

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

DECEMBER 2010

The December meeting of the Harborside Condominium Trust Board of Trustees was held December 1, 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 November 2010 Trustee meeting minutes as written.
- To accept the November 2010 financial statements.

2. HDC REPORT

No report was available as Jim Walters and his family were mourning the passing of Jim's mother. On behalf of all Harborside residents, the Board sends its sincere condolences.

3. MAINTENANCE UPDATE

The Osgood Company has begun leak repair work as follows:

- Repair of C6/C7 leak
- Repair of C2 leak.
- Repair of D1 leak.

These emergency projects will be paid for out of current Operating and Reserve funds by deferring existing payables to January/February 2011. If 2010 funds are still not sufficient to satisfy Osgood's invoicing, the Board will approve a Special Assessment.

4. ALTERATION PROTOCOL

Attached to these minutes, you will find the *Harborside Condominium Trust Policy for Addition, Alteration or Improvement to Individual Units and Common Areas*. Please familiarize yourself with this policy, as your Board has determined that protocol has not been completely followed during this year's flurry of repairs and updates at the Harborside property.

Please pay particular attention to prior Board notification and permitting.

5. ALTERATION REQUEST – B10

The Board continued its discussion regarding a request from Unit B10 to expand the deck footprint. A draft easement agreement and abutter/mortgagee approval letter has been completed and forwarded to homeowner Bill Siddall (B10). Bill will now begin the process of obtaining abutter and mortgagee approval.

6. BUILDING C MOISTURE REPORT

On November 3, 2010, ATC Associates, Inc. performed a limited microbial investigation in the common areas and storage rooms of Building C. The purpose of the investigation was to discover the source of a “musty” odor/increased humidity level. (The report is available to any requesting homeowner.)

Based on the findings of the ATC report, the Board is taking the following actions:

- Pinpointing the source of the water intrusion/increased humidity
- Locating and remediating the source of the humidity
- Removing and rebuilding the C Building storage bins.

7. HARBORSIDE WEBSITE

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

User Name: owner

Password: peace (*Note change of password)

8. 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.

9. MARKWOOD MANAGEMENT will attend to the following:

- Obtain pricing from the Osgood Company for the installation of upgraded fire escapes on buildings B and D.
- Ensure a protocol is in effect for the moving of vehicles owned by C5 and C6/C7 during snow emergencies.
- **Ensure the repair of parking lot holes prior to December 10, 2010.**

- Ensure eve troughs have been cleaned.
- Order new American and Harborside flags.
- Forward an updated homeowner email list to the Trustees and webmaster, Bart Jones.
- Discuss with Board the repayment plan for 2010 payables that have been carried over to 2011.

10. ADJOURNMENT

There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting adjourned at 3:55 p.m.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held Wednesday, January 5, 2011 at 3:00 p.m. by conference call. All homeowners are encouraged to attend.

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

HARBORSIDE COMDOMINIUM TRUST

Policy for Addition, Alteration, Or Improvement To Individual Units And Common Areas

Objective – To provide guidelines for the review and approval of additions, alterations, and improvements to individual Harborside Units and Common Areas.

Background and References

- No part of the Harborside Condominium shall be used for any purposes except those set forth in the Harborside Condominium Master Deed and the Harborside Condominium Trust, established by the Declaration of Trust. All Unit Owners and Residents shall refer to the Master Deed and Trust Documents for further explanation concerning the duties and authorities of the Board of Trustees and the descriptions of the Harborside Condominium, its Units, Common Areas and Facilities, and the authorized “uses” and “restrictions” of same.
- In reference to the Master Deed (paragraph 13.A., Units Subject to Master Deed, Unit Deed, Condominium Trust, Etc), the acceptance of a deed or the entering into the occupancy of any Harborside Condominium Unit constitutes an agreement with the provisions of the Master Deed, the Trust, and the By-Laws and Rules and Regulations, and any violation of same shall justify legal action to be taken by the Trustees.

Guidelines

- Nothing shall be done in any Unit or Common Area and Facility that would impair or change the structural integrity of any building. All plans for repair, addition, alteration, or improvement of any Unit affecting any Common Area or Facility, must be approved in writing by the Trustees before any such modifications are initiated. All such repairs, additions, alterations, and improvements must be done by licensed contractors.
- Changes shall not be made in any Common Area landscaping without the prior written approval of the Trustees.
- All Harborside Unit Owners must obtain written approval from the Trustees before proceeding with air conditioner installation. All such installations must conform to the Harborside Policy on the Installation of Air Conditioners (approved in November, 2002), all Marblehead Town covenants, Harborside Condominium By-Laws and Rules and Regulations, and not intrude in any appreciable way on the existing visual or audible landscape of Harborside.
- No electrical device that could cause electrical overloading is permitted. All Units shall comply with the Town of Marblehead Health and Safety Codes.
- No Unit Owner or Resident shall permit anything to be done, or kept in his or her Unit or in any Common Areas and Facilities which would cause the

cancellation of insurance coverage or increase insurance premiums of the Condominium, or which would be in violation of the law.

Requirements

- The attached Addition/Alteration/Improvement Agreement is designed to assist unit owners in communicating to the Trustees changes that they desire to make to individual Units or Common Areas. When considering changes to your Unit or to Common Areas, you must refer to and abide by the Harborside Rules and Regulations requirements for Trustee Approval.
- Approval must be obtained before any work can begin. If a Unit Owner makes any changes without approval, there may be a fine and it may be required that the area of change be returned to its original condition.
- To the extent permitted by law and the governing documents, the Trust shall be entitled to reasonable attorney fees, costs and expenses incurred in the enforcement of this policy. The unit owner responsible for the violation shall pay these expenses.

Approval Process

- Unit Owners desiring to make additions, alterations, or improvements to their Units or to a Common Area must complete and submit the attached Alterations Agreement to the Trustees before initiating any such work. The “Description” must include drawings, pictures, permitting documents, and other pertinent information to facilitate the Trustees in making their decision.
- All requests should be submitted to the Management Company and will be reviewed by the Trustees at their monthly meeting. The Trustees will make every effort to respond promptly.
- The Trustees may decide to conduct “In Process Reviews” to ensure compliance with approved plans, and/or to review any requested changes to those plans. The Trustees may require additional information as a result of these in-process reviews, and may issue a “stop work” order if the on-going work is in non-compliance with approved plans.

Attachment – Addition/Alteration/Improvement Agreement

Approved: Harborside Trustees
May 2006

**HARBORSIDE CONDOMINIUM
ADDITION/ALTERATION/IMPROVEMENT Agreement**

Owner's Name: _____ Unit Address: _____

Owner's Daytime Phone: _____ Evening Phone: _____

Description of Addition/Alteration/Improvement: (attach drawings, permit info, other pertinent specifications)

_____ (Use Continuation Sheets as Necessary)

Desired Project Start Date: _____ Anticipated Finish Date: _____

Submit to: Markwood Management PO Box 900 Marblehead MA 01945

Ph. 781-639-4080; Fax 781-639-0228; email markwoodmgt@hotmail.com

Trustees Approval: Yes: _____ No: _____ More Information Requested: _____

Comments:

In Process Review Required: Yes: _____ No: _____ Comments:

Trustees Signatures: _____

Date Approved _____

Completion Approval: Yes: _____ No: _____ Comments:

Trustees Signatures: _____

Date Approved _____

Nothing shall be done in any Unit or Common Area and Facility that would impair or change the structural integrity of any building. The Trustees must approve all plans for major repair, refurbishment, or modification of any Unit affecting any Common Area or Facility, in writing before any alterations are initiated. Licensed contractors must do all such repairs, alterations, and refurbishment. No electrical device that could cause electrical overloading is permitted. All Units shall comply with the Town of Marblehead Health and Safety Codes. Nothing shall be done or kept in any Unit or in any Common Areas and Facilities, which would increase the rate of insurance of the Condominium (buildings and contents within), without prior written approval of the Trustees. Changes shall not be made in any Common Area landscaping without the prior written approval of the Trustees. (Harborside Rules & Regulations).

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