

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

SEPTEMBER 2012

The September meeting of the Harborside Condominium Trust Board of Trustees was held September 12, 2012. In attendance were Trustees Don Nowland, Joyce Raymond and Jim Walters. A quorum was present.

Also in attendance were homeowners Helen Coolidge 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 BOT has a scheduled meeting with Bob Ives to (1) request a waiver for 2nd means of egress off deck and / or (2) obtain permission of use of a retractable ladder.

Trustee Nowland reiterated that the Old & Historic Commission approval of fire escape drawings was conditional on 100 % unit owner approval of plans; of which we do not have at this time.

Water & Sewer Charges:

All invoices effective July 1, 2012 received by management. The invoices continue to be in individual unit owner's name, but are mailed directly to management for payment.

Management will obtain a cost estimate to install separate meters for individual units; using Trustee Nowland and Trustee Walters unit. The 3rd Amendment to the Master Deed is on hold pending cost estimates for individualizing meters.

[From July BOT Meeting] ...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.

Parking: All owners are reminded to follow the parking regulations as outlined in the Harborside Rules and Regulations (available on the Harborside Website). In addition, vehicles should not be parked in the fire lane at the entrance to the property, as it makes it difficult for vehicles entering and exiting the property.

Gas Grills: All owners/residents are reminded that neither charcoal nor propane grills are permitted. Natural Gas Piped grills are allowed with prior written approval from the Board of Trustees. Please refer to HCT Rules and Regulations Section B7 for important information regarding use of gas grills.

There was a concern that the BYC tenants have a charcoal grill next to gas containers. Jeanne McKeon contacted BYC. Trustee Nowland will follow up with Jeanne to see what response was given.

Draft coming from C1 into C4: Management was instructed to contact owner McKeon and confirm whether or not a draft was still being felt in unit.

Drain Cleaning: Management will continue to monitor and confirm drain at the base of the stairs on the left hand side of Owner Michaud's unit is cleaned out monthly.

Landscaping: Management was instructed to have the ivy vines taking off of rear of the A-Building; coordinating with the BYC; have the growth removed from the North Retaining wall; have the pine tree trimmed down outside unit C6/C7, per Carpenter & Costin report.

2. INSURANCE

Trustees are reviewing the coverage amounts on the Master Insurance Policy.. The Trustees, at their own expense, will have an appraisal done on their units. The objectives are to confirm the values of the home owner policies are comparable and up to date and there is adequate coverage under the Master Plan.

Trustee Joyce Raymond is working with Appraiser Gary Fidrych on individual evaluations.

Flood Insurance: Management continues to refer individual home owners and their lending agents with flood insurance questions and limit requirements, specific to homeowners lending agent, to Mark Bettencourt @ John Walsh Insurance Agency.

3. PAINTING

The painting proposals received and reviewed by the BOT will be addressed at the October 2012 BOT Meeting. Management was instructed to obtain an updated proposal from Aulson Company for better comparison.

Management was instructed to have buildings tested for lead.

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.

Although the HDC has decided not to extend the gangway this year, the BOT asked Trustee Walters for an overall assessment of both the gangways and docks. [Note: Since the BOT meeting, the HDC has provided an explanation as to why the gangways need to be replaced. A plan is in effect to install replacements next spring.]

The BOT has also requested an update on all items including but not limited to chains, floats, etc. from the HDC.

It was confirmed that the gangways will require replacement this year. Trustee Nowland noted that HTC was granted a 30 year license which regulates the size and location of the docks and gangways. He can forward a copy to the HDC, if needed.

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. LESLEY MANAGEMENT will attend to the following:

- Confirm keys to all units are in Knox lock box.
- Obtain cost estimate to install separate water & sewer meters for individual units.
- Relocate Joanne Woodman's fire extinguisher back to original position or more suitable location
- Have the ivy vines taking off of rear of the A-Building; coordinating with the BYC
- Have the growth removed from the North Retaining wall Have the growth removed from the North Retaining wall; coordinating with the BYC.
- Have the pine tree trimmed down outside unit C6/C7, per Carpenter & Costin report.
- Have buildings tested for lead
- Have Aulson Company prepare more complete proposal for painting services
- Continue to clean the drains in the walkway between the B and D buildings and under steps to unit D2-3 [on-going]

- Follow up with owner of D6 on the repairs/services completed to date. Concern of water seepage especially around the fire place.
- Follow up with owner of D6 on the repairs/services completed to date. Concern of repairs to and water seepage especially around the fireplace.
- Have timers adjusted ... {BOT did not approve upgrade at this time to motion/photo sensor]
- Ensure all chimney cleanings are complete.
- Continue to secure all outstanding tenant lease information.
- Management was instructed to follow up with Attorney Aronson on the collections on the recovery of expenses for services to Unit B9. [on – going]
- Work with Bart Jones to update the website.
- Ensure the budget decisions and options for repair and maintenance for the remaining year are presented at future BOT meetings.
- Defer installations of lighted exit signs until further discussions with the insurance company.
- Check with the Town on the viability and costs associated with recycling.

9. HARBORSIDE WEBSITE

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

10. ADJOURNMENT

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

The next meeting of the Harborside Condominium Trust Board of Trustees will be held Wednesday, October 10, 2012 at 3:00 PM at the residence of Don Nowland. All homeowners are welcomed 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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