

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

DECEMBER 2013

The December meeting of the Harborside Condominium Trust Board of Trustees (BOT) was held December 19, 2013. In attendance were Trustees Don Nowland, Joyce Raymond and Jim Walters (via phone). A quorum was present.

Also in attendance were homeowners Dianne Reich, Liz & Bert Michaud, David & Marianne Gold, and Nancy Segee, and via phone: Roger & Sally Plauche, Bill Siddal, Bart Jones, and Dottie Martin.

1. HOMEOWNER ITEMS

Emergency Egress, Building B Fire Escape Redesign: As a part of the reconstruction of Building B, code compliant fire egresses will be required by the Marblehead Building Department. Architect, Bob Zarelli, will design the egresses after a site plan has been produced by Hayes Engineering.

Prior to producing the architectural drawings for the new fire egresses, an updated site plan needed to be produced. A preliminary one is done and was delivered December 18, 2013. A detailed site plan including easements will be needed for the permit application. Further information on the project's schedule is expected near the end of January 2014.

Deck replacement D-2/D-3: Owners Bert & Liz Michaud asked Management to have the rotted wood in their deck identified and repaired. In addition to the rotted wood repair, the window trim and door trim will be caulked. Services are rescheduled until the Spring and will be addressed by Paul Haggett.

Laundry Room: Please remember it is the responsibility of all that use the laundry room to clean the dryer vents after each use. In addition, please check the laundry washers to make sure no lint or other debris is being left in the tub after use. Recently, some kind of synthetic fiber was left in the washing machines.

Kindly report any misuse of machines to management.

Storm Windows: Unit A1/A2: Owner Reich will be ordering and installing storm windows, Painting services will be done in Spring 2014 and the windows will be taken down or worked around.

Miscellaneous items from David & Marianne Gold:

- David Gold thanked the BOT and everyone for the warm hospitality extended to him and Marianne since their purchase.
- Concerned the BYC is storing flammable liquids in the building directly adjacent to Building C and asked that the BYC install some protection to the buildings by working with Marblehead Fire Protection. Management to send notice to BYC.
- Owner Gold supports the installation of a sprinkler system in all buildings.
- Requested that the roof above their sliding glass door be inspected and repaired. Leak appeared during recent storm.
- Light Fixture falling off wall and needs to be resecured.
- Concerned about the potential slipping on driveway.
- Wanted to ensure the hallways were being cleaned.
- Thanked Trustee Raymond for quickly having paint storage cans removed from mechanical room in Building C to Building A Storage area.
- Also thanked Trustee Raymond for sealing up the ceiling of Mechanical Room in Building C.

2. INSURANCE

Flood Insurance: It appears the national flood insurance program will be put on hold for four (4) years. It is unclear what this means for 2014 flood insurance rates. FEMA reclassified Harborside's property in 2013 from Zone C to Zone VE. We have hired Hayes Engineering to determine whether part of our property can be reclassified out of the VE category. Our current flood insurance premium is \$45,030. The BOT will continue to monitor the political process with respect to the flood insurance law.

3. PAINTING

Neptune Painting services had been selected by the BOT to provide painting services to HCT. This project is on hold until spring/summer of 2014.

4. BUILDING B FIRE UPDATE:

The BOT is updating owners/residents regularly. Please forward any questions to the BOT.

The demolition has been completed in B1, B2, B5, B6, B10, the mechanical room, and the common area hallway. By the end of next week, the insurance company and public adjuster will have their initial replacement costs. A variance is expected between the two and the insurance company and public adjuster will work on that variance. Until that process is done, there will not be an estimate on the total insurance claim. More clarity is expected in 3-4 weeks.

In the meantime, the Trust is receiving advances from the Insurance Company for the services completed to date and to keep the process moving. More information will be available at the end of January.

At the time of the meeting, the BOT had not received the structural engineering report on the prior fire.

5. 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 initiated when necessary.

Reminder: All monthly condominium fees need to be made payable to Harborside Condominium Trust to ensure timely deposits.

6. PARKING

Attached are the Snow Removal Parking Procedures for the 2013-2014 winter season. Note they are modified to accommodate reconstruction work on the Building B. Your cooperation in following these guidelines is appreciated.

Management was instructed to contact the snow plow operator, Leonard Cameron, and advise him to stop spreading the extra sand in roadways and walkways. In addition, shovelers need to shovel path from walkway to the parking lot where it has been paved.

7. HDC

The BOT is deferring the annual Trust Contribution to the HDC from December 2013 to this coming spring or summer.

8. DEFERRED PROJECTS

The Board determined that because of current financial conditions, the following projects are deferred: Repair of the North Retaining Wall between Harborside and the Boston Yacht Club; D-1/D-2/D-3 deck refurbishment; seal coating and lining of parking lot; composite refurbishment of the north dock; addition of blue stone at the C Building entry; and replacement of the ceiling at entrance to Building C and by Trash Room with bead board or exposed beams.

The BOT will 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.

9. LESLEY MANAGEMENT will attend to the following:

- Contact Marblehead Building Department to confirm there are no open permits on the property. **[With BOT]**
- Have Attorney Aronson create a Non-Smoking Amendment and forward to BOT for consideration. **[on Hold]**
- Have the outside faucet on Building C turned off again as it was turned on to wash away dust from remodeling of Unit C3
- Have minor deck repairs done outside Unit D2/D3, as well as caulking services. **[Spring 2014]**
- Have the rot on the front of Building A (Lee St side) patched. **[Spring 2014]**
- Have the snow removed from the Lee Street side of Building A and have maintenance prepare a barrier from ground to just below windows to keep snow plowed from Lee St from pushing against building and causing further rot issues.
- Have the gate in lower lot (southern side) repaired from last season's plow damage. **[Spring 2014]**
- Have the small recessed light by owner Reich's unit cleaned.
- Ensure the gutters are cleaned. **[Spring 2014]**
- Have Bart Jones review the current problems with Privacy Settings on the HCT Website, And have him install a login/password with a higher degree of security. **[Bart is working on security issue with a computer tech]**
- Contact Paul Haggett to inspect and report back on the condition of the door and threshold of unit B7. **[Structural engineer working on Unit B3, Hold pending outcome of B3 Inspection. Paul contacted and on list with other smaller maintenance items.]**
- 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.
- Determine what is causing the excessive water run-off behind the D Building (HOLD).
- Schedule a semi-annual check of keys in the Knox Box.
- Follow up with Harbor Landscaping to ensure ivy has been removed from the BYC of the north retaining wall (under the A Bldg).
- Send outstanding year-end invoices to Trustee Nowland, as he will provide a loan to pay those most important.

10. 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 starting cost is \$300, which Ron deMoraes has offered to pay. Thank you, Ron. [On Hold]

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

User Name: owner

Password: peace

11. 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 Monday, January 20, 2014 at the D4 residence of Don Nowland. All homeowners are welcomed to attend.

NEW CALL IN INFORMATION:

Please join us by conference call by calling 1-866-393-8073. You will be prompted to enter the meeting number ***8509647***.

If you are the first to arrive at the meeting site, you will be prompted to enter the "moderator code". The moderator code is ***8529***.

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Attachments:

Snow Removal Parking Procedures

HARBORSIDE CONDOMINIUM TRUST

2013-2014 PREPARATION FOR SNOW REMOVAL

When snow is forecasted, please park your vehicle in the lower lot, up against the B or C Buildings or along the seawall starting from the north. The goal is to not have any vehicles in the upper lot or in the path of the plow to the south end of the seawall. The plow can clear the whole upper lot and move the snow down to the south end of the lower lot. Note:

Please park cars as far north as possible in the lower lot, leaving a pathway for the plow to get to the far southeastern portion.

After the plowing and shoveling, cars may be parked in the upper lot, but pull your vehicles as far forward as possible against the C Building and pull in as close as possible along the south side of the upper driveway. Do not block the garages or carports.

A “no parking” cone may be placed in the “Compact Car Only spot next to the entry way to the C Building, as it’s very difficult to get cars out of the carport if a snow bank prevents you from pulling far forward.

By contract, the snow plow will come periodically during and after a snow storm, and usually early in the morning. Snow shovelers are to come within one hour after the end of a snow storm or when we have 3 inches of snow, except when the storm ends between 10:30 PM and 4:30 AM. Snow shoveling will commence at 6:00 AM, and they are to shovel all sidewalks / walkways to their full width. They will not shovel out individual vehicles, unless requested of Lesley Management, Inc. (in the event of a large storm).

Thank you,

Harborside Board of Trustees