

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

February 9, 2009

A meeting of the Harborside Condominium Trust Board of Trustees was held February 9, 2009. 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 January 6, 2009 Trustee Meeting Minutes as written.
- To accept the January 2009 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: lucky09

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 heating systems located in the common areas. The inspection results have been sent to all homeowners with heating systems in the common areas. **If your system 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. Following the Historic Commissions approval, Markwood will present to the Board information regarding the time line of the approval. The Board is considering deferring the roof replacement as recent repairs have solved the two water intrusion issue previously encountered.
- Repair/replacement of C5 entry masonry – \$4,900. Markwood will schedule this work to be completed prior to May 1, 2009.
- Repair of buildings A, B, C foundations/crawlspaces. Markwood Management to obtain pricing from Bartlett & Steadman and Sutton Construction.

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:

- Finalize website updates with Bart Jones.
- Obtain pricing regarding structural repairs to Buildings A, B and C.
- Discuss boiler maintenance with owners of units B1/B4, C6/C7 and C4. Forward “third request” boiler letters to units B1/B4 and C1. Unit C8 will have recommended work completed during the Spring of 2009.
- Ensure the replacement of rotted deck boards to unit D2/D3 by the 2nd week of April 2009.
- Forward “third request” boiler letters to units B1/B4 and C1. Unit C8 will have recommended work completed during the Spring of 2009.
- Notify homeowners delinquent in common element fee or assessment payments that these accounts must be brought current immediately in order to continue dock privileges.
- Ensure that Markwood Management is using the updated email list prepared by Trustee Nowland.
- Notify Board as to the projection pay out date for the Marblehead Bank loan.
- Notify Board as to the status of the 2009 fire system inspection.
- Schedule cleaning of the sewage pumping tank and system.
- Include HRH Insurance Company when shopping the master insurance policy for 2009/2010.
- Schedule repair work to the front steps of unit D2/D3.
- Add email address for Kathryn Beurer, C5 tenant.
- Discuss dryer vent cleaning with company being considered by Trustee Nowland.

- Ensure that unit B9 has an operational thermostat.

9. ADJOURNMENT

There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting adjourned at 4:05 pm.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held **March 4, 2009, 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.