

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

FEBRUARY 2013

The February meeting of the Harborside Condominium Trust Board of Trustees was held February 7, 2013. In attendance were Trustees Don Nowland, Joyce Raymond and Jim Walters. A quorum was present.

Also in attendance was homeowners Bert & Liz Michaud. Guests included Andrew Petty and John Tagnazzi.

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.

The BOT received a letter from Bob Ives addressing the AKF report. Mr. Ives disagrees with what is presented in the AKF report. Mr. Ives has advised the BOT to either move forward with the approved plan or present a new design for consideration.

Don Nowland spoke with Architect Paul Fermano and will be meeting with him next week.

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 may be individualized in this area. There seems to be one common cold water feed into building, off of which individual units draw from. The piping for separate cold water is not clearly evident.

Management coordinated an 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. Meeting is scheduled for February 12, 2013 @ 1:00 PM.

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

John Tagnazzi, Hiltz Disposal and Andrew Petty attended meeting to review recycling procedures. All present are in agreement of policy/procedure for recycling.

- Andrew Petty will provide (5) blue totes for paper products.
- Management will purchase (2) large recycling barrels.
- Management will have large Recycling sign made for inside Trash Room and a "TRASH ROOM" sign for exterior of door.
- Management will have signs made for the individual totes and large recycling barrels clearly identifying what products go in each container.
- Management will obtain contract for recycling from Hiltz Disposal.

- Prior to launching the recycling plan, Management will ensure Glover Property has been briefed on our procedures.
- We anticipate launching in early March.

All owners can sign up for Health Department's emails, which provide updated information on trash removal, recycling, and other important dates. Questions can be directed to Board of Health at 781-631-0212 or recyclepro@hotmail.com.

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 installations of the Illuminated Exit signs are in process. There are some areas, specifically in building C, where small sections of the sheetrock were cut out and will need to be repaired. Management will coordinate repair.

Building B Crawlspace: Joyce Raymond updated the BOT on Building B crawlspace project.

The project is about 80% complete as of the time of February Board meeting. The exterior foundation has been sealed. The 20% left is interior work. The sump pump will be replaced, the sheetrock replaced, and re-grading done.

Building A/C Walkway: Paul Haggett prepared a proposal for the replacement of the railing system between buildings A/C and repairs to the roof membrane. Cost of project is \$26,700. The BOT has approved this project and the contractor will apply for a permit and proceed with the work.

During process of inspecting the deck, it was discovered that the two lally columns in the carport need to be replaced. Trustees Nowland and Raymond have offered to pay for the costs of the replacement of the lally columns.

Upon completion of the Railing system and the repairs to the rubber roof membrane, it is important that no plants or furniture be placed on the roof walkway. Small tears in the rubber membrane are a direct contribution to water penetration and rot on the decking.

Removal of ceiling at entrance to Building C and by Trash Room: The request to remove the ceiling at the entrance to Building C and by the Trash room and replace with exposed painted beams and/or replaced with bead board has been tabled until March 2013.

Deck refurbishment D111/D-2/D-3: Owners Michaud presented options for refurbishing the deck with Veranda Brand and Trex Brand.

Management was instructed to obtain an opinion of the beams and supports under the deck and forward to BOT, and to obtain a price to replace the fascia board, in wood and in composite material and forward to BOT.

All present agreed to take first step which is to obtain the professional opinion on deck supports.

2. INSURANCE

Joyce Raymond spoke with Town officials regarding the Community Rating System. The Town has not yet made an application to FEMA. . Joyce will continue to update board on their progress.

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

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.

Management has coordinated a meeting with two painters to review the scope of services as outlined in the Mel Blackman report. The meeting is scheduled for February 13, 2013. Proposals for deleading buildings will be forwarded upon receipt.

Management was instructed to invite Mel Blackman to the March 6, 2013 BOT meeting. There are questions about his process that need further clarification, including: Does he assume anything peeling over 5' is lead paint?

4. 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.

Management was instructed to coordinate a conference call with attorney Janet Aronson.

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; and, the addition of blue stone at the C Building entry.

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:

- Create the annual 2012 Financial Letter to Unit Owners to BOT for edits/comments.

- Obtain prices to level low area parking lot, repair broken asphalt sections in lower lot, seal coat entire lot, and restripe lot and forward to BOT for consideration. (Spring project)
- Send notice to Owner Martin, Erbetta, Woodman re: the new stack on the B Bldg roof.
- Have the top left soffit on the corner of Building C inspected and repaired.
- Email Ted Moore/Glover Property new recycling policy and procedures that will be implemented soon at HCT so that they are aware of the changes forthcoming.
- Have Paul Haggett review the work completed on the B7/B8 decking. Email sent. Waiting on findings.
- 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. New proposal forthcoming.
- 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.

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 4:45 p.m.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held Thursday, March 13, 2013 at 3:00 PM via phone conference. 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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