

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

APRIL 2012

The April meeting of the Harborside Condominium Trust Board of Trustees was held April 2, 2012. In attendance were Trustees Joyce Raymond and Jim Walters. A quorum was present.

Also in attendance was homeowner Helen Coolidge, Ron & Leslie De Moraes and Sandy Erbetta, Mark Bettencourt from John Walsh Insurance Agency.

1. HOMEOWNER ITEMS

D1 - Installation of Central Air: Project is complete. Helen Coolidge confirmed all necessary permits were pulled.

Emergency Egress, Building B Fire Escape Redesign: The architectural drawings were approved by the Old & Historic Commission. The drawings will need final approval from the Conservation Commission. Once confirmed, the Board will select a day(s) for owners to review plans.

[From March BOT Meeting] 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: [From March BOT Meeting] 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.

Trustee Raymond still questioning whether the air make-up unit is large enough for the space. The Air Make-Up unit still needs to be moved slightly. Is there a plan for the amount of heat will be generated in the mechanical room the summertime?

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.

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 October 18, 1993. She noted this would eliminate the existing inconsistencies. This will require preparing an Amendment specifying that all water and sewer costs are considered common area costs.

This will be placed on the Agenda for the May 2012 BOT Meeting.

Breeze coming from C1 into C4: Management emailed both owners for update on whether or not there is still an issue between units.

Man Hole Covers: Owners/Residents are reminded to not cover the two man hole covers (drain covers) when you are not home to move your vehicle in the event of an emergency.

Owner De Moraes questioned what happened to the plan of labeling the electrical and plumbing valves?

2. INSURANCE

Mark Bettencourt was invited to attend the April 2012 BOT Meeting to review the current policy. Harborside's policy has a \$5.3M limit.

Gary Fidrytch (Beverly) did an appraisal about 5 years ago of each unit to confirm adequate coverage. Mark stated the limits get adjusted yearly but is confident that the \$5.3M is close to overall value. However, these can / should be done every few years to confirm the property is properly covered.

Flood Insurance: Bank of America is the lending agent that has caused problems with the Flood Limits. Travelers include \$5M in flood insurance, as part of our commercial package. Bank of America is stating this is not a high enough limit for Flood Insurance. Mark Bettencourt confirmed the property is in a "C-Zone", Bank of America states that Harborside is in Flood Zone "A" and is thereby requiring individual owners to obtain additional flood insurance. Leslie de Moraes stated she received a letter directly from FEMA which satisfied her banks requirements. Suggestion to the board, for consideration, that anyone being required to obtain higher flood insurance from their lending agent, should be reimbursed by the Association. The cost of additional coverage is minimal, far less than if the Association had to purchase additional coverage from an outside carrier.

Insurance Recommendations: Mark Bettencourt was asked to confirm whether illuminated Exit Signs are mandatory or merely a recommendation.

Directors and Officers Liability Insurance: Trustee Raymond offered a concern that the D&O coverage may not be adequate. Mark Bettencourt explained there is an Umbrella on the policy and that the limit is \$2M. Travelers will not increase the limit on the Umbrella. Joyce questioned her own policy agent to increase the coverage on her personal policy and was told No. Mark Bettencourt offered to speak directly to Joyce's agent. Mark Bettencourt believes the \$2M is a solid limit.

3. HDC

Ron De Moraes advised that Haley's quote to paint the underside of the docks went up ~ 5%.

4. 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.

5. **HALL PUMP SERVICE:** Helen Coolidge wanted all owners to know and understand that there is an alarm outside her unit for the tank/pump located underground. In the event this alarm goes off (and she is not home) you should silence the alarm by turning the alarm off and call Hall Pump Service @ 781-438-505.

6. FINANCIAL REPORTING:

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

7. 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.

8. LESLEY MANAGEMENT will attend to the following:

- Have the light in B Building at the top of the stairs replaced
- 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.
- Have the light in the boiler room placed on a motion sensor vs. on all the time.
- Confirm whether or not the fire extinguishers could be boxed in so that they are not so unsightly
- Place a metal storage locker for paint supplies in the storage-electric room of Building B. [**on hold**]
- 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). **[done by maintenance, apply proxy to seal back down]**
- Have timers adjusted, especially for A Building exterior. **[done]**
- 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 May Meeting agenda.
- Confirm whether or not Owner Siddall was charged the legal fees associated with the extension of his deck. **\$545, emailed owner Siddall, confirmed payment would be forth coming**
- Have the entrance to A Building basement cleaned up. **[done]**
- Contact the owner of Unit D6, window frames are extremely rotted, water leak concern. **[done]**
- Contact the owner of Unit D6, fireplace on deck is broken. Potential source of water issues. **[done]**
- 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 **[done]**
- Management to prepare a summary of past legal fees in response to Owner Brunais' request. **[done and emailed]**
- Management was instructed to follow up with Attorney Aronson on the collections on the recovery of expenses for services to Unit B9. **[on – going]**

9. HARBORSIDE WEBSITE

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

User Name: owner

Password: peace

10. 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 Friday, May 4, 2012 at 3:00 PM at the residence of Don Nowland. 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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