircase cannot be removed until another means of egress is constructed.

Bob Ives suggested hiring an expert in code compliancy and research out options that have not been presented to the board to date. The BOT received two proposals for this service; AKF and Sullivan. The BOT unanimously approved using AKF to assess the codes as it relates to the Building B Fire Escape.

Trustee Nowland expressed that Bob Ives was clear that if HCT can find a code compliance specialist that comes up with another possibility, he would highly consider their suggestion.

#### Water & Sewer Charges:

All invoices were received and paid by HCT via management.

Maintenance met with Trustee Nowland to price out the carpentry needed to expose the plumbing for the installation of a meter. The plumbing was easily accessed and it doesn't appear that Building D would present much of an access or placement issue.

Maintenance will coordinate an inspection of Trustee Walters unit for feasibility in Building C.

Recycling Program: Owner Bart Jones stated for record that the Town was very interested in working with Harborside on a recycling program. Management informed the BOT that Andrew Petty, Director of Public Health for Marblehead, was waiting on the price from Hiltz Disposal and would forward to Management upon receipt. Andrew Petty also stated that if HCT was required to remove trash from property, he would not be able to offer recycling to HCT.

Management to follow up with Andrew Petty for pricing and forward to BOT for consideration. Management is also to investigate any restriction that would preclude our use of the recycling service.

Parking: All owners are reminded to follow the parking regulations as outlined in the Harborside Rules and Regulations (available on the Harborside Website). In addition, vehicles should not be parked in the fire lane at the entrance to the property, as it makes it difficult for vehicles entering and exiting the property (especially for emergency vehicles such as a fire truck).

In addition, all cars need to have HCT Stickers or HCT placards. There are many vehicles in the lot without stickers and / or placards. Owners who rent their units must ensure that their tenants understand the parking policy at HCT, especially in the winter, and that they have a sticker or a placard in/on their vehicles.

Draft coming from C1 into C4: Management was instructed to contact new owners of C4 and obtain a copy of the inspection report of unit from sale.

Drain Cleaning: Management will continue to monitor and confirm drain at the base of the stairs on the left hand side of Owner Michaud's unit is cleaned out monthly.

Landscaping:

Carpenter & Costin is scheduled to remove the ivy from the rear of A-Building and to trim the pine tree outside unit C6/C7 per proposal on October 12, 2012. Management confirmed that the BYC was contacted and is/was working with Carpenter & Costin to ensure the safety of the boats.

Bob Storch will be taking care of the growth in the North Retaining wall. Management will give Bob Storch Trustee Nowland's number for further clarification. Management is to ensure coordination is made with the BYC.

Communication:

Emails to "ALL" owners are used to ensure that everyone receives information regarding Harborside issues in a timely manner. Owners/residents are reminded to use "Reply to ALL" judiciously. Refrain from copying "ALL" owners when the topic involves only one of two owners. Airing disagreements via mass emails is annoying to some owners.

Grills:

Charcoal and propane grills are not to be used on decks. Natural gas that is piped up the decks may be used for grills.

## **2. INSURANCE**

Trustee Raymond met with Mark Bettencourt, insurance agent for HCT to confirm adequate replacement costs coverage and to review Flood Coverage.

Replacement Costs: Several years ago, all Units were assessed to determine the replacement cost to rebuild the Buildings. In keeping with the By-laws, which require the "Trustees reappraise, at least annually, the value of the buildings and all other insurable improvements", the Trustees, at their own expense, had their units assessed for replacement values. A professional appraiser reviewed the prior assessment report, noted improvements and applied current construction costs to determine an average price per square foot to rebuild the Units. The appraiser recommended \$300-350 a square foot to rebuild Buildings A,B, C and D. Based on the recommendations of the appraiser and insurance agent, it was determined that the existing replacement costs (\$5.0 million) need to be increased by \$1.2 million.. This will be reflected in the current policy which went into effect, October 6, 2012.

For 2012-2013: HCT is required to maintain 100% replacement coverage for flood insurance. Additional flood insurance for Buildings B/D in the amount of \$850K and Buildings A/C in the amount of \$400K will be obtained. Mark Bettencourt, our insurance agent, is obtaining the addtl pricing for the increased flood insurance and will forward to the BOT.

Flood Insurance: Under our current Master Policy, Travelers includes \$5MM in Flood Insurance. The policy was renewed when HCT was classified as "C-ZONE". Because of flooding nationwide; the Federal Flood Insurance Program has required all areas to be looked at and rezoned as appropriate. Harborside is now classified as VE- Zone; which applies to every unit at HCT.

For 2012-2013: HCT will obtain additional flood insurance for Buildings B/D in the amount of \$800K and Buildings A/C in the amount of \$400K. Mark Bettencourt is obtaining the addtl pricing for the increased flood insurance and will forward to the BOT.

Flood Insurance is payable in full at the on-set of the insurance period so the 2013 budget will be adjusted to include a separate line item for Flood Insurance, as it will be due in full on October 6, 2013.

Dock Insurance: Trustee Raymond will be working with HDC to ensure proper HDC Insurance Coverage.

### **3. PAINTING**

Management has contacted Lead Inspector Mel Black for a proposal on lead inspection. The possibility of lead paint was brought to the BOT's attention during inspection of buildings by possible painting vendors as well as our insurance company. This will be forwarded to BOT for consideration.

The painting proposals on file including an updated proposal from Aulson Company will be reviewed by the BOT for final approval.

### **4. HDC**

Ron de Moraes spoke about the replacement of the gangways, which is proceeding and also the timing of the float removal. Ron said that removal could occur any time after Columbus Day weekend but normally occurs during the following week.

### **5. CHIMNEY INSPECTIONS:**

Management to follow up on all owners whose chimneys have not been inspected.

### **6. FINANCIAL REPORTING:**

Units delinquent more than 60 days are in legal collections with Marcus Errico Emmer & Brooks.

## 7. DEFERRED PROJECTS

The Board determined that because of current economic conditions it is appropriate to continue the deferment of the following projects: Repair of the North Retaining Wall between Harborside and the Boston Yacht Club; 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; the addition of blue stone at the C Building entry, and replacement of Building B rear foundation flashing.

In addition, the Board has decided to consider a new Infrastructure Review and Report, as follow up to the mid-90's Goddard Report. Trustee Nowland will make copies of the Goddard Report available to the Board.

## 8. LESLEY MANAGEMENT will attend to the following:

- Obtain copy of lease ad per HCT Rules and Regulations from Owner Garibotto.
- Obtain copy of lease for Unit D5 per HCT Rules and Regulations
- Establish contact with the new owners of C3. Also obtain a copy of the inspection report used for their purchase of the unit
- Replace the old keys with new keys provided to management in the Knox lock box .
- Obtain cost estimate to install separate water & sewer meters for individual units. [note: meeting with Trustee Walters].
- Obtain proposal for lead testing of the buildings and forward to BOT for consideration.
- Obtain price for recycling and forward to BOT for consideration. Also research any restrictions on using the recycling service.
- Obtain proposal for illuminated exit signs (required by the insurance company) and forward to BOT for consideration. {note: Trustee Raymond will ask AKF for a code compliancy review of this requirement}
- Forward Aulson Company's painting proposal to BOT
- Continue to clean the drains in the walkway between the B and D buildings and under steps to unit D2-3 [on-going].
- Verify that repairs have been made to the outside fireplace on B6's deck.
- Ensure repairs are made to the B3 roof.
- Follow up with Comcast to ensure the wires to the rear of B Building have been properly secured.
- Have timers adjusted [BOT did not approve upgrade at this time to motion/photo sensor].
- Ensure all chimney cleanings are complete.
- Continue to secure all outstanding tenant lease information.

- Management was instructed to follow up with Attorney Aronson on the recovery of expenses for services to Unit B9. [ on – going ]
- Work with Bart Jones to update the website.
- Ensure the budget decisions and options for repair and maintenance for the remaining year are presented at future BOT meetings.

#### 9. HARBORSIDE WEBSITE

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

**User Name: owner**

**Password: peace**

#### 10. ADJOURNMENT

There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting adjourned at 4:30 p.m.

**The next meeting of the Harborside Condominium Trust Board of Trustees will be held Wednesday, November 7, 2012 at 3:00 PM at the residence of Don Nowland. All homeowners are welcomed to attend.**

Please join us by conference call 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\*

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