

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

JUNE 2005

A meeting of the Harborside Condominium Trust Board of Trustees was held June 1, 2005. In attendance were Trustees Liz Michaud, Don Nowland and Jim Walters. A quorum was present.

1. GUEST PRESENTATIONS

- Peter Rosenberg requested reimbursement for replacement of rotten floor joists and structural supports in his unit, B10. Reimbursement of \$2820 approved unanimously.
- Peter Rosenberg also presented information to the Board regarding a waterproofing product that could be applied to the surfaces of decks/balconies at Harborside to prevent water from passing through upper decks to those below, potentially solving year round problems. The Board agreed to review the use of this product at local properties. Peter's contractor will contact the Board to set up an onsite review of the product. In the meantime, Peter further indicated that he will be proceeding with a formal request to the Board to apply this product to the above deck at his expense.

2. MOTIONS

The following motions were made and approved unanimously:

- To accept the May 2005 Board of Trustees meeting minutes as written.
- To accept the May 2005 financial statements. It was noted that with the exception of the Snow Removal budget line, all operating expense lines are within acceptable variances. A full financial report will be presented at the 2 August Harborside Owners Meeting (to be held at the BYC at 6:00 PM).
- To approve the installation of a drain extension from the crawl space behind unit B10 to the existing walkway drain between the B and D buildings. Work to be done by Chris Monaco at a cost of \$365.

3. DOCK COMMITTEE REPORT

- Bob Segee indicated that due to inclement weather the dock installation is behind schedule and that some of the repairs have been put on hold until after the docks are in the water. Once the docks are in place repairs can be done prior to the upcoming heavy usage period. Bob will coordinate these repairs.
- The Board of Trustees will be forwarding a letter to the owners who "contributed" monies in 1999 to upgrade the south dock asking if they anticipate a return of their initial financial contribution (this action has since been assumed by the Harborside Dock Committee, who has set up a repayment plan).
- The next Harborside Dock Committee meeting has been set for June 15 at 4:00 PM at the Segee residence.

- Trustee Nowland will contact Bob Segee to formalize the dock space wait list information (to be published at the 15 June Dock Committee meeting).
- Relative to residents using and waiting for dock rental spaces, the Board unanimously approved a motion defining “in good standing” as an homeowner being “current” in their monthly Common Element fees, Special Assessment payments, dock fees, and all other financial obligations to the Harborside Trust.

4. DELINQUENT HOMEOWNERS

The Board continued to express concern over the non-payment of Special Assessments and, in some cases, Common Element fees and late fees for four units. Markwood Management will re-contact these homeowners and if the situation is not satisfied in a timely manner, will proceed with the collection process.

5. TRUSTEE MEETINGS

Due to the length of recent Trustee meetings, the Board agreed to begin the monthly meetings at 3:00 PM (vice 4:00 PM) on the first Wednesday of each month.

6. PAINTING

The painting project has been slowed down by weather conditions, however, it is anticipated that the remainder of the project (decks/balcony painting and downspout installation) will be finished within 10 working days. In conjunction with the painting project, the Board also approved the immediate installation of new downspouts, at a cost of \$2,650. This work will be done by Osgood Painting.

7. CARPENTRY

- The carport/trash room areas between buildings A and C was discussed at length, and the Board agreed that this area should be refurbished as a final touch to the beautification of the property. Osgood Painting has presented a proposal to accomplish this refurbishment for a price of \$8,300. Markwood Management will contact Osgood in an effort to negotiate this price. Markwood Management will also request competing proposals.

8. BOSTON YACHT CLUB REQUEST

The Boston Yacht Club has informally asked whether Harborside would be agreeable to letting them site one of their Race Committee boats for two days of the Marblehead-Halifax Race period (probably sometime between 8-10 July). Trustees will discuss this matter with the Dock Committee once the BYC makes a formal request.

9. PARKING

Trustee Walters to continue his investigation of the parking situation with homeowner Ted Moore.

10. PROPERTY LINE QUESTIONS

Trustee Michaud to continue her investigation of property line questions concerning the Fowler residence.

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

- Obtain a negotiated carpentry proposal from Osgood Painting for the refurbishment of the areas between buildings A and C, as well as obtaining competing proposals.
- Present, by email, an owners' delinquency update to the Board on June 13 in preparation for the Dock Committee meeting.
- Discuss the removal of personal items from the parking area with the owner of unit D5.
- Obtain pricing from Monaco Construction and Osgood for the replacement of rotten floorings and supports under the entryway of building B.
- Treat the perimeter, crawl space and two residential units in building D for carpenter ants.
- Inspect property with the RJL Company relative to litter, weeds and basic cleanliness.
- Clean and sanitize trash room.
- Advise Board of status of Building C landscaping requests and information on the plants that were cut down.
- Distribute emergency contact information forms to all homeowners, including a request to identify a person responsible for moving vehicles left in parking lot in case of an emergency.
- Distribute Bart Jones' letter regarding website access and password information.

12. MISCELLANEOUS

- Trustee Nowland to review the Paul Davies Restoration responses to the Boards' questions and email his input to the Trustees and our attorney. This concerns the potential restoration of the Arrigo's unit.
- Markwood Management has distributed a letter to all unit owners requesting nominations for the Trustee position which opens this summer (term of Aug 05-Aug 08). Nominations are to be submitted/postmarked by 30 June.

13. The next meeting of the Harborside Condominium Trust Board of Trustees will be held Wednesday, July 6, 2005 at 3:00 PM at the residence of Trustee Jim Walters, #C6/C7.

14. There being no further business of the Harborside Condominium Trust Board of Trustees the meeting adjourned at 5:40 PM.

15. Minutes prepared and submitted by Markwood Management.

HARBORSIDE CONDOMINIUM TRUST

MEMORANDUM

TO: HARBORSIDE CONDOMINIUM OWNERS

FROM: MARKWOOD MANAGEMENT

RE: EMERGENCY CONTACTS

Following the strenuous 2004/2005 winter season at Harborside it became obvious that amplified information was needed from all Harborsiders in order to ensure the efficient implementation of Condominium services.

Please take a few minutes to “fill in the blanks” and return to Markwood Management in the enclosed envelope.

Thank you.

HARBORSIDE CONDOMINIUM TRUST

EMERGENCY CONTACT INFORMATION

JUNE 2005

Please complete the information below and return to Markwood Management at your earliest convenience.

NAME(s) _____

UNIT #(s) _____

CONTACT NUMBERS

TELEPHONES:

HOME _____ WORK _____ CELL _____

EMAIL ADDRESS _____

NAME AND CONTACT INFORMATION OF PERSON WITH KEYS FOR YOUR
VEHICLE (IF LEFT IN PARKING LOT):

NAME AND CONTACT INFORMATION OF PERSON WITH KEYS TO YOUR
RESIDENCE:
