

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

MAY 2012

The May meeting of the Harborside Condominium Trust Board of Trustees was held May 4, 2012. In attendance were Trustees Don Nowland, Joyce Raymond and Jim Walters. A quorum was present.

1. HOMEOWNER ITEMS

Emergency Egress, Building B Fire Escape Redesign: The architectural drawings were approved by the Old & Historic Commission as well as the Conservation Committee. Management has forwarded to general ownership two dates that these drawings will be available for review.

Trustee Nowland and Raymond have discussed possibility of a retractable ladder for the fire escape design, further discussion will be needed.

Management will work with Bart Jones on posting the fire escape drawings on the Harborside Condominium Trust website. Once on-line, a conference call will be coordinated for those owners who were not able to view in person, but can now view the plans on line and call in to conference with Board.

Management will also have owner Phenix contact Trustee Nowland to make sure they are aware of the new redesign and how it relates to their unit.

[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. Trustee Nowland will obtain a firm quote from Paul Fermano on cost to prepare R.F.P.

Building B Mechanical Room Update: The project is complete and has been approved by Town of Marblehead.

There are multiple vent hoses in the rear crawlspace behind the newly installed fire door. Maintenance will remove only those hoses which are not being used.

The Air Make up Unit was relocated to the platform and is the size required by the Building Department.

There is standing water in the far left of crawlspace, along exterior wall of the Meter Room of the Building B Storage Room. This natural water flow does not penetrate into any storage area. The Board will look into this and advise if any further action is needed.

Fire Department Requirements: The signs for the location of the Fire Panel and the Building B Mechanical Room have been installed.

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.

Water & Sewer Charges: The Board confirmed the following:

The current percentages used in calculating monthly condominium fees are consistent with the Second Amendment to the Declaration of Trust.

All water and sewer charges will be paid for by the Association. (Management will contact the Marblehead Water & Sewer Department to coordinate change)

The 2013 Budget will incorporate the increase to the water and sewer charge line item.

The Second Amendment to the Master Deed will need to be amended.

Breeze coming from C1 into C4: The breeze still is causing a disturbance. Management will contact owner Alves and request allowance to identify source of breeze and correct problem.

2. INSURANCE

Trustees are satisfied with the limit on the Master Insurance Policy. However, the Trustees, at their expense, will have an appraisal done on their units to check the adequacy of their coverage.

3. PAINTING

Management will contact vendors and review areas to be painted. Proposals will be received and reviewed by the BOT for consideration for Fall Project.

Trustee Nowland will review the deck of Unit D6 to confirm need of painting.

4. HDC

Management reported there was a unit owner delinquent in their monthly fees which has also secured space on the dock. Trustee Walters was asked to speak with the HDC regarding the HDC policy and will either contact unit owner directly or have management speak with unit owner.

5. 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.

6. HALL PUMP SERVICE: The Pump and Chamber were serviced at the end of April.

7. FINANCIAL REPORTING:

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

Management will adjust detail of Loan Checking Account to include all payments made for review at the monthly Board meetings.

8. 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.

9. ANNUAL MEETING: The date for the Annual Meeting of Unit owners is tentatively scheduled for August 7, 2012 @ 6:00 at the Boston Yacht Club. A notice will be sent to all owners accordingly.

10. LESLEY MANAGEMENT will attend to the following:

- Confirm email distribution lists are current.
- Have maintenance return and complete the work on deck of unit D4.
- Have maintenance inspect and provide minor repairs to the fire escape stairs in front of Building B to ensure they are safe for the summer months.
- Create notification of nominations for Trustee Election in preparation of the Annual Meeting (Trustee Raymond is up for re-election).
- Confirm keys to all units are in Knox lock box.
- Management to have maintenance remove any vent hoses which are not in use and/or attached to any working unit. Also restore any missing/hanging insulation.
- Provide options and pricing on having the light in the boiler room placed on a motion sensor vs. on all the time.
- Have one fire extinguishers boxed in and recessed (BOT will be able to determine total price and whether or not the extinguishers can be recessed in enough to make a difference)
- 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 timers adjusted
- 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.
- Management to coordinate with property owners behind the B Bldg with respect to necessary tree trimming
- Management was instructed to follow up with Attorney Aronson on the collections on the recovery of expenses for services to Unit B9. [on – going]

11. HARBORSIDE WEBSITE

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

User Name: owner

Password: peace

12. 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 Wednesday, June 6, 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*

.....