

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

December 3, 2008

A meeting of the Harborside Condominium Trust Board of Trustees was held December 3, 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 November 5, 2008 Trustee Meeting Minutes as written.
- To accept the November 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. Markwood Management and Bart Jones will be updating the website information.

4. BOILER INSPECTIONS

Bartlett and Steadman Plumbing has completed the inspection of all boilers located in the common areas. The inspection results have been sent to all homeowners with boilers in the common areas. **If your boiler requires maintenance, please have the work done at your earliest convenience and forward the results to Markwood Management.** For owners with heating systems in your units, contact Bartlett and Steadman to schedule inspections at the group rate.

**IMPORTANT REMINDER FOR HOMEOWNERS WITH HEATING SYSTEMS
LOCATED WITHIN THEIR RESIDENCE. PLEASE BE SURE TO CHANGE
YOUR FURNACE FILTERS EVERY OTHER MONTH DURING THE COURSE
OF THE HEATING SEASON.**

5. FOUR GREGORY STREET EASEMENT

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

6. 2009 MAINTENANCE PROJECTS

The following maintenance projects are proposed for the 2009 fiscal year:

- Replacement of B Building roof – \$16,500
- Repair/replacement of C5 entry masonry – \$4,900
- Repair of buildings A,B,C foundations/crawlspaces. Markwood Management to obtain pricing.

7. DRYER VENT CLEANING

If you have a clothes dryer located within your residence, it is highly advisable that you have the venting system cleaned at least every two years.

8. MARKWOOD MANAGEMENT will attend to the following:

- Discuss website updates with Bart Jones and being certain to include Bert Michauds recent utility updates.
- Discuss structural deck repairs with homeowner Michaud.
- Unit B9 items:
 - Confirm that heat is on and set at a minimum of 62 degrees.
 - Insure that no openings exist between the unit and the B building crawlspace.
 - Follow up on the additions/alterations form.
- Verify current insurance premium of \$30,500.
- Confirm time of December 22 conference call with Trustee Nowland to discuss 2008 year end financials.
- Obtain updated lease copies and tenant information from the owners of units C4 & C5.
- Attach the 2009 Common Element Fee schedule to these December 2008 minutes.
- Obtain year end, HDC account balances from Leslie DeMoraes.
- Post all buildings with snow event parking procedures.
- Follow up on leak into unit D2/D3.
- Contact two homeowners who are delinquent in their assessment payments.
- Be certain furnace filters were changed during the month of November.
- Discuss shoveling needs with Lenny Cameron.

9. ADJOURNMENT

There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting adjourned at 4:00 pm.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held January 7, 2008, at 3:00 pm ***by conference call***. 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.

Attachments: 2009 Common Element Fee Schedule

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COMMON ELEMENT FEE SCHEDULE 2009

UNIT	MONTHLY FEE
A1	435
A2	256
A3	501
B1	657
B2	390
B3	624
B4	379
B5	390
B6	379
B7	379
B8	366
B9	379
B10	501
C1	402
C2	779
C3	402
C4	390
C5	590
C6	390
C7	379
C8	557
D1	435
D2	634
D3	545
D4	746
D5	535
D6	880