

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

MAY 2005

A meeting of the Harborside Condominium Trust Board of Trustees was held May 4, 2005. Six homeowners attended the meeting as well as Trustees Liz Michaud, Don Nowland and Jim Walters. A quorum was present.

1. GUEST PRESENTATIONS

PETER AND DONNA ROSENBERG

- Peter and Donna Rosenberg presented an application for the installation of air conditioning units in their residence, #B10. The request was for two built-in wall units, one under the living room picture window and the other high up in the bedroom wall, both on the front of the building. The Rosenbergs also had a back up plan that would install central air at a considerably higher cost. The condenser would be placed at the rear of building B, in a corner, which would be in keeping with the Harborside air conditioner policy.
- The request was tabled temporarily until Peter Rosenberg has the opportunity to speak with Bart Jones regarding alternatives to both of these possible installations, as well as the decibel levels for in-wall units. Trustee Nowland to forward air conditioning policy to Peter.
- The Rosenbergs also requested action by the Condominium Trust regarding water leaking through the deck above onto the only entrance to their residence. It was noted that many of the upper decks leak to those below, and this has always been considered as part of the infrastructure that would be difficult and costly to remedy. Don Nowland will contact Ron Erbetta, the owner of the unit above, to explore the possibilities, suggested by Erbetta regarding installation of matting on his deck to temporarily solve this problem. Peter will also speak with Ron.

BART JONES

- Bart Jones presented information regarding the recently designed Harborside website, www.harborsidecondos.net. The Board is considering website security/privacy for Harborsiders and has asked Markwood Management to discuss same with Attorney Janet Aronson. All owners are encouraged to provide input for the website by contacting Bart Jones.
- Until security/privacy policy has been reviewed by Attorney Aronson, only the monthly Trustee Meeting minutes will be posted to the site.

MOE RAY

- Moe Ray presented concerns regarding the vacancy situation in unit #B9 and the delinquency of the owners of unit #B9. The Board indicated that the owner of #B9 is in collection for condominium fees and will soon be in collection for delinquent assessment payments. Moe also reported an altercation (visual abuse) from Charles Arrigo on May 2nd. Trustees to follow up.

2. MOTIONS

The following motions were made and approved unanimously:

- To accept the April 2005 Board of Trustees meeting minutes as written.
- To accept the April 2005 financial statements.

3. ALTERATION APPROVALS

- The Board questioned whether inspections were necessary regarding the alterations /improvements done by Garibotto, Rosenberg, McKeon, Nowland and Erbetta. All approval forms indicated that completions inspections were not required.

4. SEAWALL PROJECT

- The seawall project is complete and routine maintenance chinking will probably be required every 8-10 years. North Shore Marine reports that the overall condition of the seawall is good, and that the Harborside Trust should continue to monitor the condition of the southeast corner area.

5. PAINTING

- The painting project is scheduled to finish up during the third week of May. Markwood Management has been asked to finalize the color selections (Building A color scheme) with Osgood Painting.
- A portion of the final payment will be withheld until all punch list items are taken care of.

6. DRAINAGE - BUILDINGS B & D

- Drainage proposals from Dandreo Construction and Bartlett & Steadman were discussed. Trustee Nowland was not in possession of the Dandreo proposal and Markwood will forward it to Don.
- The discussion was tabled until the June meeting.
- It was noted that the B&D buildings drainage work needs to be done in conjunction with the beam replacement in the crawl space of building D. This beam replacement has been put off until at least 2006.

7. DOCKS

a. Waiting List:

- (1) Bart Jones
- (2) Bert Michaud
- (3) John Garibotto
- (4) Jeanne McKeon
- (5) Ron Erbetta (Trustee Nowland is to check with Ron as to what he has requested...Bob Segee has no record of any specific request.)
- (6) Peter Rosenberg

- b.** Trustees must still make a final determination of the Rules & Regulations that require a dock space renter to be in "good standing". Trustees will take this under advisement...for a future meeting discussion.

- c. The Trustees will also request that the Dock Committee establish procedures for holding meetings, publishing minutes, reporting financials, and for electing members.
- d. Requests: Reference Jeanne McKeon's request to place a larger boat on the docks this year. Bob Segee reports that there will be no room this year. With respect to Peter Rosenberg's request to place dinghy on an out-haul, Bob Segee feels that this request will be possible.
- e. Bob Segee has been requested to report out Dock Committee financials and which owners were original contributors to the dock account (for renovated docks in the late 1990's). Bob will make his report in June. The Trustees will then poll those who have made past contributions to the Dock Fund to determine whether they envisioned the contribution as a "gift" or as a "loan".

8. FINANCES

- The Board reviewed the current financial position of the Trust, and noted that as of April 30 there is a projected 2005 deficit of \$5,000 caused by excessive snow removal this winter. All other budget lines are within acceptable variances. The Board will prepare budget performance projections for the August 2, 2005 Annual Meeting.
- **Special Assessment Accounts:**
 - The Trustees expressed concern about the number of owners in arrears with respect to both Common Element Fees and Special Assessments. Jim Walters is to send a request to Markwood to report back both the status of all accounts in arrears, to fully explain what steps have been taken to notify owners of arrears, and to collect these funds. Moreover, the Trustees have asked Markwood to confirm that all in-place/routine processes are being exercised with respect to notifying owners of their arrears status and with respect to initiating collection processes.
 - Additionally, Markwood Management was instructed to take a more aggressive approach to the collection of homeowner delinquencies, including the use of the law firm of Marcus, Errico, Emmer and Brooks.

9. INSPECTION OF CRAWL SPACES

- Building A - Dry and in good condition.
- Building B - Low levels of moisture with evidence of rotten ceiling joist where joist meets ledge in the southwest corner area.
- Building C - Airborne moisture, but no evidence of rot. Dehumidifier plumbed and working properly.
- Building D - Evidence of moisture and some wood deterioration. To be addressed when the structural beam is replaced.

10. SEALCOATING

- The seal coating is complete, however, a few depressed areas need to be redone where the seal coat material was apparently sprayed over dust/debris.

11. FLAGS

- Helen Coolidge has the flags and is in the process of repairing them if possible. If they are not repairable, Bart Jones will work with Helen to secure new flags by Memorial Day.

12. PARKING SPACE CONFIGURATION

- Markwood Management will meet with Bert Michaud and Trustee Walters Friday, May 6 at 7:30 AM to ensure that the upcoming parking space delineation is done according to plan.

13. SPRINKLER/DOCK WATER

The irrigation/dock water supply is scheduled to be turned on and serviced on Monday, May 16.

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

- Follow up on the installation of rail caps for unit #C8.
- Contact Attorney Aronson to determine what the Board needs to be aware of from a legal standpoint regarding the security/privacy and the Harborside website.
- Investigate area between building A and building C (carports and trash room) for refurbishment and painting, and determine whether this is within Osgood's current scope of work. Obtain pricing for same.
- Forward Dandreo proposal to Trustee Nowland.
- Have New England Sealcoating return to touch up certain areas in the walkway between buildings B and D.
- Have seal coat material removed from stair treads of building B.
- Present cleaning checklist and recommendations at June meeting.

15. IMPORTANT REMINDERS TO ALL OWNERS AND RESIDENTS

- PLEASE DO NOT PUT NON-FLUSHABLE WIPES OR CLOTH RAGS INTO THE SEWER SYSTEM.
- If you are planning to be gone from the Harborside property for any length of time, please arrange for a local emergency contact person and forward that information to Markwood Management.

16. LIGHTING

Bert Michaud is looking into the lighting issue between B & D Buildings and will report out at the June meeting. As lighting issues prevail, the Trustees may need to establish a "lighting committee" to determine appropriate steps for short term fixes and long term renovation. Moreover, this may be an appropriate project for the Aesthetics Committee.

17. There being no further business of the Harborside Condominium Trust Board of Trustees the meeting adjourned at 5:30 PM.

18. Minutes prepared and submitted by Markwood Management.