

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

MARCH 2013

The March meeting of the Harborside Condominium Trust Board of Trustees was held March 13, 2013 via phone conference. In attendance were Trustees Don Nowland, Joyce Raymond and Jim Walters. A quorum was present.

Also in attendance was homeowner Ron DeMoraes.

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 met with Architect Paul Fermano and is awaiting the proposal for cost of services from Paul.

Water & Sewer Charges:

Trustees Nowland and Raymond met with Dick Steadman and reviewed the plumbing configurations in A, C & D Buildings. Due to the piping layout, and the high anticipated costs to access and repipe the water lines to install individual water meters, the Board agreed to leave current meter set up as is. The budget will remain as written and water & sewer charges will remain as a common line item expense.

Recycling Program: Management is working with Andrew Petty and Hiltz disposal services on finalizing the recycling program.

- Andrew Petty delivered (5) blue totes for paper products for future use.
- 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 April.

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 installations of the Illuminated Exit signs is complete and the areas, specifically in building C, where small sections of the sheetrock were cut out and will be repaired within next two weeks.

Trustee Nowland noted to make sure the paint is as close to current color as possible. Management was instructed to follow up with insurance agent to advise work was completed.

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

The exterior of the project is complete. The sheetrock will be done in the month of April. Management was instructed to begin repaying Trustee Raymond for her loan on the project

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.

Approvals from Old & Historic and the Town of Marblehead Building Department were obtained to perform the following work: replace rotted decking and railing systems, remove and replace a rotted header over the fire escape and remove and replace a portion of the roof membrane. The work passed inspection by the Building Department.

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 moved to a deferred maintenance item.

Deck refurbishment D1/D-2/D-3: At February BOT meeting, Owners Michaud presented options for refurbishing the deck with Veranda Brand and Trex Brand.

Paul Haggett has inspected the joists and supporting structure and provided an oral report stating that there are no issues with the beams under the decking. Trustees/Management will follow up with Paul and obtain his written evaluation of the supporting structure and report back to Owners Michaud.

The insulation under the decking and D Building needs to be replaced and fastened properly. Paul Haggett explained how to fasten it in properly so not to keep replacing the insulation.

In addition, management was instructed to contact Paul Bergman, structural engineer and arrange a call with Trustee Nowland for further discussion and update on the D Building foundation.

2. INSURANCE

The Board will meet with Owner Ted Moore to further discuss insurance issues..

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.. Proposals for deleading and painting buildings have been received and forwarded to the Trustees..

Management was instructed to invite Mel Blackman to the April 3, 2013 BOT meeting. There are questions about the deleading process that need further clarification prior to reviewing the proposals..

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; the addition of blue stone at the C Building entry; and, replace ceiling at entrance to Building C and by Trash Room with bead board or exposed beams.

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:

- Obtain prices to patch and level the low area in the parking lot, repair broken asphalt sections in lower lot, seal coat entire lot, and restripe lot and forward to BOT for consideration. (Spring project) **To be discussed at April BOT Meeting.**
- Send notice to Owners Martin, Erbetta, and Woodman re: the new stack on the B Bldg roof. **Email sent, no unit has done any further work which would entail a new stack on roof. Further investigation needed.**
- 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. **In progress**

- Have Paul Haggett review the work completed on the B7/B8 decking. **In progress**
- Forward Aulson Company’s painting proposal to BOT. **To be discussed at April BOT Meeting.**
- 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 Wednesday, April 3, 2013 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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