

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

APRIL 2013

The April meeting of the Harborside Condominium Trust Board of Trustees was held April 3, 2013. In attendance were Trustees Don Nowland, Joyce Raymond and Jim Walters (via phone). A quorum was present.

Also in attendance was homeowner Bert Michaud.

1. HOMEOWNER ITEMS

Emergency Egress, Building B Fire Escape Redesign:

Architect Paul Fermano has resigned from the project. Architect Walter Jacob has been contacted. The BOT has met with Mr. Jacob and reviewed the proposed fire escape redesigns. Mr. Jacobs will get back to BOT within next few days. The BOT has given Mr. Jacob authorization to talk with Building Commissioner Bob Ives.

Walter Jacob' contract will state that he is responsible for controlled construction.

D1 Stair Repair: The exterior stairs to the unit will be removed and replaced according to code with a new handrail system. Haggett & Company has been hired for these repairs and work, and will apply for the necessary permits. The work is scheduled to begin April 4, 2013.

B1/B4 Porch Enclosure: Owner Raymond has received permission from the HCT BOT to enclose the front porch in front to her unit and add handrails to the entry way. The design of this construction has been approved by the OLHC and will be properly permitted.

The work will be performed by Paradise Construction and done under controlled construction conditions. Work is expected to begin in early May and will last ~ 4-6 weeks.

The project, including the porch enclosure, hand railings and lighting, is being done at owner's 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 has ordered a large 'Recycling' sign made for inside the Trash Room and a "TRASH ROOM" sign for exterior of door.
- Management has made laminated signs for the individual totes and large recycling barrels clearly identifying what products go in each container.
- Management obtained contract for recycling from Hiltz Disposal.
- Prior to launching the recycling plan, Management will ensure Glover Property has been briefed on our procedures.
- Prior to launching, prepare and post in all mail boxes a flyer that explains the recycling procedures.

- We anticipate launching May 1, 2013.

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 recylcepro@hotmail.com.

Illuminated Exit Signs: The installation of the Illuminated Exit signs as per insurance requirements has been completed in full.

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

The exterior of the project is complete. Haggett & Company has been contracted to install the sheetrock in slightly warmer weather. In follow up to an owner's recommendation, the product, Durock was looked into as an option to use in place of sheetrock. However, Durock does not meet current fire codes.

The final phase of project left to be completed will be a redirection of the gutter. This will be tied in other gutter work which will be completed on the property.

Building A/C Walkway: Paul Haggett has completed the project. Management will request that the new railings be painted by Haggett & Company.

There is to be absolutely no walking or keeping of any storage items on any roofs where membrane roofing exist.

Deck refurbishment D-2/D-3:

The BOT and the Owners of Units D2/D3 discussed the condition of the common area deck in front of Units D2/D3. A proposed plan was presented to the BOT for its consideration. The BOT will need to review and approve a plan, which will also need to be approved by OLHC and Building Department. A permit will be needed and the project be done through controlled construction methods.

[From March BOT Meeting]: 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.

Trustee Nowland will also contact Paul Bergman, structural engineer who is familiar with HCT, to further check the foundation of the D Building.

Building D – Insulation in Crawlspace

Some of the fasteners that hold insulation in place beneath Building D corroded, the insulation fell and was washed out by storm water surging beneath the building. The insulation needs to be replaced. The BOT is looking at two options: closed cell insulation and traditional sheets of insulation. The project will be undertaken to replace the insulation after both systems are evaluated.

2. INSURANCE

There has been no further movement from the Town of Marblehead in hiring consultants to work with FEMA and Flood Zone ratings.

Dock Insurance: Trustee Raymond will be working with HDC to ensure proper HDC Insurance Coverage.

3. PAINTING

Management was instructed to schedule a conference call with Lead Inspector Mel Blackman.

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.

5. DOCK

The new gangways are ready to go in ~ May 10, 2013.

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;; 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.

7. LESLEY MANAGEMENT will attend to the following:

- Have the carpets cleaned at end of April.
- Have the HCT Flags put up (Bert Michaud has offered to put them up).
- Have trash room lights replaced.

- Set up appointment with Craig Swain, NESC re: parking lot repairs.
- Further investigate the stack on the B Bldg roof.
- 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**
- 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.
- Ensure the dryer vent for B6 is cleaned ASAP and check on dryer vent cleaning for all units.

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 4:15 p.m.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held Wednesday, May 1, 2013 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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