

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

JULY 2012

The July meeting of the Harborside Condominium Trust Board of Trustees was held July 11, 2012. In attendance were Trustees Don Nowland, Joyce Raymond and Jim Walters. A quorum was present.

Also in attendance were homeowners Ron de Moraes, Sandy Erbetta, Bart Jones, and Bill Siddall.

1. HOMEOWNER ITEMS

Emergency Egress, Building B Fire Escape Redesign:

The fire escape drawings have been uploaded to the Harborside Condominium Trust website.

The Trustees (with assistance from Architect Paul Fermano if needed) will have the plans (and alternatives) for the fire escape redesign on hand at the Annual Meeting of Unit Owners.

[From March BOT Meeting] Trustee Raymond requested that Paul Fermano create the R.F.P after final approvals, with final changes by the Board prior to going out for bid. Trustee Nowland will obtain a firm quote from Paul Fermano on cost to prepare R.F.P.

[From June BOT Meeting] Trustee Raymond will prepare a list of possible contractors for this project and forward to Management for Trustees consideration and approval.

Water & Sewer Charges:

Currently, the water and sewer charges for Buildings B (with the exception of Unit B10) are paid by the owners while water and sewer charges for other units are part of common areas costs. While this is consistent with the By Laws, it has resulted in accounting inconsistencies. The options for addressing the problem are: (1) to install individual meters in Buildings A,C and D or (2) to administratively change the billing information with the Town thereby making all water and sewer costs a common expense. This option would also require a By-Law modification.

As an interim solution, it was agreed that all water and sewer charges will be paid for by the Association effective July 1, 2012. Management was instructed to contact Marblehead Water & Sewer and make appropriate changes. In the meantime, Management will obtain a cost estimate to install separate meters for individual units.

Draft coming from C1 into C4: The draft may still be causing a disturbance. Management will have maintenance set up a second appointment with owners.

Drain Cleaning: [From June BOT Meeting] Homeowner Michaud confirmed there is a drain at the base of the stairs on the left hand side that needs to be cleaned out especially when they are away.

Management will continue to monitor and confirm drain is cleaned out monthly.

Landscaping: Unit Owner Segee has requested, at her expense, to remove hydrangea plants and put in a "zeroscape". The Board has approved this request and Management will contact Landscapers to coordinate work with Owner Segee.

Deck Door Replacement: Owner Erbetta provided paperwork to replace deck door. BOT signed Addition/Alteration Improvement Form.

2. INSURANCE

Trustees believe the limit on the Master Insurance Policy is adequate. However, the Trustees, at their own expense, will have an appraisal done on their units. The objective of this assessment will be to confirm the values of the home owner policies are comparable and up to date.

Trustee Joyce Raymond will coordinate appointment.

3. PAINTING

Management will contact vendors and review areas to be painted. Proposals will be received and reviewed by the BOT for consideration for a Fall Project.

Trustee Walters suggested it is time to think of the 4-5 year plan, where each year a building is done and the painting is done every 4-5 years in rotation.

Management will continue to obtain spot painting estimates for board consideration. At this time the areas in need of services are: A-Building west side, , C-Building, D-Building South Side.

4. HDC

All owners are encouraged to re-read the HDC Rules & Regulations. The Rules & Regulations are in place for the better enjoyment of all residents. These policies must be followed.

Owners/residents are cautioned there is a pole or steel rod in water near the border between Harborside and the BYC. This could possibly impale someone if fallen on. The HDC will coordinate its removal.

Trustee Nowland asked Owner de Moraes to send financial information for the financial letter for the Annual Owners Meeting.

BOT will work with the HDC on notification to BYC of loud noises.

5. CHIMNEY INSPECTIONS:

Management to follow up on all owners whose chimneys have not been inspected.

6. FINANCIAL REPORTING:

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

Management will adjust detail of Loan Checking Account to include all payments made for review at the monthly Board meetings.

7. 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; repair of low areas in the parking lot; seal coating and lining of parking lot; composite refurbishment of the north dock; the addition of blue stone at the C Building entry, and replacement of Building B rear foundation flashing.

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.

8. ANNUAL MEETING: The date for the Annual Meeting of Unit owners is scheduled for August 7, 2012 @ 6:00 at the Boston Yacht Club. A notice will be sent to all owners accordingly.

9. LESLEY MANAGEMENT will attend to the following:

- Confirm keys to all units are in Knox lock box; prepare a draft policy letter for the use of the Knox box.
- Obtain cost to have one fire extinguishers boxed in and recessed - for discussion at Annual Meeting
- Place a metal storage locker for paint supplies in the storage-electric room of Building B. [on hold]
- Have maintenance relocate / remove extra paint cans in Building B/D Storage room.
- Continue to clean the drains in the walkway between the B and D buildings and under steps to unit D2-3.
- Follow up with owner of D6 on the repairs/services completed to date.
- Send out reminder email to turn in original Trustee Ballot to Management prior to Annual Meeting of Unit Owners.
- Have timers adjusted ... and obtain cost of motion sensors/photo cells vs. timer and forward to Board for consideration.
- Ensure all chimney cleanings are complete.
- Continue to secure all outstanding tenant lease information. If necessary, draft a letter for the Trustees review requesting the information.

- Management to coordinate with property owners behind the B Bldg with respect to necessary tree trimming
- Management was instructed to follow up with Attorney Aronson on the collections on the recovery of expenses for services to Unit B9. [on – going]
- Contact B3 Unit Owner to determine source of a water leak and make repairs.
- Work with Bart Jones to update the website.
- Work with Trustee Nowland to prepare documents for the Annual Meeting.

10. HARBORSIDE WEBSITE

For your information, the website is: www.harborsidecondos.net
User Name: owner
Password: peace

11. ADJOURNMENT

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

ANNUAL MEETING: The date for the Annual Meeting of Unit owners is scheduled for August 7, 2012 @ 6:00 at the Boston Yacht Club. A notice will be sent to all owners accordingly.

There will not be a regular monthly Trustees Meeting. Next monthly meeting will be September 5th at 3:00 PM.

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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