

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

APRIL 2011

The April meeting of the Harborside Condominium Trust Board of Trustees was held April 7, 2011. In attendance were Trustees Warren Hendriks, Don Nowland and Jim Walters. A quorum was present.

1. HOMEOWNER QUESTIONS/CONCERNS

- Bert Michaud suggested the need for boat size restrictions in order to **conform to the length of the dock sides and** preserve homeowner views of the harbor. HDC Chairman, Ron DeMoraes, commented that protocol was already in place to address this issue. Bert also requested Markwood actions on the following:
 - Inspect blistering paint on the north side of D building.
 - Inspect deterioration of front steps on D building.
 - Cause the Osgood Company to respond regarding windshield damage apparently caused by roof shoveling.

2. MOTIONS

The following motions were approved unanimously:

- To accept the March 2011 Trustee meeting minutes as written.
- To accept the March 2011 financial statements.

3. HDC REPORT

Ron DeMoraes noted that the east and south faces of the north dock has been reassigned, now that Mo and Maureen have sold their residence.

4. LANDSCAPING

At the request of several unit owners, the Board led an open discussion of landscaping expectations and costs noting the following:

- Owners are mandated to take care of their own decks/balconies and planters/boxes.
- Markwood Management and Harbor Landscaping will continue to care for the common areas.
- The Board of Trustees is in the process of reviewing the 2011 Harbor Landscaping contract, and will soon meet with Bob Storch to discuss and finalize.

Attending homeowners indicated their approval of the Board's actions.

5. C BUILDING MOISTURE PROJECT

- Ken Steadman of Bartlett & Steadman Excavating has visited the site and indicates that in order to make a final decision regarding the resolution of water intrusion into the C Building, it may be necessary to remove the rear planting bed and the storage bins.

The Board has sent a letter to all C Building residents in an effort to obtain information as to the most convenient way to empty and remove the storage bins.

The Board furthered its ongoing discussion by considering an alternative schedule for homeowner information and ultimately storage bin removal. This alternative timeline would have all C Building storage items and the storage bins removed by October 1, 2011. This will allow C Building residents the use of their storage areas for the summer season. The Board agreed on this unanimously and instructed Markwood Management to install a dehumidifier in the storage bin area to limit the buildup of moisture until the bins can be removed in the fall.

The Board of Trustees will meet with Ken Steadman by mid-April to further determine the appropriate course of action. *Note: As an update, Trustees and Mark Livermore met with Ken Steadman on 11 April. Based on that meeting and inspection of the storage area, a less extensive project may resolve the moisture issue. Once we've completed actions from that meeting, we will inform homeowners and residents of the plan going forward.*

6. PARKING REMINDER

As warmer weather approaches, the demand for parking at the Harborside property will increase dramatically. As a courtesy to your neighbors and to avoid towing, please familiarize yourself with the below found Harborside parking policy. (Source: Harborside Condominium Trust Rules & Regulations)

E. Motor Vehicles

E1. All vehicles belonging to Unit Owners or Residents, or those belonging to their guests or their occasional employees (including cleaners, repairmen, and delivery persons) shall be parked in a manner so as to not impede access to or from the driveways, garages, carports, and the designated parking areas of the Harborside Residents. Additionally, all vehicles must be parked within the designated parking place "lines" and comply with the "compacts only" signs.

E2. Residents are authorized one or two parking spaces as specified in the Unit Owner's deed.

E3. Visitors should plan to park elsewhere unless they shall be here for only a short period of time (less than three hours, except for one hour in the summer season). If a visitor will be here longer, their vehicle must have a "visitor sign" with the Resident's Unit Number printed on it displayed on the front dash, and the Resident must park his or her vehicle elsewhere (i.e., the combination of the Resident's and the visitor's parking cannot exceed the authorized parking

spaces for that Unit). It is permissible to ask another Unit Owner or Resident who is not using their parking space if that space may be used for a guest. If that request is approved, the “visitor sign” must reflect the requesting Owner/Resident’s Unit Number as above and the granting Owner/Resident Unit Number in parenthesis, e.g., D-4 / (D-6).

E4. *All Residents must “register” (i.e., notify and list) their vehicles with the Harborside Condominium Management Company and display a parking sticker on the left rear window or left rear bumper of their vehicle. Alternative display of vehicle stickers must be approved by the Trustees. Parking stickers may be obtained from the Trustees or the Parking Committee.*

Also, Trustee Warren Hendriks will be designing a new parking placard for future usage.

7. SEAWALL

The inspection of the seawall for possible repairs was discussed and tabled until June as the inspection is much more effective following the installation of the floats.

8. ALTERATION PROTOCOL

Attached to these minutes, you will find the *Harborside Condominium Trust Policy for Addition, Alteration or Improvement to Individual Units and Common Areas*. Please familiarize yourself with this policy, as your Board has determined that protocol has not been completely followed during this year’s flurry of repairs and updates at the Harborside property.

Please pay particular attention to prior Board notification and permitting.

9. HARBORSIDE WEBSITE

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

User Name: owner

Password: peace (*Note change of password)

10. DEFERRED PROJECTS

The Board determined that because of current economic conditions it is appropriate to continue the deferment of the following projects: 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, and the addition of blue stone at the C Building entry.

11. MARKWOOD MANAGEMENT will attend to the following:

- Work with webmaster, Bart Jones, to update the Harborside website.
- Schedule the annual structural inspection of the D Building crawl space with Bergman Associates and Trustee Nowland.
- Ensure the spring carpet cleaning of all common hallways.
- Schedule the installation of a dehumidifier in the hallway/storage area of C building.
- Ensure the repair of minor ceiling damage in unit D1.
- Forward detail to the Board regarding deteriorating ledge problem behind building B.
- Ensure the continuation of the rodent control program.
- Repair corner of A building porch.
- Inspect C8 boiler for personal items being stored too close.
- Ensure the receipt of all contact information for the new owners of unit B1/B4 and ensure they have copies of the Harborside Rules & Regulations and know how to access the Harborside website.
- Obtain construction plan from architect Bob Zarelli regarding planned work and timeline on unit B1/B4.
- Update Board on status of B10 abutter approvals regarding deck expansion.
- Remove sand barrel and sand buckets.
- Ensure warranty repair of seawall lights reported to Osgood in the fall.
- Ensure storm damage repair of seawall lights by Osgood.
- Inspect, repair and ensure proper working of all Harborside common area lighting.
- Clean out drains.
- Ensure the proper parking of the motor scooter either in a designated parking space or off the property.

12. ADJOURNMENT

There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting adjourned at 11:15 a.m.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held Wednesday, May 4, 2011 at 3:00 p.m. at the residence of Warren Hendriks. All homeowners are encouraged to attend.

If you are unable to physically attend this meeting, 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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Minutes prepared and submitted by Markwood Management

Attachments:

Harborside Condominium Trust Policy for Addition, Alteration or Improvement to Individual Units and Common Areas

HARBORSIDE COMDOMINIUM TRUST

Policy for Addition, Alteration, Or Improvement To Individual Units And Common Areas

Objective – To provide guidelines for the review and approval of additions, alterations, and improvements to individual Harborside Units and Common Areas.

Background and References

- No part of the Harborside Condominium shall be used for any purposes except those set forth in the Harborside Condominium Master Deed and the Harborside Condominium Trust, established by the Declaration of Trust. All Unit Owners and Residents shall refer to the Master Deed and Trust Documents for further explanation concerning the duties and authorities of the Board of Trustees and the descriptions of the Harborside Condominium, its Units, Common Areas and Facilities, and the authorized “uses” and “restrictions” of same.
- In reference to the Master Deed (paragraph 13.A., Units Subject to Master Deed, Unit Deed, Condominium Trust, Etc), the acceptance of a deed or the entering into the occupancy of any Harborside Condominium Unit constitutes an agreement with the provisions of the Master Deed, the Trust, and the By-Laws and Rules and Regulations, and any violation of same shall justify legal action to be taken by the Trustees.

Guidelines

- Nothing shall be done in any Unit or Common Area and Facility that would impair or change the structural integrity of any building. All plans for repair, addition, alteration, or improvement of any Unit affecting any Common Area or Facility, must be approved in writing by the Trustees before any such modifications are initiated. All such repairs, additions, alterations, and improvements must be done by licensed contractors.
- Changes shall not be made in any Common Area landscaping without the prior written approval of the Trustees.
- All Harborside Unit Owners must obtain written approval from the Trustees before proceeding with air conditioner installation. All such installations must conform to the Harborside Policy on the Installation of Air Conditioners (approved in November, 2002), all Marblehead Town covenants, Harborside Condominium By-Laws and Rules and Regulations, and not intrude in any appreciable way on the existing visual or audible landscape of Harborside.
- No electrical device that could cause electrical overloading is permitted. All Units shall comply with the Town of Marblehead Health and Safety Codes.
- No Unit Owner or Resident shall permit anything to be done, or kept in his or her Unit or in any Common Areas and Facilities which would cause the

cancellation of insurance coverage or increase insurance premiums of the Condominium, or which would be in violation of the law.

Requirements

- The attached Addition/Alteration/Improvement Agreement is designed to assist unit owners in communicating to the Trustees changes that they desire to make to individual Units or Common Areas. When considering changes to your Unit or to Common Areas, you must refer to and abide by the Harborside Rules and Regulations requirements for Trustee Approval.
- Approval must be obtained before any work can begin. If a Unit Owner makes any changes without approval, there may be a fine and it may be required that the area of change be returned to its original condition.
- To the extent permitted by law and the governing documents, the Trust shall be entitled to reasonable attorney fees, costs and expenses incurred in the enforcement of this policy. The unit owner responsible for the violation shall pay these expenses.

Approval Process

- Unit Owners desiring to make additions, alterations, or improvements to their Units or to a Common Area must complete and submit the attached Alterations Agreement to the Trustees before initiating any such work. The “Description” must include drawings, pictures, permitting documents, and other pertinent information to facilitate the Trustees in making their decision.
- All requests should be submitted to the Management Company and will be reviewed by the Trustees at their monthly meeting. The Trustees will make every effort to respond promptly.
- The Trustees may decide to conduct “In Process Reviews” to ensure compliance with approved plans, and/or to review any requested changes to those plans. The Trustees may require additional information as a result of these in-process reviews, and may issue a “stop work” order if the on-going work is in non-compliance with approved plans.

Attachment – Addition/Alteration/Improvement Agreement

Approved: Harborside Trustees
May 2006

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