

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

JUNE 2013

The June meeting of the Harborside Condominium Trust Board of Trustees (BOT) was held June 5, 2013. In attendance were Trustees Don Nowland, Joyce Raymond and Jim Walters (via phone). A quorum was present.

1. HOMEOWNER ITEMS

Emergency Egress, Building B Fire Escape Redesign:

Architect Walter Jacob has been contracted to finalize the project. The BOT has met with Mr. Jacob and reviewed the proposed fire escape redesigns. Mr. Jacob will get back to the BOT within the next few days. The Board has given Mr. Jacob authorization to talk with town Building Commissioner, Bob Ives.

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

The BOT is scheduled to meet with Mr. Jacob on Tuesday, June 11, 2013 to get an update from his meeting with the Building Commissioner.

B1/B4 Porch Enclosure: Owner Raymond has received permission from the BOT to enclose the porch in front to her unit and add handrails to the entry way. The design of this construction has been approved by the OHDC and has been 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 job is expected to be completed by the end of June, after which time the Building Department will conduct a final inspection..

Recycling Program: Recycling began Tuesday, May 7, 2013.

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 spoke with Tom Anderson, Glover Property Management trash pickup, who will work with the BOT on keeping recyclable materials and trash materials separated.

Management was instructed to remove the basket in Building C that is filled with junk mail as there is no longer a need for this basket; speak with Bart Jones when he returns to strategize how to maximize use of Trash Room space; and have the trash room light be set on a motion sensor..

Reminder: Please follow the recycling guidelines previously communicated, available on the website, and hung on the Trash Room door. Cardboard boxes need to be broken down.

Pine Tree Bldg C: Justin Epstein Masonry has reviewed the area under the pine tree and has reported back the walls are in overall in good condition; there is one joint that shows a bend and will be addressed. The minor cracks will be filled in at the same time.

Trustee Raymond indicated she had heard from several Owners regarding this issue and suggested they forward their information to the BOT along with reports from their architects and/or engineers.

Building A/C Walkway:

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. A proposed plan was presented to the BOT for its consideration. The BOT will review the plan. Any BOT approved plan must also need be approved by the OHDC, Conservation Commission and town Building Department. A permit will be needed and the project may require controlled construction methods.

Bert & Liz Michaud and the BOT met with the Building Commissioner to determine what conditions exist and would need to exist for a refurbishment/renovation of the deck.

The BOT will report separately to Bert & Liz as to their decision.

Building D – Insulation in Crawlspace:

Some of the fasteners that hold insulation in place beneath Building D corroded, the insulation fell and was washed out by storm water beneath the building. The insulation needs to be replaced.

Management will obtain a cost estimate of time and materials for Ken Louf on this project.

2. LANDSCAPING

Management was instructed to have the landscaping trimmed behind Building B cut back; the brush rimmed along the upper driveway (this needs to be coordinated with the Zarelli's).

3. INSURANCE

There has been no further progress from the Town of Marblehead in hiring consultants to work with FEMA and Flood Zone ratings. The BOT hopes that future action from the town will help reduce flood insurance costs.

Dock Insurance: Trustee Raymond has asked Ron De Moraes for an estimate for the cost of replacing docks and gangways. Joyce will contact Harborside's Insurance Agent to change coverage, if necessary.

4. PAINTING

Trustee Nowland spoke with Lead Inspector, Mel Blackman. Mr. Blackman explained the lead inspection report, and in May inspected three units (D4, C6 and B1) at Owners' expense. All three were found not to have any lead issues (the minor issue in B1 was corrected on the spot).

Most of the buildings do not have lead paint present. It appears a few areas in Building C have lead levels above 1.0 and similar levels were found in a few other locations.. Lead paint was not found in Buildings B or D. Mr. Blackman explained the procedures to be taken by painting vendors, including their need to be certified.

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.

Trustees Nowland and Raymond are finalizing painting bids. The top two bidders have been asked for additional information in order to compare the two final bids. The job will be implemented in stages; expecting to start in the fall of 2013 and continuing into next year.

The painting costs will be added into the Budget for 2014.

5. FINANCIAL REPORTING:

Units delinquent more than 60 days are in legal collections with Marcus Errico Emmer & Brooks.

It has always been the BOT'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 the detailed ledger of a delinquent unit, past 60 days to the BOT.

6. DOCK

In addition to solar lights, the HDC is installing new power pedestals. All chains appear to be in excellent condition. The rebar rod that is located underwater about 4 feet east of the C Building has been turned over to minimize any possible danger.

Management was instructed to contact the BYC so that it may inform its tenants of the submerged object.

Owners were reminded to review the Rules and Regulations regarding the use of the docks..

7. PARKING

Prepared and submitted by Lesley Management, Inc.: 6/24/136/21/136/19/13 9:44
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With the summer season, all residents are reminded that guests are not allowed to park longer than “one hour” without removing their vehicle per the HCT rules and regulations.

With the lack of visibility of the parking lot lines, please be as courteous as possible when parking vehicles.

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; 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 the 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.

9. LESLEY MANAGEMENT will attend to the following:

- Follow up and ensure the leak by the door of Unit C2 is addressed by Paul Haggett.
- Have straw basket in Building C that is full of junk mail removed and items brought to recycling bins.
- Further investigate the stack on the B Bldg roof.
- Set up an appointment for General Environmental with Don Nowland as he sees evidence of carpenter ants/bees.
- Continue to clean the drains in the walkway between the B and D buildings and under steps to unit D2-3. [on-going]
- 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.
- Continue to ensure all dryer vents have been cleaned.
- Collect all nominations for the Trustee position election prior to the Annual Meeting.
- Prepare draft letter to owners reference Harborside financial projections (to be sent to owners prior to the Annual Meeting in August).

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

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 4:15 p.m.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held THURSDAY, July 11, 2013 at 3:00 PM at the residence of Jim Walters. All homeowners are welcome 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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