

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

MAY 2013

The May meeting of the Harborside Condominium Trust Board of Trustees was held May 1, 2013. In attendance were Trustees Don Nowland, Joyce Raymond and Jim Walters (via phone). A quorum was present.

Also in attendance were homeowners Bert & Liz Michaud and Jennifer Coolidge.

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 redesign options. The BOT has given Mr. Jacob authorization to talk with Building Commissioner Bob Ives.

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

The HCT BOT are scheduled to meet with Walter Jacob on Friday, May 3, 2013 to review proposal and the next steps.

D1 Stair Repair: The job is complete, inspected and approved by the Marblehead Building Department.

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. The project, including the porch enclosure, hand railings and lighting, is being done at owner's expense.

The project is scheduled to begin May 2, 2013 and is expected to take 4 weeks.

Recycling Program: Recycling is scheduled to begin on Tuesday, May 7, 2013.

- (5) Blue totes for paper products and (2) large recycling barrels are in the Trash Room – all have laminated signs on them.
- Management has ordered a large 'Recycling' sign made for inside the Trash Room and will have it installed.
- A "TRASH ROOM" sign for exterior of door has been installed.
- The Recycling Policy has been emailed to all residents. Copies of procedure have been placed in all mailboxes as well as posted inside and outside the trash room.
- Management has communicated Recycling Policy with Glover Property Management.

| Prepared and submitted by Lesley Management, Inc.: 5/7/13 8:15 PM ~~3:18 PM~~ ~~1:00 PM~~

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Information on our Recycling Program is available on our website.

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 recyclepro@hotmail.com.

Management was instructed to contact Tom Anderson, Glover Property Management and apologize for the condition of the Trash Room and ensure he is aware of the Recycling Policy/Procedures.

Pine Tree Bldg C: Owner McKeon asked that the July 2010 correspondence from Thom McCullen be brought to the Board's attention regarding the Pine Tree outside unit C6/C7. Trustee Raymond stated she has letter and will forward to the board for review.

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

Additional gravel and rocks were placed in the drainage area in back of Building B and the drain pipe has been redirected. Haggett & Company has been contracted to install the sheetrock and will be done when all other services have been completed.

Building A/C Walkway: Haggett & Company will return to paint the new railings.

Owner McKeon asked that a cap be placed over or have the light outside the trash room adjusted so that it does not shine into lower bedrooms in Building A. Management will contact Paul Haggett.

Reminder: 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. In addition, this area serves as a fire egress for the building. A proposed plan was presented to the BOT. The BOT will review and approve a plan, which will also need to be approved by the Conservation Commission, OLHC and the Building Department. A permit will be needed and the project be done through controlled construction methods. Since the area is common area, Harborside Condominium Trust will be identified as the owner and initiate all applications and permit requests.

[From March BOT Meeting]: Paul Haggett has inspected the joists and supporting structure and provided a report stating that there are no issues with the beams under the decking.

The most recent plan states the deck boards will be removed and composite decking will be installed all at owner's expense. Bert & Liz Michaud will meet with the HCT BOT on May 3, 2013 @ 2:15 for further discussion.

Building D – Insulation in Crawlspace:

Prepared and submitted by Lesley Management, Inc.: 5/7/13 ~~8:15 PM~~~~3:18 PM~~~~1:00 PM~~

Some of the fasteners that hold insulation in place beneath Building D are corroded; the insulation fell and was washed out by storm water surging beneath the building.

Management was instructed to have the insulation replaced. No closed cell insulation should be used. Fasteners need to be stainless steel or copper; a salt water resistant material. Management will have Ken Louf contact Paul Haggett for further clarification.

As a separate action, Trustee Nowland will contact Paul Bergman, structural engineer who is familiar with the HCT property, to further check the foundation of the D Building.

2. INSURANCE

There has been no further movement from the Town of Marblehead in hiring consultants to work with FEMA and Flood Zone ratings. Trustee Raymond confirmed with Travelers Insurance Company that an elevation certificate would not lower the Flood Insurance premium since the elevation basis is the lowest point in Buildings C and D. Because Building A is connected to Building C and Building B is connected to Building D, they do not benefit from being a higher elevation.

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

3. PAINTING

Trustee Nowland spoke with the Lead Inspector Mel Blackman, who explained his report. As Mr Blackman's inspection covered only common areas, Blackman will inspect Trustee Nowland's unit for lead paint as well. That inspection will be at Nowland's expense.

It appears the concentrated higher levels of lead paint are focused on some common areas inside and out of Building C and a few other scattered locations. Mr Blackman will explain what remediation is required before painting is done.

In addition to previous quotes, Don Nowland has a quote from Neptune Painting for ~\$23,000 and will be contacting Preserve Services.

Travelers will not require a certificate of de-leading, but it would be prudent for the Association to remove any lead that we are made aware of.

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.

Management was instructed to forward detailed ledger of delinquent unit, past 60 days to the BOT.

5. DOCK

Trustee Walters will follow up on the new gangways. The installation of the gangways is dependent on Dave Haley's schedule and the tides. The HDC will communicate dates and updates to owners upon receipt.

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; replace ceiling at entrance to Building C and by Trash Room with bead board or exposed beams; and, replace missing pieces of Car Port Ceiling, which is asbestos.

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:

- Contact Ted Moore at Glover Property Management and confirm who should receive email correspondence that normally is sent to owners only.
- Have the carpets cleaned at end of April. **[scheduled for May 15, 2013]**
- Have the tear in the carpet in Building D repaired before the carpets are cleaned.
- Have the HCT Flags put up **[Ron & Leslie DeMoraes will put up flags upon their return ~ May 10, 2013].**
- Follow up with Craig Swain, NESC, on start date on repairs to lower lot, and communicate date to owners so they may avoid areas currently marked for repairs.
- Further investigate the stack on the B Bldg roof.
- Confirm the number of exterminator bait stations being serviced each month. There is one bait station loose under Building D Deck.
- Forward Notice of Trustee Nomination to unit owners.
- 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.

8. **ANNUAL MEETING:** The date for the Annual Meeting of Unit owners is scheduled for Tuesday, August 6, 2013 @ 6:00 at the Boston Yacht Club. A notice will be sent to all owners accordingly.

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 4:15 p.m.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held Wednesday, June 5, 2013 at 3:00 PM at the residence of Joyce Raymond. 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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