

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

FEBRUARY 2012

The February meeting of the Harborside Condominium Trust Board of Trustees was held February 8, 2012. In attendance were Trustees Warren Hendriks, Don Nowland and Jim Walters. A quorum was present.

Also in attendance was homeowner Joyce Raymond.

1. HOMEOWNER ITEMS

The Board thanks Warren Hendriks for his many years of service to Harborside Condominium Trust and extends best wishes to him.

Emergency Egress, Building B Fire Escape Redesign: This project is still in progress. Don Nowland met with Bob Ives (Building Commissioner) and Mike Porter (Fire Captain) on January 31, 2012. A modified redesign was presented during walkthrough. The next step is to have Architect Paul Fermano modify plans and pull permit. The redesign will also need to go before the Historical Commission for approval.

Building B Mechanical Room Update: Management provided update. The special order access door is in. The fresh air intake fan is expected to be installed on Friday, February 10, 2012. After the air intake fan is installed the door can be put in place and final inspections done.

Trustee Nowland advised that the Fire Inspector questioned what appears to be dryer vent hoses behind the south wall next to the opening for the door and that plastic covering on the wall on the left hand side that abuts the Siddall unit. Management will have maintenance investigate both and report back.

Boiler Inspections: Management confirmed owner Dottie Martin's new boiler was installed with no space constraints.

Fire Department Requirements: The Fire Captain is requiring emergency signs advising the fire department where the fire panel is located. Specifically in the Building B/D storage area, the fire panel is in the rear storage area, by the water meters. Trustee Nowland will ask Bart Jones for copies of plans.

The Fire Captain also requires a "Mechanical Room" sign on the exterior of Building B mechanical room for easy identification.

Building B Crawlspace: Maintenance continues to monitor the moisture in the crawlspace and have found no water flowing into unit B9.

Trustee Nowland and Ken Louf will meet and review the progress to date, confirm no water penetration into unit B9, and discuss additional suggestions for the crawlspace.

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.

Trustee Nowland received a file folder of paperwork from owner Jean McKeon that may provide explanation. At the time of the meeting, Trustee Nowland had not had a chance to review, but once done would forward explanation.

Landscaping: The Trustees are satisfied with the performance and costs of Harbor Landscaping and have decided to renew our contract with them. Management to ask Bob Storch to attend March 2012 Board Meeting.

Breeze coming from C1 into C4: (From December Board Meeting) 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 C1. 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 was advised that the sound insulation was purchased but, at the time of the meeting, owner McKeon was not sure if the insulation was installed. Management will follow up again with Owner Alves on the status of insulation.

Leak in Unit D1: (From January Board Meeting) Owner Coolidge noticed spots or what appeared to be mold in a spare bedroom. Maintenance responded and in the spare bedroom (an unused room), the back wall had mold. This room had moisture issues. A section of the sheetrock was removed. The cavity was dry and well insulated. The section of wall was replaced and the owner satisfied with services.

Owner Coolidge in email dated February 6, 2012 noted the January Board Minutes were incorrect stating the room was not warmed but rather kept at 60 degrees. In addition, there were a number of leaks from deck above which has stained her ceiling. Owner Coolidge was having her ceiling painted and would be forwarding invoice for reimbursement. Lastly, Owner Coolidge noted that the shingles outside the wall which had the mold have been partially replaced and is requesting that the remainder of the shingles be replaced once the weather is better

2. SEAWALL

An April 1 deadline has been established to complete the seawall repair and maintenance. It is important that the work be done before the docks go into the water. Smith Marine has confirmed that the Retaining Wall work will be deferred until further notice and that the maintenance to the Sea Wall will be done by given deadline above.

3. CHIMNEY INSPECTIONS:

Management to follow up on all owners whose chimneys have not been inspected. Trustee Walters asked Management to coordinate cleaning in his absence.

4. FINANCIAL REPORTING:

LOAN: The 2010 loan with Marblehead Bank has been paid in full as of January 31, 2012. The Association is left with the single, latest loan with Marblehead Bank.

At the time of the meeting, there were 3 units delinquent more than 30 days. One unit promise of payment in full by February 29, 2012; One unit payment in full sent February 8, 2012; One unit in legal collections.

5. 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.

6. LESLEY MANAGEMENT will attend to the following:

- Place a metal storage locker for paint supplies in the storage-electric room of Building B. [Ken Louf to meet with Don Nowland re: metal storage bin]
- Contact Bob Storch, Harbor Landscaping, and invite him to March Board meeting.
- Contact Mark Bettencourt, John Walsh Insurance Agency, and invite him to the April Board meeting.
- Continue to clean the drains in the walkway between the B and D buildings.
- Have Aulson Roofing inspect the new stack installed. It has quite a tilt. Also have them check out the new vent to ensure proper installation.
- Have Aulson Roofing inspect the B building roof area pointed out by owner Raymond, (materials lifting at edge)

- Have timers adjusted.
- Check the schedule for the main sewer drain servicing.
- Confirm that the missing wooden lattice portion of the A building has been replaced.
- Ensure all chimney cleanings are complete.
- Ensure Trustee Nowland’s certificate is registered.
- Continue to secure all outstanding tenant lease information. If necessary, draft a letter for the Trustees review requesting the information.
- Ensure all Monthly Trustees Meeting minutes are being posted on the Harborside website.
- Complete letter to Owners for 2011 Financial Recap.
- Add the “hodge podge” of primed, different color paints, etc. to the March Meeting agenda

7. HARBORSIDE WEBSITE

For your information, the website is: www.harborsidecondos.net
User Name: owner
Password: peace

8. ADJOURNMENT

There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting adjourned at 4:00 p.m.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held Wednesday, March 7, 2012 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*

.....