

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

MARCH 2012

The March meeting of the Harborside Condominium Trust Board of Trustees was held March 14, 2012. In attendance were Trustees Don Nowland, Joyce Raymond and Jim Walters. A quorum was present.

Also in attendance was homeowner Helen Coolidge and Bill Siddall.

1. HOMEOWNER ITEMS

D1 - Installation of Central Air: Helen Coolidge informed the Board that she was having Central Air installed by Bartlett & Steadman Plumbing & Heating in her unit. Two air conditioner units are being removed. On the exterior of the building, some shingles will need to be replaced as well as some interior finish work will be needed. The Board asked Helen to confirm that the condenser unit will fall within the Decibel Level Policy for Harborside Condominium Trust. In addition, the Board has asked Owner Coolidge to confirm with Bartlett & Steadman that they will pull all necessary and required permits with the Town of Marblehead.

Management will forward Helen a copy of the Harborside Condominium Trust Air Conditioner Policy. Management will also have maintenance contact Helen for the exterior and interior repairs needed after install.

Landscaping: Bob Storch, Harbor Landscaping, was present to review services past and present for the Harborside Property. Since 2005, the pricing has remained the same. Services include Spring Clean Up, mulching, Cutting of Grass, Fertilizing, Weeding, and upkeep of parking lot debris, etc. The property is serviced generally 2 times per week. It was agreed last year that each owner would take care of the pots on their decks. Beds will be taken care of by the landscaper.

The board clarified that there is to be no blower work on the property.

Bob Storch advised the board that someone should look at the tree work needed, particularly in rear of building B/D. The trees are not on the Harborside property, so Management must coordinate with those property owners to have trees properly trimmed.

Owners are reminded that all landscaping requests should go through Management and not to landscapers directly.

Unit Owner Siddall and Bob Storch will be working on a plan on what to plant in the area in front of the new deck.

Emergency Egress, Building B Fire Escape Redesign: This project is still in progress. The drawings were completed and approved by the Board of Trustees. Architect Paul Fermano, Trustee Raymond and Kim Lord will be present at the Old & Historical Meeting on Tuesday, March 20 for their approval of design. Upon receipt of this approval, there may be further need to go before the Conservation Commission. Management will discuss with Paul Fermano. Upon final approval from the Town, the board will make plans available to all owners for review.

Trustee Raymond requested that Paul Fermano create the R.F.P after final approvals, with final changes by the Board prior to going out for bid.

Building B Mechanical Room Update: All maintenance services and Town approvals are complete.

Management to have maintenance investigate what appears to be vent hoses behind the south wall next to the opening for the rear access door and the plastic covering on the wall on the left hand side that abuts the Siddall unit. Owner Siddall stated he did have a kitchen vent replaced that vents into this area.

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.

Management will check with Markwood Management and/or Ted Moore for a site map.

Building B Crawlspace: Maintenance continues to monitor the moisture in the crawlspace. There is natural moisture in the crawlspace but none in the area where it formally entered into unit B9.

Joanne Woodman: (From November Board Meeting): Management and Trustee Raymond confirmed which units are paying water and sewer separately and which units are considered common. Trustee Raymond suggested that for the future all water and sewer be paid for by the Association as separate metering for all units is not an option. It was noted that allocating costs based on the percentage of ownership as contained in the HS Condominium Trust Documents distributes the costs in a consistent manner.

While HS's current Amendment notes the use of individual meters for a few owners it does not specify a formula to distribute water and sewer costs. Trustee Raymond's recommendation uses the percentage of ownership formula which has been used to allocate all common costs to owners since 1983. She noted this would eliminate the existing inconsistencies. As there is a recorded Amendment, another Amendment will be needed to reverse what was done previously and return all allocation percentages back to what was originally recorded.

Further discussions will be conducted by the board as how to accomplish this and the time line.

Breeze coming from C1 into C4: (From December Board Meeting) In February Owner Alves emailed Management that work was being done. Management will need to confirm with Owner McKeon of any improvement.

2. SEAWALL

The work was completed by Smith Marine with the North Retaining Wall (between Harborside and the Boston Yacht Club) being deferred until further notice. Management to confirm the pricing is compliant with the proposal previously agreed upon.

3. CHIMNEY INSPECTIONS:

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

4. **INSURANCE :** Mark Bettencourt from John Walsh Insurance Agency has been invited to the April 2012 Board Meeting. Trustee Raymond questioned the amount of Director's & Officer's Insurance and whether or not this was adequate. Should additional coverage be available, directors at their own expense could purchase additional coverage.

Management to have battery operated carbon monoxide detectors installed and Fire Extinguishers placed in common areas per Insurance Recommendations.

All agreed to defer discussion of illuminated Exit Signs until the April Board meeting.

5. **FINANCIAL REPORTING:**

Units delinquent more than 30 days are in legal collections with Marcus Errico Emmer & Brooks.

6. **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.

7. **LESLEY MANAGEMENT will attend to the following:**

- Resend Trustee Nowland 2011 Year-End Financial Performance Letter
- Management will forward Helen Coolidge a copy of the Harborside Condominium Trust Air Conditioner Policy.
- Management will have maintenance contact Helen Coolidge for the exterior and interior repairs needed after installation of Central Air.
- Management to have maintenance investigate what appears to be vent hoses behind the south wall next to the opening for the rear access door and the plastic covering on the wall on the left hand side that abuts the Siddall unit.
- 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]
- 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, especially for A Building exterior.
- Ensure all chimney cleanings are complete.
- Continue to secure all outstanding tenant lease information. If necessary, draft a letter for the Trustees review requesting the information.
- Add the painting plan [primed, different color paints, etc.] to the April Meeting agenda.
- Confirm whether or not Owner Siddall was charged the legal fees associated with the extension of his deck.
- Have the entrance to A Building basement cleaned up.
- Contact the owner of Unit D6, window frames are extremely rotted, water leak concern.
- Contact the owner of Unit D6, fireplace on deck is broken. Potential source of water issues.
- Management to coordinate with property owners behind the B Bldg with respect to necessary tree trimming
- Management to arrange a meeting for the Trustees to explain the B Bldg fire escape plans to the affected unit owners
- Management to prepare a summary of past legal fees in response to Owner Brunais' request.
- Management was instructed to follow up with Attorney Aronson on the collections on the recovery of expenses for services to Unit B9.

8. HARBORSIDE WEBSITE

For your information, the website is: www.harborsidecondos.net

User Name: owner

Password: peace

9. 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 Wednesday, April 2, 2012 at 3:00 PM at the residence of Joyce Raymond. 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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