

**HARBORSIDE CONDOMINIUM TRUST**  
**TRUSTEE MEETING MINUTES**  
**DECEMBER 2011**

The December meeting of the Harborside Condominium Trust Board of Trustees was held December 8, 2011. In attendance were Trustees Warren Hendriks, Don Nowland and Jim Walters. A quorum was present.

Also in attendance was homeowner Jean McKeon.

**1. HOMEOWNER ITEMS**

Emergency Egress, Building B Fire Escape Redesign: Trustee Nowland provided update. The cost of this project could easily be estimated at \$30,000 - \$35,000.

Trustee Nowland met with Bob Ives and Paul Fermano. Bob Ives is willing to make compromises if the Marblehead Fire Department agrees. It appears the redesign will be simplified to ladder replacement only. The ladder will have an easier grade; will have the same width but a better pitch. The ladders will be metal but painted white. The Trust may need to argue that the property is grandfathered and therefore shouldn't be mandated to update style.

Paul Fermano proposed meeting with the Trust, Bob Ives, and The Fire Inspector next week. The next meeting of the Old & Historic Commission is not until February 2012.

Building B Mechanical Room Update: Trustee Nowland provided update. Trustee Nowland met with Jeff Tibbets and Paul Fermano. In order to maintain compliancy, a door is required in the back of the Boiler Room (along Siddal unit). There is need for an additional strobe light. In order to get in the back of the boiler room, they need to disassemble owner Martin's boiler exhaust pipe. In addition Owner Erbetta's hot water heater should be moved to the voided space where Owner Raymond's hot water heater was. This would partly open up access space to rear room. Owner Erbetta's boiler would then be moved forward. Estimated cost for additional plumbing work is \$1,500.

Joanne Woodman: (From November Board Meeting): Requested that the Trustees adjust water metering to account for the different accounting of water usage among Harborside buildings, and implement via the Common Element Fees. Management to contact Owner Michaud for any knowledge or history as it relates to the water/sewer. This could possibly be a large clerical project in that adjustments to common elements may be necessary. Management to work on.

Landscaping: Owner Jean McKeon requested that the board consider 3 estimates for landscaping. Ms. McKeon believes \$8,500 for landscaping is too high and the money could be better spent. She stated she had spoken to other landscapers and a budget line item of \$ 4,500-\$5,000 would be more reasonable for this property. Management is to work with Owner McKeon to obtain quotes for consideration. Management to create R.F.P..

Breeze coming from C1 into A1: Owner McKeon stated that there still is a breeze from lack of insulation when the wind hits the building from a particular angle. This was a result when work was done in Unit A1. Management explained they had spoken to owner Alves and he was going to install additional insulation where there may still be a small cavity. Management will follow up with owner Alves.

Trustee Jim Walters thanked owner Jeanne McKeon for her varnishing and painting services to the common area of building C.

## **2. SEAWALL**

Trustee Nowland met with Ton, the original worker from Smith Marine post November 2011 Board Meeting. Management will need to send notice to Yacht Club, asking them to relocate the plastic fencing along the wall. Although there is no scheduled begin date, they can move the fencing and the wall can be accessed when Smith Marine is ready to work on the wall. The retaining wall can be worked on over the winter months.

Management was instructed to follow up with Smith Marine re: Seawall and North Retaining Wall.

## **3. FINANCIAL REPORTING:**

**LOAN:** The loan was signed in November and the funds deposited accordingly into the Marblehead Checking Account. At the time of the meeting, approximately 14 units equivalent to almost half of the percentage ownership has notified management their decision to pay their assessment in one lump sum and not participate in the special assessment.

## **4. 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; 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.

## **5. LESLEY MANAGEMENT will attend to the following:**

- Place a metal storage locker for paint supplies in the storage-electric room of Building B.  
[ Storage bin has been ordered]

- Have fire egress gate installed on deck of D6, and confirm with owner B7/B8 that they are aware of the redesigned fire escape route.
- Have timers adjusted.
- Replace light bulb over door in A Building, burnt out
- Contact Bartlett & Steadman for boiler inspection report. [at the time of meeting, no invoice no report on file]
- Confirm the lights on the interior of building B were removed from timer and are ON at all times.
- Continue to monitor and have leases updated with proper language.
- Follow up with Attorney Janet Aronson on collection efforts

6. **ADJOURNMENT**

There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting adjourned at 3:45 p.m.

**The next meeting of the Harborside Condominium Trust Board of Trustees will be held Wednesday, January 4, 2012 at 3:00 PM at the residence of Don Nowland (later changed to December 11 at 3:00 via phone conference).. All homeowners are encouraged to participate.**

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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