

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

OCTOBER 2013

The October meeting of the Harborside Condominium Trust Board of Trustees (BOT) was held October 7, 2013. In attendance were Trustees Don Nowland, Joyce Raymond and Jim Walters (via phone). A quorum was present.

Also in attendance were homeowners Liz & Bert Michaud and Bill Siddall.

1. HOMEOWNER ITEMS

Owner Bill Siddall asked for an update on the B Bldg fire escape plan and the flood insurance issue. Explanations follow in these Minutes.

Bert Michaud asked that owners be informed before contractors are to work in areas that potentially affect their units. Management assured that such notices will be forthcoming in the future.

Bert Michaud also asked when the rotten boards on their deck will be replaced, and whether composite materials could be used. Trustee Raymond is to meet with the Michaud's and prepare a repair plan.

Emergency Egress, Building B Fire Escape Redesign:

There have been numerous meetings between the BOT and Walter Jacob (architect) regarding architectural drawings and code compliance issues for the fire egress. In addition, Jacob has met several times with Marblehead's Building Commissioner, Bob Ives, to discuss various options. Finally, it appears an understanding has been reached concerning a code interpretation issue.

The BOT expects a set of drawings to be available in ~ 2 weeks and once finalized will be available to owners. If the proposed approach is approved, the ship's ladder in Building B would be removed. There are no other details until the engineers have approved the plan.

All work will be performed under controlled construction conditions and a stamped affidavit will be provided by the architect at the conclusion of the project.

The BOT hopes to have more details at the November BOT meeting.

B1/B4 Porch Enclosure: The project was inspected by the Town of Marblehead and is complete. A copy of the stamped affidavit of controlled construction was provided to HSCT and to the Town of Marblehead's Building Department.

Lighting Trash Room: - Management was instructed to follow up with Rick Macomber, the electrician. Macomber is working on changing fixture and a motion sensor, with a timer that keeps light on for 5-7 minutes. Wiring extends from trash room, through car port, through enclosed garage and to Storage Room in Building A. **[Work is scheduled for October 8, 2013. Management to meet R. Macomber on site.]**

Recycling Program: The recycling program has been successful, although we are not fully through the learning curve.

- Management to order two more large wheeled barrels and stack the small blue totes in rear corner of Trash Room.

All owners can sign up for Health Department's emails, which provide updated information on trash removal, recycling, and other important dates. Questions can be directed to Board of Health at 781-631-0212 or recyclepro@hotmail.com.

Pine Tree Bldg C: Justin Epstein Masonry has reviewed the area under the pine tree and has reported back the walls are in overall good condition; there is one joint that shows a bend. It appears this existed at the time the deck was constructed and has not changed significantly.

Management was instructed to have Justin Epstein fill the area specifically along the Bldg C foundation where it appears the small cement wall surrounding Pine Tree has been pushed away from foundation; quoted price of \$ 150.

Building A/C Walkway and Building D Roofs:

Reminder: There is to be absolutely no walking or keeping of any storage items on any roofs where membrane roofing exist.

Deck replacement D-2/D-3:

At the request of owners Bert & Liz Michaud, a stop work was placed on the replacement of the Building D decking with the understanding that the Owners could return to the BOT within a year and request that the project proceed. The Owners Bert & Liz Michaud asked for and have been provided with copies of the architectural drawings for the proposed deck renovation. In the interim, the Owners asked that the rotted wood be identified and replaced; composite material is possible.

Building D – Insulation in Crawlspcace:

Some of the fasteners that hold insulation in place beneath Building D corroded, the insulation fell and was washed out by storm water. The project of replacing the insulation is underway.

The cost of the project is based on time and material and will not exceed \$2,000, as per verbal estimate from Richard J. Louf & Co., Inc. The conditions call for the use of stainless steel or copper fasteners.

Management was reminded to give advance notice to owners of work being done in common areas. Management was instructed to speak with Ken Louf about workers smoking in the common areas.

Building A: Sprinkler System Completion:

Owner Dianne Reich has contacted Metro Swift Sprinklers to complete the installation of the sprinkler system in Building A, both floors. The Trust will be responsible for this work.

Management was instructed to install a nozzle on the outside of the building, for the fire department to use in the event of an emergency, as there is currently no outside faucet. **[Bartlett & Steadman Plumbing is scheduled for October 15, 2013. There may be a slight interruption in water.]**

Management was instructed to obtain a certificate from Metro Swift and forward a copy to the BOT. Trustee Raymond will forward to insurance agent to question possible credit on Master Insurance Policy.

2. INSURANCE

Flood Insurance: On September 28, 2013, the flood insurance coverage for all four buildings was renewed. The annual premium of \$45,030 was included in the 2013 budget. However, effective October 1, 2013, FEMA changed its flood insurance regulations. These changes will result in significant increases in flood insurance premiums beyond 2014.

The BOT is in contact with officials from the Town of Marblehead, FEMA and the State of Massachusetts advocating for a moratorium on the regulations, a roll-back on premiums to 2012 rates, and a cap on flood insurance for buildings similar to that done for single family residences.

Under the new FEMA guidelines, that are in effect October 1, 2013, the renewal premiums for 2014-2015 would be ~\$600,000. The BOT is looking at a number of options for next year; including decreasing the amount of Flood Insurance, going back to the Town as the Flood Map does not show the Seawall, and/or Self Insurance.

Dock Insurance: In September, Travelers Insurance notified the BOT it was no longer writing marine insurance. Other insurance carriers have been contacted. Trustee Walters and the Harborside Dock Committee to fill out application for Dock Insurance and forward back to BOT.

3. PAINTING

Neptune Painting services has been selected by the BOT to provide painting services to HCT. It is expected that Building D South End, A Building, and the gutter repair behind Unit D2/D3 will be completed this Fall. Due to 2013 budget shortages, Trustee Nowland has held off scheduling the services, but will review the immediate needs of the Association as well a payment plan with Neptune Painting.

4. FINANCIAL REPORTING:

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

It has always been the BOT's position to not comment on individual delinquent accounts, but confirmed that units that fall behind are being charged late fees according to the HCT Rules and Regulations and legal collection efforts are made when necessary.

5. DOCK

Ron de Moraes, Chairman of the Harborside Dock Committee, reported the power pedestals and solar lights are being stored under Building A. The kayak racks are to be left on the floats. Traditionally, the floats are pulled within 7 days post Columbus Day weekend. Ron will email owners reminders and instructions as it nears the Holiday weekend.

6. PARKING

As we are now past the summer season, all residents are reminded that guests are not allowed to park longer than "three hours" without removing their vehicle per the HCT rules and regulations.

With the lack of visibility of the parking lot lines, please be as courteous as possible when parking vehicles.

If owners or other residents need parking stickers, they should contact Trustee Nowland. Management was instructed to mail out new Visitor Parking Placards to each unit owner to ensure all owners have at least one on hand. In addition, management will order 25 more placards to have when needed.

7. DEFERRED PROJECTS

The Board determined that because of current financial 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; seal coating and lining of parking lot; composite refurbishment of the north dock; the addition of blue stone at the C Building entry; replace ceiling at entrance to Building C and by Trash Room with bead board or exposed beams; and, replace missing pieces of the Car Port ceiling, which is asbestos.

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:

- Ensure the gutters are cleaned in the fall.
- Re-nail/replace the rotted deck boards outside Unit B8 with stainless steel nails/screws.
- Research Rules and Regulations about Smoking Policy (units and common areas) and forward to BOT.

- Have Bart Jones create a New Folder/Link for Flood Insurance on the website to be used as a source for owners.
- Have the light bulb replaced in rear of Building D using low voltage.
- Remove the ivy on the north retaining wall below Building A.
- Purchase two more barrels in place of smaller toters in Trash Room.
- Have an outside FROST FREE water faucet installed on Building A for emergency services.
- Have the gap by Bob Alves Unit at far end sealed up between two poles with small piece of chain link fence.
- Have the gap filled along Bldg C and bed around Pine Tree sealed.
- Have the gaps under deck at far end of Unit D2/D3 filled so that raccoons cannot get under decking via these entry points. Use wire mesh to fill the gap so water from rising tides can pass through the area and not put additional pressure on the seawall or foundation walls.
- Follow up with Rick Macomber on changing light in Trash Room to be on a motion sensor only.
Scheduled for October 8
- Updated budget to actual income and expense spreadsheet and forward to BOT.
- Contact Paul Haggett to inspect and report back on the condition of the door, threshold of unit B7.
- Continue to clean the drains in the walkway between the B and D buildings and under steps to unit D2-3. [on-going]
- Continue to secure all outstanding tenants lease information.
- Follow up with Attorney Aronson on the recovery of expenses for services to Unit B9. [on-going]
- Continue to work with Bart Jones to update the website.
- Have the vent in the exterior door to Building B Mechanical Room cleaned monthly.
- Continue to ensure all dryer vents have been cleaned.
- Determine what is causing the excessive water run-off behind the D Building (coordinate with Michaud's and Nowland's).
- Complete the reinstallation of the insulation under the D Building (ensure instructions from Paul Haggett are clear to Ken Louf).
- Set up a plan to check for current unit keys be available in the Lock Box (quarterly or semiannual).

9. HARBORSIDE WEBSITE

Tony, Ron deMoraes’ son, will be updating the Harborside website to a new more user friendly site. Bart Jones will continue to be the “webmaster” and update the new website with current information. The start cost is \$300, which Ron deMoraes has offered to pay. Thank you, Ron.

For your information, the website is: 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 4:20 p.m.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held Wednesday, November 6, 2013 at 3:00 PM at the residence of Joyce Raymond. 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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