

HARBORSIDE CONDOMINIUM TRUST

BOARD OF TRUSTEES MEETING

NOVEMBER 2006

A meeting of the Harborside Condominium Trust Board of Trustees was held November 1, 2006. In attendance were Trustees Warren Hendriks, Don Nowland and Jim Walters. A quorum was present.

1. MOTIONS

The following motions were approved unanimously:

- To accept the Minutes of the October 2006 Trustee Meeting with the following changes:
 - Change the bank loan amount in Section 1, bullet 3 from \$40,000 to \$45,000 and change the Special Assessment amount in Section 1, bullet 4 to \$45,000.
- To accept the October 2006 financial statements.

2. BUILDING B CRAWLSPACE MOISTURE PREVENTION

Paul Bergman of Bergman Associates is preparing a stamped wall design drawing and construction affidavit which will be forwarded to the Marblehead Building Inspector. Once this has been reviewed by the Marblehead Building Inspector, a building permit will be issued and moisture prevention work will begin in the Building B crawlspace. This common area work is scheduled to be completed no later than January 1, 2007.

Markwood Management will update the Board of Trustees daily regarding the process of obtaining the building permit to ensure that the schedule is maintained.

3. LOAN FOR BUILDING B CRAWLSPACE MOISTURE PREVENTION

The Board of Trustees has approved an increase in the loan amount from \$40,000 to \$45,000. This increase is driven by the need to hire an engineer to provide the Town of Marblehead with a stamped crawlspace wall design and a final sign off on the project.

The Board of Trustees has received a loan commitment letter from the Marblehead Savings Bank, is reviewing the terms and conditions of the loan, and has asked Markwood Management to confirm certain proposed loan conditions. Markwood will contact the Board immediately with answers to their questions.

Markwood Management will also forward to all homeowners the approved loan information and notice of Special Assessment which will begin January 1, 2007.

4. FINANCIAL UPDATE

The Board continued its monthly, in depth review of the financial status of the Harborside Condominium Trust, noting that maintenance/repair and legal expenses continue to project a slight overrun for fiscal year 2006. The anticipation continues that underruns in other areas will offset these overruns and that a balanced 2006 budget is attainable. Markwood Management was strongly encouraged to continue managing to a balanced budget. Markwood Management will notify the Board of any issues with respect to balancing the budget.

Trustee Nowland will draft a letter to the homeowners regarding the projected 2006 year end financial performance and a revised 2007 budget.

5. HDC REPORT

As indicated in the October 2006 Trustee Minutes, the HDC has requested that the Board approve an early release of the Trust's annual contribution to the HDC for 2007. The HDC requests that this contribution be made in April 2007 instead of December 2007. This matter has been tabled until the HDC provides the financial rationale for this request. It was also reported that Dave Hailey will inspect the moorings before the docks are put in place next spring.

6. CARBON MONOXIDE DETECTION

All Harborside homeowners have received notice from Markwood Management that in accordance with state law, they must install carbon monoxide detectors in their residences no later than March 31, 2006. Please remember to contact Markwood Management once you have complied with this requirement.

7. ADDITIONS AND ALTERATIONS POLICY

The Board of Trustees is reviewing the revised Additions and Alterations Policy in an attempt to make it more "user friendly." Trustee Nowland will draft a letter to cover the Additions and Alterations Policy. The policy that will be forwarded to all homeowners.

8. HARBORSIDE WEBSITE

Recent use of the Harborside website indicates some outdated information. Trustee Hendriks will work with Webmaster, Bart Jones, to update the Harborside website.

The website is: www.harborsidecondos.net

User Name: owner

Password: data2006

|

9. CHIMNEY CLEANING

Many thanks to all of you that have taken your time to have your chimneys inspected and/or cleaned and forwarded that information to Markwood Management. Markwood Management will continue to work with the one remaining homeowner who has yet to complete the inspection process.

10. MARKWOOD MANAGEMENT will attend to the following:

- Set up an Executive Meeting by conference call with Attorney Swierczynski on November 20, 2006.
- Based on the new Master Insurance Policy, confirm that the Harborside Condominium Trust has the proper amount of property damage coverage to ensure 100% coverage in the event of a catastrophic loss of all buildings.
- Obtain from Serve Pro the quarterly crawl space inspection reports as well as a written interpretation of Serve Pro's applied standards for visible mold. This information to be sent to the Board of Trustees for review.
- Have the walkway lights between Buildings B and D repaired.
- Hold off on the reinstallation of the Seagull Prevention Device on Building D.
- Have all gutters and downspouts reinspected and cleaned where necessary.
- Have the recently installed cable wire removed from the walkway side of Building B.
- Forward Attorney Aronson's opinion regarding chimney flues and boilers to the Board.
- Schedule in January 2007 with Keyspan the cleaning and servicing of all heating systems located in the common utility rooms of Buildings B and C.
- Contact the owners of Units D3 and D6 to determine if their heating systems have been inspected within the last five years and, if not, inform them that they must do so prior to December 31, 2006.
- Complete the painting of Building A railings.
- Place the sand barrel.
- Sanitize trash room.
- Adjust timers.
- Replace the burned out bulbs in the D Building hallway.

11. ADJOURNMENT

The next meeting of the Harborside Condominium Trust Board of Trustees will be held Wednesday, December 6, 2006 at 3:00 pm at the residence of Trustee Nowland, Unit D-4. All Homeowners are encouraged to call in to the meeting using the following conference information:

- Please call 1-866-393-8073.
- You will be prompted to enter the meeting number *1169611*.

Minutes prepared and submitted by Markwood Management.