

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

DECEMBER 2012

The December meeting of the Harborside Condominium Trust Board of Trustees was held December 12, 2012. In attendance were Trustees Don Nowland, Joyce Raymond and Jim Walters. A quorum was present.

Also in attendance were homeowners Bart Jones, Bert Michaud, and Bill Siddall (phone).

1. HOMEOWNER ITEMS

Emergency Egress, Building B Fire Escape Redesign:

A code compliance expert hired by HCT has done a review of the Emergency Egresses in Building B. A draft report has been provided to Bob Ives, Building Commissioner for Town of Marblehead. Bob Ives visited property on November 5, 2012 with HCT's code compliance expert. Bob Ives has taken the draft report into consideration and will provide feedback.

Update : Bob Ives will respond to the report provided by end of next week. Trustee Raymond expects that Bob Ives will mandate work on the redesign be done, and be done quickly.

Water & Sewer Charges:

The plumbing for Bldg D appears to be easily accessed and it doesn't appear that installing individual water meters would present much of an access or placement issue. The plumbing for Bldg C is more complicated. The hot water heaters are located in the basement and meter placement on water feed for hot water can be individualized easily in this area. There seems to be one common cold water feed into building, off of which individual units draw from. The piping for the cold water is not clearly evident.

Management will coordinate inspection of Buildings A and C with Bartlett & Steadman Plumbing and Trustee Nowland to determine the feasibility of installing individual water meters for each Unit as well as for common areas, such as irrigation and outdoor faucets.

Recycling Program: Andrew Petty, Director of Public Health for Marblehead, has quoted a price of \$55/month for recycling pick up services.

Management has scheduled a meeting with John Tagnazzi, Hiltz Disposal and Andrew Petty for Monday, December 17, 2012. Management will review number of totes (barrels) needed, confirm recycling truck will pull barrels from trash area and not curbside, review separation of recycling materials, review contract agreement.

As of the time of the meeting, there is no expected price reduction on trash removal services. Glover Property Management will continue to remove trash from property.

Signs will be made for proper recycling procedures and guidelines, and they will be posted on wall of trash area and on barrels individually. The recycling program will be implemented early next year (probably March), once all residents are aware of the final procedures and costs.

Parking: Vehicles continue to park in the upper driveway making it difficult to enter HCT Property. Trustee Nowland will take down vehicle information next time vehicles(s) are parked and send general notice to owners to see if the vehicles are part of the HCT community or a neighbor using the driveway.

Reminder: All vehicles must 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, especially in the winter, and that they have a sticker or a placard in/on their vehicles. If you need an HCT sticker or HCT placard, please contact management.

Draft coming from C1 into C4: Management was instructed to contact Owner Jean McKeon and Tenant Markus Diersbock (with owner approval) and set up appointment with maintenance and BOT to resolve draft concern.

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:

The growth in the North Retaining wall was removed by Harbor Landscaping.

Extermination: Management spoke with General Environmental to bait property for raccoons. They and their outsourced firm visited the property and found no evidence of raccoon activity nesting on property. They strongly suggested not setting traps as traps could capture any small animal. Raccoons are most likely looking for food and passing through. Owner Bert Michaud confirmed there has been no recent raccoon activity.

Illuminated Exit Signs: The HCT received a mandate from Travelers Insurance Company to install illuminated Exit Signs over doorways and hallways in common areas. The BOT will be meeting with Wire4Hire on Wednesday, December 19, 2012 to review placement of signs.

Conference Line Item on 2013 Budget: Management has broken out the conference line item from the Cable TV Line Item for 2013 budget, but expenses had always been accounted for. There is no expense for unit owners who utilize the Conference Line.

2. INSURANCE

Travelers Insurance Company sent a risk control specialist to assess property. They surveyed common areas as well as four individual units. They established coverage limits to validate the increased replacement value, previously communicated in a November 18, 2012 letter to unit owners.

Flood Insurance: The Flood Insurance policy was increased to \$250,000 per unit, which is the maximum amount allowable under the National Flood Insurance Program. Individual unit owners can obtain additional coverage through their own insurance policies, if desired.

The Board of Trustees will continue to work with the Town of Marblehead to see if there are any ways to qualify for a premium reduction based on a community-wide flood re-designation. In the near future, the board will be meeting with the Town and other owners of waterfront properties to determine if Harborside's Flood Designation (VE-high risk coastal area) can be adjusted.

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

Grills: **Travelers Insurance inspected the property and notified us that several owners' grills are located in areas that are not permitted by the fire code.** All owners are reminded that outdoor cooking equipment (grills) must be within Fire Prevention Code Compliance as outlined in the HCT Rules and Regulations, section B7:

"Cooking equipment, such as grills, may be used on decks, patios, and lawn areas subject to the applicable fire regulations. Liquefied Petroleum Gas (LPG) (to include propane) cooking grills and/or tanks are prohibited from being used, kept or stored within any Unit or Common Area or Facility or on any deck above the first floor. Charcoal grills are not permitted on any deck or patio, but may be used on Common Area pavement or lawns as long as they are used at least 10 feet from any building. Unit Owners are permitted to pipe natural gas to their Common Area decks and patios at their own expense, subject to the prior written approval of the Trustees."

3. PAINTING

Lead Inspector Mel Blackman visited property on October 25, 2012. Management was instructed to have the full lead inspection report uploaded to the HCT website and contact certified lead abatement contractors for proposal of services.

Repairing wood rot is an on-going issue and we are looking at ways to ensure that repairs to the exterior woodwork are done correctly and painted properly. Trustee Raymond will prepare a written set of specifications that will standardize the types of materials and procedures used in repairing decks, railings and siding and painting the exterior of the buildings. These specifications will be given to contractors hired by HTC and used for bidding and pricing purposes.

4. CHIMNEY INSPECTIONS:

Fireplaces using wood should be inspected bi-yearly. Management to contact Bartlett & Steadman plumbing to confirm how often gas fireplaces should be inspected. Fire places that are not used are exempt from inspection.

5. FINANCIAL REPORTING:

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

It has always been the Trustee'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.

6. HDC

The HDC finances are sound at the end of 2012. Currently, the operational account has \$12,130. The HDC has paid all outstanding bills for this year, and we don't anticipate any more revenues. The reserve account currently has \$15,053.21. This reflects the HCT's 2012 contribution of \$5,400 (deposited on 12/7/12) and the deposit made on the new gangways of \$6,223.50. The HDC has a balance due on the gangways of \$6,198.50 which will be due in the spring when delivery is made. The HDC is also anticipating expenses of approximately \$2,000 from Marblehead Marine Construction for the new steel foundation plates and installation of the gangways. Also, there will be some plumbing and electrical expenses associated with the new gangways. Those amounts are currently unknown. We estimate the HDC will have approximately \$6,000 - \$6,500 in the reserve account once all expenses are paid.

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.

The BOT will meet with Owner Michaud to review the deferred deck refurbishment on February 8, 2013 directly following the BOT meeting.

8. LESLEY MANAGEMENT will attend to the following:

- Confirm with Unit Owner Plauche when to complete the interior repairs to unit.
- Have the lights on Bldg B reset to go on from 12:00 PM to 8:00 AM.
- Have the lights on the bottom step, right hand side, of unit D2/D3 changed. They are blinking.
- Replace the old keys with new keys provided to management in the Knox lock box . Note: Management just received 2 more sets of keys and will reschedule Marblehead Fire Prevention to open Knox Box.
- Forward Aulson Company's painting proposal to BOT.
- Ensure common area hallways cleaning are done one time per week.
- Continue to clean the drains in the walkway between the B and D buildings and under steps to unit D2-3 [on-going].
- 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]
- Continue to work with Bart Jones to update the website.

9. HARBORSIDE WEBSITE

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 5:00 p.m.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held Wednesday, January 2, 2013 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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