

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

APRIL 2006

A meeting of the Harborside Condominium Trust Board of Trustees was held April 5, 2006. In attendance were Trustees Liz Michaud (call-in), Don Nowland and Jim Walters. A quorum was present.

1. GUEST PRESENTATIONS

Bob Storck of Harbor Landscaping met with the Board of Trustees to discuss the upcoming landscaping season. Bob will develop an overall landscaping/planting plan for the Harborside property and will present his recommendations at the May 3, 2006 Trustee meeting.

If you have landscaping ideas/input, please forward these to Markwood Management prior to May 1, 2006 or plan to attend the next meeting to present your ideas to the Board and to Harbor Landscaping.

Currently, the Harborside Landscaping Committee consists of Helen Coolidge, Bert Michaud and Sally Plauche. If you would like to be part of the landscaping effort for Harborside, please contact Markwood Management at your earliest convenience.

2. MOTIONS

The following motions were made and approved unanimously:

- To accept the March 2006 Board of Trustees meeting minutes as written.
- To accept the March 2006 financial statements.
- To amend the Harborside Condominium Trust Rules and Regulations as per the attached Antenna and Satellite Dish Rules and Regulations.
- Per agreement at the 1 March 2006 Trustees Meeting and in accordance with appropriate changes, the contract with Markwood Management has been approved retroactive to 1 January 2006.

3. INSURANCE RESOLUTION

With the increase in our property insurance deductible to \$10,000 for each loss, the Harborside attorney, Marcus, Errico, Emmer & Brooks, has recommended the Board adopt a comprehensive Insurance Resolution to clarify unit owner responsibilities for the deductible when a claim is made and to establish procedures in making a claim.

Based on discussion at the 5 April 06 Trustees Meeting, the following was agreed to:

- Markwood will schedule "valuation audits" of each unit during the month of June, whereby an "appraiser will assess the "value" of interior unit improvements. This will identify the breakout of insurance liability between the Trust and the Unit Owner.

- Unit Owners will be encouraged to have their unit insurance representative present, but at least have a copy of their personal unit insurance policy.

4. ANTENNA AND SATELLITE DISH RULES AND REGULATIONS

As indicated above, the Board has approved an amendment to the Harborside Condominium Rules and Regulations (please see attached).

5. BUILDING D STRUCTURAL REPAIRS

The planning for the Building D structural repairs and drainage remediation continues. Please note update from Trustee Nowland found below. Please watch for further updates in the monthly Trustee meeting minutes.

Trustee Nowland met with Paul Bergman, of Bergman & Associates, to begin planning for the Capital Reserve Project for the replacement of the D Building I-beam and the establishment of a drainage solution for the B & D Buildings. Key points follow:

- Paul Bergman has agreed to serve as our Project Engineer. He will be responsible for: a) Drafting of the Project Plan, which includes detailed site drawings, the scope of work, project schedule, and a rough estimate of the project cost; b) Drafting the Request for Proposals (RFPs); c) Evaluation of proposals and vetting of bidders; d) Drafting of the contract and contract award; e) Oversight during construction; and, f) Inspection after completion, to include any follow-up punch lists, inspections, etc.
- Paul will work on a Time & Materials basis, which the Trustees will monitor to ensure reasonableness. He has been asked to draft a consulting engineering contract for the Trustees to approve and sign.
- The goal will be to contract with one general contractor for the combined project - beam replacement and drainage solution. Given the detailed drawings prepared by Paul, our objective will be a "fixed price" contract with the selected general contractor.
- The plan will be to accomplish the project in one overall phase (assuming a 90 day construction schedule), which could occur as early as this coming fall/winter. The project may slip into the fall/winter of 2007, depending on how planning goes, the estimated expense, etc.
- In planning for the Special Assessment, the Trustees will need plan to spread payments over several months. And, construction payments are assumed to occur over periods of 1/3, 1/3, 1/3 (like last year's painting project).
- Also note that in 2004, Bergman & Associates were paid \$16,320 for engineering work associated with the D Building beam project. An additional \$1000 was paid to them for an updated report in Nov 05. These expenses will be recouped for the Reserve Account within our Special Assessment for this project.
- Paul will begin planning immediately, and Ted Moore will supply D Building construction plans from his files. Paul will update the drawings he did in 2004, and he'll also use the drawings done by Dan Lynch for the seawall repair, as this contains elevation and other required data.
- A follow-up meeting is scheduled for 18 April 06 to review early project plans, and to do a walk through of the project. At that time, Markwood will to assist in pointing out utility connections, etc.
- Some additional considerations:
 - o The general contractor will be responsible for permits.
 - o The existing drains in the walkway will be replaced with a drainage system which will run under the building to the harbor, exiting towards the southeast corner.

- o A moisture barrier will cover the dirt crawl space, pitched towards the southeast and possibly with embedded drains to facilitate drainage.
- o The drainage solution will include re-routing of water now draining from downspouts on the B & D buildings, including the water now collecting behind the D Building. The plan will be to route all water to the harbor towards the southeast corner.
- o Gravel and/or sand will be used as fill in and around the back of the D Building to better absorb the run off from the ledge to the west.
- o Ventilation will be created under the D Building to reduce moisture content. If a de-humidifier is required, it will be installed.
- o Whether existing utilities need to be re-routed and/or better protected (such as replacing metal piping with plastic, etc) will be considered.
- o The plan is to avoid using sump pumps and other mechanical/electrical equipment for the drainage solution.
- o Access for the beam replacement will likely be from the north side, requiring that the D-1 deck be temporarily removed for excavation under the deck. This will preclude the need to tear-up any of the parking lot.

6. 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 ad hoc committees. Please forward your volunteer request to Markwood Management.

7. CARBON MONOXIDE DETECTION

All Harborside homeowners have received notice from Markwood Management that in accordance with state law, they must install carbon monoxide detectors in their residences no later than March 31, 2006 (see attached). Please remember to contact Markwood Management once you have complied with its requirement.

8. GRANT OF COMMON AREA EASEMENT

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. Markwood Management will ask Attorney Aronson for further information as to the applicability of a grant of common area when unit owners are making internal modifications. Markwood will then report this information to the Board.

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

- Notify the owners of units A3 and C1/3 that effective April 30, 2006 all personal items must be removed from the common areas outside their assigned storage areas. All personal items must be removed from the

common areas of building A and stored appropriately. If personal items remain in these common areas as of April 30, 2006 the owners of these items will be fined in accordance with the Harborside Condominium governing documents.

- Request, in writing, from Comcast, a new contract proposal for the monthly bundled cable rate at Harborside.
- Contact, in writing, the owners of unit B9 indicating that the furniture on their patio must be repaired/repainted or removed by April 23, 2006. If the furniture is not repaired/repainted or removed by April 23, 2006, Markwood Management will remove the furniture to storage.
- Forward to the law firm of Marcus, Enrico, Emmer and Brooks for collection, the homeowner who is delinquent in condominium fee payments and late charges for the months of March and April 2006.
- Ensure that lighting timers have been set appropriately.
- Answer the email from the resident of unit D-6 regarding the chimney drafting situation.
- Refurbish Building D common hallway using a lighter wall color, the same carpet (color and texture), and replacing the slate entry floor with ceramic tiling. Work to be accomplished by June 1, 2006.
- Consider installing gutter screens over the gutters above units D-4/5.
- Reduce the wattage in the walkway light in the B/D walkway lighting, outside Unit B-10.
- Obtain a design and proposal to refurbish the cement block wall to the north of the outside entry area of Building C, as well as for repair of the planting bed and small retaining wall abutting the parking spaces along the west side of Building C. Also to remove the two loose curbs along this side of the parking lot, and investigate the possibility of installing vertical “bumpers” similar to those now in place.
- Reinstall compact parking signs.
- Obtain an estimate to repair and/or replace the ceilings in the two carports.

10. ADJOURNMENT

The next meeting of the Harborside Condominium Trust Board of Trustees will be held May 3, 2006 at 3:00 pm at the residence of Trustee Don Nowland, Unit D4. Harbor Landscaping (Mr. Storck) will attend. 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.

**Attachments: Antenna and Satellite Dish Rules and Regulations
Carbon Monoxide Letter**

