

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

JULY 2013

The July meeting of the Harborside Condominium Trust Board of Trustees (BOT) was held July 11, 2013. In attendance were Trustees Don Nowland, Joyce Raymond and Jim Walters. A quorum was present.

Also in attendance were homeowners Jon Curtis, Bart Jones, Bill Siddall, Ron DeMoraes, and Bert & Liz Michaud.

Our friend and neighbor, Helen Coolidge (D1) passed away Wednesday morning, June 26, 2013. We will miss her friendly greetings and caring manner. A reception in her honor will be held at the Boston Yacht Club on August 17th. Details will be distributed as we get nearer to that date.

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 alternatives. 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.

A more detailed update will be provided at the Annual meeting of Unit Owners.

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 is being 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.

An additional support bracket is being fabricated and will be done shortly. After completion of job, the Building Department will conduct a final inspection.

Recycling Program: The recycling program has been successful at HCT.

- Management will purchase and deliver (3) more large blue recycling barrels
- Management contacted Hiltz Disposal regarding twice weekly pick up of recycling between May 1 and October 1 but was informed their recycling truck was in the area only once a week. We will continue to monitor this item.
- Management was instructed to purchase and have delivered the shelving unit for small blue totes as agreed by the BOT.

- Management will also follow up with Wire4Hire on changing the trash room light to be on a motion sensor only.

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.

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 not received any reports or further information from Owners who previously communicated with the BOT on issues with this pine tree.

Management will follow up with Justin Epstein in the suggested August time frame and obtain a priced proposal of services.

Building A/C Walkway and Building D Roofs:

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:

Owners Bert & Liz Michaud presented a proposal to BOT for consideration to replace their existing decking with composite materials.

As the deck outside units D2/D3 is common area, the job must be conducted by the Trust. All applications and permits must be taken out in the HCT name. As such, the BOT must approve the construction company, the architects, and any other vendor working on the project.

Owners Bert & Liz Michaud will select the architect and contractor and be financially responsible for all costs associated with the replacement of the deck; including but not limited to the construction costs, the architectural costs, and permits. Owners Bert & Liz Michaud acknowledge that some unforeseen expenses may unfold during the renovation and will be responsible for these costs as well.

A BOT liaison will be selected within the next week and will be communicated to Owners Bert & Liz Michaud. This liaison will be the point person for the BOT and will work with the Michaud's overseeing the project.

Building D – Insulation in Crawlspace:

Some of the fasteners that hold insulation in place beneath Building D corroded, the insulation fell and were 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. Project is deferred until after the September BOT meeting.

2. LANDSCAPING

Management was instructed to contact Bob Storch and have him price out the replacement of the blue hydrangea by unit D1 and replace it with a red/pink hydrangea plant.

3. INSURANCE

There has been no further progress from the Town of Marblehead in hiring consultants to work with FEMA and Flood Zone ratings. Trustee Raymond will schedule a meeting with the Town of Marblehead in September. An update on Insurance will be provided at the Annual Meeting.

Dock Insurance: Trustee Raymond reviewed the Dock Insurance Coverage. There is coverage for \$59,000 in replacement costs. This amount is adequate for both Docks.

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 lesser 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 reviewed 5 proposals and found 2 proposals, Neptune Painting and Preserve Services, met the selection criteria for price, schedule, manpower and experience. The BOT went back to these two companies with additional questions. The BOT will conference call next week at which time a decision will be made on the vendor.

The painting 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.

Trustee Raymond will meet with the Old & Historic Commission to seek approval to replace the railing system in Unit B3 with composite materials.

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 asked to look at the water & sewer charges with accounts numbers 13-4380, 13-4391, 13-4390 as the charges for these account were significantly higher than all others.

6. DOCK

In addition to solar lights, the HDC has installed 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.

Everything that has to do with the gangways is done and complete with the holding pin for the south gangway done.

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

7. PARKING

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. ANNUAL POT LUCK GATHERING:

The Annual Harborside Condominium Pot Luck Gathering has been planned for Thursday, August 15, 2013 @ 6:00 PM; Lower Level Parking Area. Please refrain from parking in the designated parking area after 2:00 PM on that Thursday.

10. LESLEY MANAGEMENT will attend to the following:

- Have the vent in the exterior door to Building B Mechanical Room cleaned monthly.
- Order and have installed a new mailbox placard for Unit B2.
- Contact new owners Curtis & Reich and confirm contact information may be included and distributed on the Harborside Condominium website.
- Confirm all the directories and email distribution lists are current with new owner information.
- Purchase and deliver (3) more large blue recycling barrels.
- Purchase and have delivered the shelving unit for small blue totes as agreed by the BOT.
- Re-forward paperwork from Marblehead Bank to Trustee Nowland for signatures.
- Follow up with Wire4Hire on changing light in Trash Room to be on a motion sensor only.
- Contact Rick Bettencourt to fix lights along the sea wall, excluding the light beneath the flag pole, as that one will be replaced at a later date.
- Management will confirm there are no new flower pots on the rubber membrane on deck of unit D6.
- Follow up with owner Woodman re: stack pipe on B Bldg roof and forward to BOT.
- Collect the Trustee position election ballots prior to the Annual Meeting.
- Prepare copies for the Annual Meeting.
- 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 tenants 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.

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 4:50 p.m.

Due to the Annual meeting of Unit Owners on August 6th, there will be no Harborside Condominium Trust Board of Trustees meeting held in August 2013.

ANNUAL MEETING: The date for the Annual Meeting of Unit owners is scheduled for August 6, 2013 @ 6:00 at the Boston Yacht Club. All owners are encouraged to submit their signed ballots to Lesley Management for election of Trustee James Walters as soon as possible. A notice will be sent to all owners accordingly.

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