

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

MARCH 2005

A meeting of the Harborside Condominium Trust Board of Trustees was held March 2, 2005. In attendance were Trustees Liz Michaud, Don Nowland and Jim Walters. A quorum was present.

1. GUEST PRESENTATIONS

- Don Nowland submitted his building permit for bathroom modifications and final approval was granted.
- Board awaits additional information from Ron Erbetta regarding modifications to unit #B2. Markwood to forward same to Board as soon as it is received.

2. MOTIONS

The following motions were made and approved unanimously:

- To accept the February 2005 Board of Trustees meeting minutes as written.
- To accept the February 2005 financial statements.

3. PAINTING

Markwood Management will invite Patrick Osgood (Osgood Painting) to attend the April 6 Trustee meeting in order to present a progress report and discuss the appropriate coating for all deck surfaces.

4. SEAWALL

Trustee Nowland is in possession of all permits necessary to begin the seawall repairs. He will contact Doug Saul as a courtesy to let him know that the work will begin quickly. A one-third deposit has been forwarded to North Shore Marine and the work is scheduled to begin within the week..

5. FINANCIAL STATEMENTS

The Board requested that Markwood Management provide additional financial information on a monthly basis regarding the status of Special Assessment funds (e.g., seawall and painting projects). These Reserve funds will be tracked separately as funds collected less expenses leaving an account balance.

6. DOCK COMMITTEE FINANCIAL REPORT

The Board has continued their request to Bob Segee to forward information to Markwood by June regarding the following:

- List of original contributors to the Dock account and the amount contributed by each.
- Copy of the current “wait list” for dock space rental.
- The Board of Trustees will review the status of the dock reserves, the waiting list and clarify what it means to be “in good standing” for a dock space renter, relative to condo and assessment fees.

7. DRAINAGE - BUILDINGS B & D

As requested by the Board, Ken Steadman has visited the property in mid-February and the Board awaits a proposal from Bartlett & Steadman for buildings B/D drainage work. Markwood Management will forward the B&S proposal to the Board prior to the April meeting.

8. HOMEOWNER MOORE LETTER

Trustee Nowland has drafted and the Board has approved the enclosed response to a letter from homeowner Moore.

9. PARKING

Trustee Walters to pursue the parking situation with homeowner Moore.

10. UTILITY TAGGING

Trustee Nowland to contact Glover Property Management to request assistance from Scott Thibodeau in identifying and tagging all utilities, setting up a walk-around with Bert Michaud, Markwood Management and Scott.

11. CONDOMINIUM DOCUMENT REVIEW

Trustee Nowland awaits the return of Trustee Walters at which time they will meet with Attorney Brady (Conference Call) to discuss the proposed Harborside Condominium Trust document review and revision.

12. PARKING LOT REPAIRS

The Board has agreed that once the seawall maintenance work is completed that the parking surface will be repaired (cracks/sinkholes), sealcoated and lined. This work to be completed prior to May 15.

13. WEB SITE

Bart Jones continues to develop a Harborside Condominium web site.

14. IMPORTANT REMINDER – TO ALL OWNERS AND RESIDENTS

PLEASE DO NOT PUT NON-FLUSHABLE WIPES OR CLOTH RAGS INTO THE SEWER SYSTEM.

15. MARKWOOD MANAGEMENT was instructed to attend to the following:

- Follow up on the waste storage tank servicing.
- Have all crawl spaces inspected for moisture.
- Ensure that all snow shoveling is completed by no later than 8:00 AM
- Schedule plow damage repairs, building C fence repair and resetting of compact parking sign for the month of April.
- Obtain landscaping/cleaning proposals for the April meeting.
- Have the improperly installed downspouts on building D correctly installed.
- Remove all personal items from the storage room walkway and the electric room of building C.
- Remove the container sitting outside the trash room door.
- Remove rotted window planter on front of building B.

16. The next meeting of the Harborside Condominium Trust Board of Trustees will be held Wednesday, April 6, 2005 at 4:00 PM at the residence of Trustee Liz Michaud.

17. There being no further business of the Harborside Condominium Trust Board of Trustees the meeting adjourned at 5:00 PM.

18. Minutes prepared and submitted by Markwood Management.