

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

AUGUST 2005

A meeting of the Harborside Condominium Trust Board of Trustees was held, August 3, 2005. In attendance were Trustees Liz Michaud, Don Nowland and Jim Walters. A quorum was present.

1. MOTIONS

The following motions were made and approved unanimously:

- To accept the July 2005 Board of Trustees meeting minutes as written.
- To accept the July 2005 financial statements with the following actions:
 - Explain to the Board the \$1,648.51 credit to the "Legal" expense line.
 - Explain to the Board why there were no insurance payments made in the months of January and July 2005.
 - Contact Trustee Nowland regarding the \$36 balance on his account.
 - Insure that Markwood Management is sending monthly notices to delinquent homeowners.

2. HDC

- The Harborside Dock Committee is currently discussing the rental of dock space. The HDC has met regarding this issue and a number of questions regarding temporary rental are being discussed. Once a firm policy has been determined, all homeowners will be notified.
- Bob Segee is obtaining a second price for dock repairs and will notify the Board of Trustees upon obtaining that pricing. It was noted that some repairs should be done immediately, i.e. re-nailing of the dock surface.
- Ron de Moraes will respond to Bert Michaud's July 25 correspondence regarding temporary dock space rental.
- **Owners and residents are reminded again of the important safety rule that all children under the age of 12 must wear a life preserver at all times when on the dock.**
- Trustee Walters has volunteered to be the 2006 HDC member from the Board of Trustees.
- All homeowners are encouraged to consider volunteering as Dock Committee members for the 2006 year. There are two open positions for 2006. Please forward your interest, in writing, to Markwood Management.

3. CONVEYANCE FEE

The Board discussed the general concept of the feasibility of a conveyance fee for the Harborside Condominiums as well as different methods of establishing such a fee. This included a discussion regarding the desirability of seeking to build up reserves in anticipation of large capital expenditures (e.g., painting) or to plan to rely on special assessments at the time of the expenditures. No decision was reached and the Board will continue this discussion at the September meeting.

4. LIGHTING

Trustee Nowland to form a Lighting Committee to resolve the illumination issues around the property.

5. EMERGENCY CONTACT INFORMATION

All homeowners recently received an emergency contact form from Markwood Management. Thank you to the many who have taken the time to fill out and return the form to Markwood.

To those of you who have not returned the emergency contact form, please do so at your earliest convenience as it is imperative that this information be easily accessible in the event of an emergency.

6. NORTH RETAINING WALL

The Board agreed to table the north retaining wall repairs.

7. ENCROACHMENT

The Board of Trustees agreed to contact Roger Fowler of Gregory Street to acknowledge items brought to the Board's attention in Mr. Fowler's September 2004 correspondence. The Board will acknowledge that the fence installed by Roger Plauche is a) not permanent and can be removed for access to Mr. Fowlers residence and b) that a determination of the exact boundary needs to be made.

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

- Obtain a Certificate of Compliance from the Conservation Commission regarding the recent completion of the seawall project.
- Continue to work with Osgood Painting to complete the remaining four items on the painting punch list. Those items are: installation of one downspout in walkway between buildings B and D, re-nail a board on the deck of unit #D1, paint the sideboard and the fire escape underside at unit #D2/3 and re-secure the cable wire at the front of building B.
- Immediately replace the mats removed from the entry to B building and to B storage.
- Present the Abbott maintenance proposal to the Board.
- Assure that Trustee Nowland has been reimbursed for the BYC Annual Meeting charge of \$100.
- Obtain from Bartlett & Steadman a written report of their recent gas line inspection.
- Contact Ted Moore regarding his 4 Gregory Street property and the need for a fence to prevent the small children living there from falling off the ledge behind that residence.
- Repair B building rot at the entryway, rear crawl space, rear windows and storage area.

- Contact the owner of #B10 requesting an application to install steps from their rear entry to the B building stoop.
- Respond to recent correspondence from unit #B9 regarding condominium document information and account status. Include updates on B9 entry door and exterior light.
- Obtain an independent evaluation of the property to ensure that the property is appropriately valued for insurance purposes.
- Forward deposit from reserve account to Osgood for the refurbishment of the area between buildings A and C with the understanding that this work will begin approximately October 1.
- Replace all damaged flags.
- Continue to investigate the payment of quarterly laundry commissions from Mac Gray Laundry Company. Also, provide information regarding the SMK Co. monthly payments to Harborside of \$30.

9. The next meeting of the Board of Trustees will be held at 3:00PM, Wednesday, September 7, 2005 at the residence of Trustee Don Nowland, #D4.
10. There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting adjourned at 6:00 PM.
11. Minutes prepared and submitted by Markwood Management.