

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

June 2008

A meeting of the Harborside Condominium Trust Board of Trustees was held June 4, 2008. In attendance were Trustees Warren Hendriks, Don Nowland and Jim Walters. A quorum was present.

1. MOTIONS

The following motions were approved unanimously:

- To accept the May 2008 Trustee Meeting Minutes as written.
- To accept the May 2008 Financial Statements.

2. ANNUAL MEETING

The 2008 Annual Meeting of the Harborside Condominium Trust will be held August 5, 2008 at 6:00 pm at the Boston Yacht Club. A formal notification and meeting packet will be posted to all Harborside residents no later July 15, 2008.

3. EMAIL ADDRESS

If you are not receiving Harborside notices (such as the recent parking notice) please forward your current email address to markwoodmgt@hotmail.com.

4. LAWSUIT UPDATE

A trial date of August 6, 2008 has been set in Arrigo vs Harborside Trust.

5. HARBORSIDE WEBSITE

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

User Name: owner
Password: hs08

In an effort to streamline communication with Harborside residents and to lower mailing postage expenses, the Board is considering more use of the website designed by Bart Jones. This matter will be discussed in detail at the upcoming 2008 Annual Meeting.

The Board also approved the reimbursement to Bart Jones for the Web Host invoices that Bart has been covering for the last three years. The Board will continue this policy of website funding.

6. LEASING PROTOCOL

The current Harborside leasing policy is attached to these minutes. If your residence is currently leased and you have not followed the leasing protocol, please review and attend to this matter at your earliest convenience.

If you are planning to lease your residence, please retain this information for your files.

7. PARKING

Below, please find current revisions to the Harborside parking rules and regulations. Please familiarize yourself with these as enforcement will be stepped up during the summer season.

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 **one hour**). 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). It is permissible to ask another Unit Owner or Resident who is not using their parking space if that space may be used for a guest. If that request is approved, the “visitor sign” must reflect the requesting Owner/Resident’s Unit Number as above and the granting Owner/Resident Unit Number in parenthesis, e.g., D-4 / (D-6).

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.

8. UTILITY TAGGING

In an effort to better identify each unit’s water supply, hot water tanks, boilers and electrical meters, Bert Michaud has volunteered to provide the Board with a draft list of utility location and ownership. The Board will then provide contractor support in an attempt to identify the remaining, unlabeled utilities.

9. DOCK REPORT

Bert Michaud gave a brief status reports on the docks indicating that he continues to work with Dave Haley regarding ongoing maintenance items.

10. ROOFS

Markwood Management will obtain roofing inspection reports on Buildings A, B and D for Board review.

11. BUILDING D STRUCTURAL REPAIR LOAN UPDATE

Due to underruns, the building D structural repair project came in approximately \$29,000 under Budget. These savings was recently paid against the loan principal in an effort by the Board to reduce the term of the loan. The Board awaits amortization information from Marblehead Savings Bank and we will forward same to all homeowners.

12. LOCK OUTS

Please remember, if you are locked out of your residence you may contact the Marblehead Fire Department. They will respond to your request for assistance and will find the key to your residence in the knox box attached to the brick wall near the Building B crawlspace entrance.

13. DEFERRED ITEMS

The following items have been deferred:

- Property-wide carpenter ant treatment. If you are bothered by carpenter ants, please contact Markwood Management.

14. RECYCLING

Three homeowners have responded to a request for involvement in a pilot recycling project involving the recycling of paper only. Markwood Management will contact these interested parties regarding scheduling and protocol.

15. MARKWOOD MANAGEMENT will attend to the following:

- Forward a note of apology to the Plauches regarding the management of their deck replacement.
- Paint the newly installed protective pole installed in the corner of the parking area.
- Obtain current leasing information, including telephone numbers and email addresses, for all tenants.

- Follow up with Harbor Landscaping regarding this year's beautification project.
- Assist Warren Hendricks, if necessary, in the removal of the urns from Building A.
- Explain to the current cleaning company the expectations regarding their services at Harborside.
- Obtain further information on the lighting/railing request of the Ray's Unit B1/B4.
- Obtain ownership information regarding a black Volvo that recently appeared in the parking area.
- Ensure that Markwood Management is forwarding all pertinent information to Bart Jones for website placement.
- Ensure the JJ Welch painting of Michaud's deck.
- Inspect and repair seawall lighting and the ground lighting.
- Inspect and repair railing at side of C Building.
- Modify the monthly billing register to include actual assessment payments.

16. ADJOURNMENT

There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting adjourned at 4:30 pm.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held Wednesday, July 2, 2008 at 3:00 pm at the residence of Don Nowland. 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*.
- 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*.

Minutes prepared and submitted by Markwood Management.