

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

MARCH 2006

A meeting of the Harborside Condominium Trust Board of Trustees was held March 1, 2006. In attendance were Trustees, Don Nowland and Jim Walters. A quorum was present.

1. MOTIONS

The following motions were made and approved unanimously:

- To accept the February 2006 Board of Trustees meeting minutes as written.
- To accept the February 2006 financial statements.

2. INSURANCE RESOLUTION

- The Board continues to review the present insurance coverages in place at the Harborside Condominium and has requested that Travelers give its opinion of coverages relative to the wording of the Harborside Declaration of Trust. The Board will then review this information from Travelers, consider the content of the insurance resolution and discuss at the April meeting.

3. ANTENNA AND SATELLITE DISH POLICY

- The Board has received from Attorney Aaronson a proposed amendment to the Harborside Condominium Rules and Regulations which will regulate the installation of satellite/ antenna installations. The Board is reviewing this information and will discuss at the April Trustee meeting.

4. BUILDING D STRUCTUAL REPAIRS

- Trustee Nowland is scheduled to meet with Paul Bergman, of Bergman Associates, in mid March to map out a project time line and determine the duties of Bergman Associates as the project engineering overseer. Once established, this time line will be set in motion with the objective of doing the actual structural repairs and drainage work in the 2006/2007 winter season.

5. COMMITTEES

- **Your Board of Trustees requests that you review the committee policy attached to the February 2006 Trustee meeting minutes and that you consider volunteering for any of the standing or adhoc committees. Please forward your volunteer request to Markwood Management.**

6. CARBON MONOXIDE DETECTION

The state of Massachusetts has recently approved legislation which requires the installation of carbon monoxide detectors in all residential dwellings (please see attached). Your Board is reviewing this information and will soon make a determination as to how best to implement this legislation at the Harborside Condominiums.

7. GRANT OF COMMON AREAS

The Board of Trustees is reviewing the procedures which must be followed at the Harborside Condominium relative to the granting of common area to individual homeowners for their private use. This happens when units are combined and may also apply to units that make internal modifications. The Board has asked Attorney Aronson to draft a cover letter that would be used to notify all homeowners of this protocol. The Board will review this cover letter and the grant and discuss at the April 2006 meeting.

8. MARKWOOD MANAGEMENT CONTRACT

The 2006 Management contract between the Harborside Condominium Trust and Markwood Management, Inc. was approved with minor changes. Markwood Management will forward two executed originals to the Board of Trustees for signature.

9. MISCELLANEOUS

- Trustee Nowland will forward his updated email list to Markwood Management.
- **All homeowners are encouraged to supply any contact information that they wish to have placed on the Harborside website. Please email directly to Bart Jones (bartjonesz@hotmail.com).**
- Monaco Construction has visited the building D storage area, has inspected the floor for structural rot and reports that everything is in order and that any rot that is visible is on the flooring itself and can be replaced without going under the building.

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

- Forward letter to all residents of building A & C indicating that all personal items must be removed from the common areas no later than March 31st and reminding homeowners that they may apply to the Board of Trustees for permission to keep large items, that will not fit into their storage vault, in the common areas.
- Notify the owners of units A3 and C1/3 that personal items are still being kept in the common areas and must be removed by March 31st. Also indicate

in the letter that homeowners may apply to the board for permission to keep some items in the common area, although permission is not guaranteed.

- Insure that roof seams of building B & D are repaired and that the roof vent of building D is made operational.
- Obtain the Comcast contract for Board review
- Investigate and repair the roof leak over unit D4
- Move forward with the repair of the seawall lights during the month of March
- Check the recently received snow removal invoice from Cameron Construction for reasonableness.
- Contact the owner of unit B-9 requesting that the deteriorating porch furniture and lions be removed.
- Schedule with unit D-2/3 for the replacement of rotten storage vault flooring.
- Discuss with Ron DeMoraes the out haul waiting list.
- Be sure the snow shovelers are removing piles of snow left by the plow behind building C in the compact parking area.

11. ADJOURNMENT

The next meeting of the Harborside Condominium Trust Board of Trustees will be held April 5, 2006 at 3:00 pm at the residence of Trustee Jim Walters; Unit C6/7. 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*.

Minutes prepared and submitted by Markwood Management.

Attachment: Carbon Monoxide Detector Information

March 6, 2006

Dear Homeowner:

As you may be aware, the Massachusetts Legislature recently passed a law requiring carbon monoxide detectors in residential buildings containing any equipment which may emit carbon monoxide or which has parking facilities within the building. As relevant to you, the Regulations, which have been developed under this law, require each Unit Owner to install an approved device on each level of the Unit and within ten (10) feet of each sleeping area by March 31, 2006. [Basements and attics only need to have an alarm if finished and furnished for living purposes (use in town home complexes)]. Unit Owners are required to inspect the detectors annually and when selling their Unit will need a carbon monoxide alarm certificate. As with a smoke detector certificate, the new certificate can also be obtained from the fire department.

To comply with these new requirements, Unit Owners may install any of the following types of carbon monoxide alarms in the required locations:

1. Battery powered alarms;
2. AC plug-in powered alarm with battery back-ups;
3. Low voltage or wireless alarm systems; or
4. Combination smoke detectors and carbon monoxide alarms powered by battery or AC with battery back-up.

We hope this information is helpful to you.

Sincerely,

Mark W. Livermore
Property Manager