

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

MAY 2006

A meeting of the Harborside Condominium Trust Board of Trustees was held May 3, 2006. In attendance were Trustees Don Nowland and Jim Walters. A quorum was present.

1. GUEST PRESENTATIONS

- Homeowner Ron Erbetta indicated that he was planning to do a summer rental of his residence. The Board asked that he send a request in writing and Markwood Management will then review the condominium documents to insure that this request is in keeping with Harborside Trust policy.
- Jennifer Dabenigno of Magarian Rug and Carpet Gallery presented carpet, tile and color choices to the Board for the refurbishment of the Building D common hallway. Carpet selection was made and Markwood Management will finalize tile and wall color. The refurbishment should be completed by June 1.
- Donna Rosenberg (Unit B-10) requested the installation of a permanent awning above her front entry/deck. The Rosenbergs will present an alterations request to the Board with appropriate narrative for Board review.

2. DOCK COMMITTEE

Bob Segee reports that the docks are scheduled for installation the last week of May, but that the repairs may not have been completed. Trustee Nowland will attempt to contact Haley Marine, as well.

3. INSURANCE AUDIT

In order to determine accurate property insurance coverages for the Harborside Condominium, an insurance appraisal will be scheduled to determine the cost to rebuild each individual unit. This total cost will then be compared to existing insurance coverages and will be increased or decreased accordingly. This appraisal will be scheduled with unit owners during the month of June.

4. INSURANCE

Your Board continues to research the definition of what is covered by the master policy versus the individual homeowner's insurance policies. Once this has been confirmed, the Board will report to the homeowners at the 2006 Annual Meeting to be held at 6:00 PM on August 1, 2006 at the Boston Yacht Club.

5. 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. Please remember to contact Markwood Management once you have complied with this requirement.

5. BUILDING D STRUCTURAL REPAIRS

The drawings for Building D have been supplied by homeowner Moore (thanks Ted) and the planning process continues with Bergman Engineering. Please watch for further updates in upcoming Trustee Meeting Minutes.

6. 2006 ANNUAL MEETING

The 2006 Annual Meeting of the Harborside Condominium Trust will be held August 1 at 6:00 pm at the Boston Yacht Club. All homeowners will be notified of the nominating process for the one, three year term Trustee position that is open this year. Homeowners will also receive the Annual Meeting package two to three weeks prior to the meeting for their information and review.

7. COMMITTEES

- The Harborside Landscaping Committee (Helen, Bert and Sally) will be working closely this season with Harbor Landscaping. Please contact a committee member if you have input regarding this year's landscaping.
- **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.**

8. ALTERATIONS AGREEMENT

The Board has approved an Alterations Agreement Form to be used when unit owners are modifying the interior of their residences. This form will be folded into the existing policy for additions and alterations to individual units and common areas. Markwood Management will draft a new policy cover letter and forward same to Board for final approval prior to mailing to homeowners.

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

- Begin fining homeowners who have not responded to the Board's request to remove personal items from the common areas.
- Work out payment details with Bartlett and Steadman regarding the recent plumbing work necessary to appropriately plumb two units whose meters were hooked into each other.
- Remove patio furniture from Unit B-9.
- Move forward with the refurbishment of Building D common hallway.
- Repair the Building B foundation to prevent future water intrusion. Finish repairs to the B Building storage room floor.
- Follow up with Olson Irrigation regarding damaged water lines from the sprinkler winterization in the fall of 2005.
- Finalize planting arrangements with Harbor Landscaping being sure that the planting labor is included in the existing contract. Once these details have been substantiated, ask Harbor Landscaping to contact the Landscaping Committee.
- Investigate and clean the area behind Building C storage door.
- Rewire the hallway light outside of units D-4/D-5.
- Move forward with the refurbishment of the Building C planter retaining wall and entry area.
- Forward the final air conditioner enclosure sign off to unit C-4.
- Obtain pricing to reconstruct the carport ceilings.
- Inspect the front of Building A for general maintenance needs.
- Raise flags.
- Ensure that the lattice hinges have been installed below the front porch of unit B-10.
- Include turning on/off the laundry room heater on the monthly maintenance list.
- Follow up with the owner of unit B-2 regarding the air conditioner condenser enclosure.

10. NEW RENTERS

All Unit Owners are reminded of their responsibilities to provide a copy of the Harborside Rules and Regulations to any new renter of their unit.

11. ADJOURNMENT

The next meeting of the Harborside Condominium Trust Board of Trustees will be held June 7, 2006 at 3:00 pm at the residence of Trustee Jim Walters, Unit C6/7. 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: Updated Alteration/Modification Package

