

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

JUNE 2006

A meeting of the Harborside Condominium Trust Board of Trustees was held June 7, 2006. In attendance were Trustees Liz Michaud, Don Nowland and Jim Walters. A quorum was present.

1. GUEST PRESENTATIONS

A number of homeowners attended the meeting to discuss various maintenance items around the property as follows:

- Repair the railing post on the side walkway to Building C.
- Stucco the trash room wall that faces Building C and install bluestone on the entry walkway to Building C.
- Repair Brick stairs and slate landing on the entrance to B1/B4.
- Repair the carport ceiling.
- Replace the roof on Building C.
- Install hand rail on the walkway to unit D1.
- Install privacy chain across stairway to B1/B4 entry.

After reviewing these requests, the Board approved the following:

- The repair of the railing post at Building C walkway.
- The repair of the brick and slate on the entry stairs to B1/B4.
- The installation of a privacy chain at the entry of units B1/B4.

The addition of bluestone at the Building C entry and the stuccoing of the trash room wall were tabled as well as the repair to the carport ceiling. These items will be reexamined in the fall of 2006 to determine if funds remain available for this work.

Markwood Management will obtain pricing for the replacement of Building C roof and the handrail installation for unit D1.

2. MOTIONS

The following motions were approved unanimously:

- To accept the minutes of the May 2006 Trustee Meeting as written.
- To accept the May financial statements

3. HARBORSIDE DOCK COMMITTEE REPORT

Bob Segee presented a synopsis of the May 31, 2006 HDC meeting (please see attached Dock Committee minutes). The installation of the docks is to be finished by June 20 and some repairs will be made to the docks shortly after their installation. Many of the dock repairs that were scheduled to be done prior to installation this spring have not been completed. The HDC is seeking pricing from dock maintenance companies for this work.

Please find attached the 2006 Harborside Docks Rules and Regulations for the docks.

Also, for the safety of all homeowners and guests, please remember that children, 12 years and under, must wear a USCG life preserver and must be accompanied by an adult while on the gangways or docks. The gates to the gangways will be closed all times. No rough or boisterous play or running is permitted on the docks. No glass containers are permitted to be used on the docks.

4. REDISTRIBUTION OF COMMON ELEMENT FEES

Homeowner Bert Michaud requested that the monthly fees for the combined units (A1/A2, B1/B4, C6/C7, D2/D3) be adjusted downward to appropriately reflect the fact that these units are paying two full monthly fees, yet receive only one cable service. The Board reviewed this request and approved the reconfiguring of all homeowner fees in order to reflect this discrepancy.

Markwood Management will make the necessary adjustments and all homeowners will be notified of their new fee. This will result in a minor modification to all homeowners fees effective August 1, 2006.

5. INSURANCE COVERAGES

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.

6. 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.

7. **BUILDING D STRUCTURAL REPAIRS**

The Board noted that all site work for the Building D structural repair project has been completed and that the Board is waiting for a contract to be signed by Bergman Engineering. Trustee Nowland will update this situation at the 2006 Annual Meeting.

8. **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 have been notified of the nominating process for one, three year term Trustee position that is open this year. If you are interested in serving your Condominium Trust, please obtain a nomination from another homeowner, and submit this nomination in writing signed by both yourself and the person nominating you.

Homeowners will also receive the Annual Meeting package two weeks prior to the meeting for their information and review.

9. **COMMITTEES**

The Harborside Landscaping Committee (Helen, Bert and Sally) met with Bob Storchk of Harbor Landscaping to discuss this year's maintenance program. The committee discussed plantings (which will happen soon) and have agreed to meet again with Bob in the fall to determine how the plan preceded during his first season at Harborside.

Kathy Hendricks has also volunteered to serve on the Landscaping Committee this year and will be included in any upcoming meetings.

Your Board of Trustees is currently attempting to establish a Harborside Safety Committee (HSC) which will address such items as lighting, fire detection, infrastructure defects, ingress, egress, waterfront safety, weather-related conditions, etc. at the Harborside property. This is an extremely important committee and the Board requests that a homeowner step forth to volunteer as Chairperson or a member for this committee. If you have interest in the chair or a membership position, please contact Markwood Management at your earliest convenience.

10. **ROOF ACCESS**

Your Board requests that you or your guest do not access the roof areas for any reason. Not only is this a serious safety concern, it also may cause damage to the rubber membrane roofing material.

11. FLAG DISPLAY

Homeowner Warren Hendricks requested the installation of a 20 by 40 foot flag on the side of building A during the dates of July 1 – July 5. After reviewing the method of attachment to the roof and other considerations, the Board of Trustees approved this flag display.

12. PARKING RULES

As our busy season approaches, your Board requests that you and your visitors respect the Harborside Condominium Rules for parking (see attached).

13. HARBORSIDE WEBSITE

Please remember that the Harborside website is available to you at your convenience. Bart Jones has developed a wonderful location for homeowners to easily visit and keep current with on going information at the Harborside property.

The website is www.harborsidecondos.net

14. ADVISEMENT

The Board of Trustees will revisit the recently distributed “Maintenance Resolution” paying particular attention to humidity and temperature requirements of the homeowners.

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

- Move forward with the break out of the maintenance and repair expense to the crawl space of Building B and the rough finish remediation work to unit B9.
- Repair the leak in the garage of unit C2.
- Check the status of the dehumidifier in Building C.
- Repair the privacy chain on the fire escape at the Building B storage room.
- Discuss with Harbor Landscaping the policy at Harborside to not use blowers on the parking surface.
- Revise the alterations and additions policy to include a cover letter to homeowners and the new alteration form developed by the law firm of Marcus, Enrico, Emmer and Brooks.
- Move forward with the separation of water lines between unit B7 and B8.
- Finish touch up painting at the utility doors of Building D .
- Obtain pricing from Osgood Painting to refurbish the street side of Building A.
- Repair rust stains on the right hand side of the entry to unit C2.
- Forward a set of the Harborside Rules and Regulations to the owner of unit A3.

- Repair bedroom ceiling in unit C6/C7, which was damaged by a water leak.
- Prepare an updated 2006 performance to budget for immediate review by the Board. Also forward to the Board a sample of the 2006 Annual Meeting package.
- Discuss seagull situation with John Garibotto in unit D5.
- Prune pine tree at C entry.
- Rewire the hallway light outside units D4 and D5.
- Follow up on the new lighting fixtures for the D Building hallway.
- Ensure that the Harborside Rules & Regulations (approved November 2004) are forwarded to the renters of B2.
- Follow up to determine whether a practical location could be identified for a bicycle rack.

16. ADJOURNMENT

The next meeting of the Harborside Condominium Trust Board of Trustees will be held July 5, 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: Dock Committee Meeting Minutes
 Dock Rules and Regulations
 Parking Rules

HARBORSIDE CONDOMINIUM TRUST
PARKING RULES/REGULATIONS
NOVEMBER 2004

E. Motor Vehicles

E1. All vehicles belonging to Unit Owners or Residents, or those belonging to their guests or their occasional employees (including cleaners, repairmen, and delivery persons) shall be parked in a manner so as to not impede access to or from the driveways, garages, carports, and the designated parking areas of the Harborside Residents. Additionally, all vehicles must be parked within the designated parking place "lines" and comply with the "compacts only" signs.

E2. Residents are authorized one or two parking spaces as specified in the Unit Owner's deed.

E3. Visitors should plan to park elsewhere unless they shall be here for only a short period of time (less than three hours). If a visitor will be here longer, their vehicle must have a "visitor sign" with the Resident's Unit Number printed on it displayed on the front dash, and the Resident must park his or her vehicle elsewhere (i.e., the combination of the Resident's and the visitor's parking cannot exceed the authorized parking spaces for that Unit).

E4. All Residents must "register" (i.e., notify and list) their vehicles with the Harborside Condominium Management Company and display a parking sticker on the left rear window or left rear bumper of their vehicle. Alternative display of vehicle stickers must be approved by the Trustees. Parking stickers may be obtained from the Trustees or the Parking Committee

E5. The parking area shall be used only for the parking of approved private passenger motor vehicles displaying current license plates, inspection stickers and being maintained in proper operating condition so as not to be a hazard or nuisance by noise, exhaust emissions or appearances.

E6. An approved vehicle shall be any conventional passenger vehicle, including; (whether bearing commercial plates or not) sport utility vehicles, passenger vans, mini-vans, and private pick-up trucks, motorcycles or any such vehicle that the Trustees may determine through Rule, for the personal use of the Unit Owner or Resident entitled to use said Parking Space and their immediate family. Prohibited from parking in the parking areas are all other vehicles including but not limited to; trucks 1 ton or larger, equipment burdened pick-up trucks and vans (excepting passenger vans with luggage racks), vehicles bearing advertising or signage, recreational vehicles, mobile homes, trailers (whether capable of independent operations or attached to an automobile or other vehicle), boats, watercraft of any kind, vehicles too large to fit into the marked boundaries of a single parking space, and any unregistered vehicle, except with the written consent of the Trustees and for the parking from time to time of commercial vehicles providing services at Harborside Condominium.

E7. Vehicles must be able to be moved for snow removal purposes. If any Unit Resident vehicle owner shall be absent from his or her Unit for more than a 24 hour period during the months of November through March, he or she must leave a set of vehicle keys with the Management Company, a Trustee or another Unit Resident who shall be available to move that vehicle if necessary for snow removal.

E8. No mechanical vehicle maintenance (e.g., oil changes) is permitted in the Common Area parking lots nor carports and garages.

E9. The Trustees may levy fines of \$25.00 for violations of parking rules, and may, if necessary, resort to having violators' vehicles towed at the owner's expense.