

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

November 5, 2008

A meeting of the Harborside Condominium Trust Board of Trustees was held November 5, 2008. 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 October 7, 2008 Trustee Meeting Minutes as written.
- To accept the October 2008 Financial Statements.

2. EMAIL ADDRESS

If you are not receiving Harborside notices by email, please forward your current email address to markwoodmgt@hotmail.com.

3. HARBORSIDE WEBSITE

For your information the website is: www.harborsidecondos.net

User Name: owner
Password: hs08

In an effort to streamline communication with Harborside residents and to lower mailing postage expenses, the Board has approved more use of the website designed by Bart Jones. Trustee Nowland and Bart Jones will be updating the website information.

4. INSPECTIONS OF FOUNDATIONS

The engineering firm of Bergman & Associates has inspected Buildings A, B and C for foundations/crawlspace conditions. A report of found conditions was reviewed by the Board. The report indicates minor repairs in Buildings A,B and C. Markwood Management will obtain pricing for this work.

5. UTILITY TAGGING

In an effort to better identify each unit's water supply, hot water tanks, boilers and electrical meters, Bert Michaud has volunteered to provide the Board with a draft list of utility location and ownership. Trustee Nowland will discuss this list with Bert. The Board will then provide contractor support in an attempt to identify the remaining, unlabeled utilities.

6. BOILER INSPECTIONS

Bartlett and Steadman Plumbing has completed the inspection of all boilers located in the common areas. The inspection results have been sent to all homeowners with boilers in the common areas. If your boiler requires maintenance, please have the work done at your earliest convenience and forward the results to Markwood Management. For owners with heating systems in your units, contact Bartlett and Steadman to schedule inspections at the group rate.

7. FOUR GREGORY STREET EASEMENT

The Board continues to review the terms and conditions of the Four Gregory Street Easement.

8. FUTURE PROJECTS

The following maintenance projects are proposed for the 2009 fiscal year:

- Replacement of B Building roof – \$16,500
- Repair of D1 and D2/3 decks. Markwood Management will obtain pricing for this work, expecting to use composite material.
- Repair/replacement of C5 entry masonry – \$4,900
- The possible installation of security keypads to replace existing locks on common doors – approximately \$650 per door.
- Repair of buildings A,B,C foundations/crawlspaces. Markwood Management to obtain pricing.
- West side of Building C landscaping – This project has been deferred and will be revisited in 2009.
- Repair low spot in parking lot – This work will be done when the parking lot surface is refinished.

9. FINANCIAL UPDATE

The Board reviewed the current financial status of the Harborside Condominium Trust in detail. Markwood Management will forward to the Board a current Performance to Budget, as well as a draft of the 2008 year-end homeowner letter and an updated 2009 Budget (to include dock insurance and dock utilities, as well as any increases for maintenance repair and landscaping).

10. MARKWOOD MANAGEMENT will attend to the following:

- Ensure annual Condominium Common Element Fees payment of \$5400 to the Harborside Dock Committee account.
- Continue to work with Units A1/A2 and D6 to obtain chimney cleaning confirmation.

- Forward correspondence to the Unit B9 owners requesting that they attend to the following:
 - Obtain retroactive approval from the Trustees for recent construction activity within the unit.
 - Maintain Unit conditions as indicated in the Harborside Condominium Trust Maintenance Resolution. These conditions include: minimum temperature of not less than 55 degrees Fahrenheit; clean and dust surfaces in the Unit; and, not block or cover heating or ventilation ducts.
 - Obtain approval from the Harborside Condominium Trust Board of Trustees for any future unit modifications.
 - Abide by the Harborside Condominium Trust Rules and Regulations, as amended.
- Investigate what utilities are involved in the Four Gregory Street easement grant and the approximate cost to relocate them.
- Contact Keyspan in an effort to obtain information regarding gas meter change outs and offer assistance to help Keyspan in this endeavor.
- Remove any unused venting from Building B crawlspace and ensure all openings into Unit B9 are closed or covered up.
- Discuss the Rhino Shield product with Osgood Painting. If a feasible product, obtain pricing information.
- Move to winter storage flower pots located between buildings B and D.
- Proceed with the Historic Commission approval for the replacement of building B roof.
- Discuss with the D1 owner the insulation reimbursement payments.

11. ADJOURNMENT

There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting adjourned at 4:00 pm.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held December 3, 2008, at 3:00 pm **by conference call**. 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*.
- 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*.

Minutes prepared and submitted by Markwood Management.