

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

November 2009

A meeting of the Harborside Condominium Trust Board of Trustees was held November 4, 2009. In attendance were Trustees Warren Hendriks, Don Nowland and Jim Walters. A quorum was present.

Also in attendance were homeowners Bert Michaud and Ron deMoraes.

1. MOTIONS

The following motions were approved unanimously:

- To accept the October 2009 Trustee Meeting Minutes as written.
- To accept the October 2009 Financial Statements.

2. HDC UPDATE

Ron deMoraes indicated the floats would soon be removed by Dave Haley. The Board continued to temporarily defer the north dock renovation project until the dock has been removed from the water. At that time the Board will inspect the current condition of the north dock with discussion at the December Trustee meeting.

3. HARBORSIDE WEBSITE

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

User Name: owner
Password: lucky09

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. Markwood Management and Bart Jones update the website information monthly.

4. DEFERRED PROJECTS

Deferred projects – B Building roof replacement. D1, D2/D3 deck refurbishment (pending cost estimates). Repair of low areas in parking lot. Seal coating and lining of parking lot.

5. MARKWOOD MANAGEMENT will attend to the following:

- Obtain estimates for deck repairs to the front of D Building. Sutton Construction and Paul Haggett have given proposals to Markwood Management and Markwood awaits proposals from Viking Construction and the RJL Corporation. Markwood must also check on the need for permitting and approval of the Old & Historic Commission.
- Forward a copy of the B6 Bartlett & Steadman boiler report to Ron deMoraes.
- Continue to follow up on all heating system inspections.
- Explain Trustee Nowland's expense questions regarding legal, office and cleaning.

- The Board of Trustees has asked for an explanation as to why carbon monoxide detection cannot be added to the existing common area fire system. Markwood will obtain an answer for this question from Pinanski Electric and present same to Board at the December meeting.
- Move forward with the painting of D Building hallway woodwork.
- Prepare year end projections for Board review at the December meeting.
- Update the Board as to the status of D2/D3 stairway lighting.
- Obtain email address for Alex Brown, the C4 tenant. Also obtain new owner information for unit B10.
- Proceed with the collection of delinquent fees from one unit owner.
- Replace trash room light bulb.
- Install no parking sign in the last compact space.
- Move sand barrel to appropriate location.
- Ensure Harbor Landscaping has removed common area planters for the winter.
- Clean out Building A storage.
- Purchase a locker for common area paint supplies.
- Adjust the C Building storage room door so it closes properly.
- Locate the owner of the screens being stored in the C Building boiler room.

6. ADJOURMENT

There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting adjourned at 3:45 pm.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held **November 25, 2009, at 3:00 pm** by conference call. All Homeowners are encouraged to call in at 3:00 pm for this meeting.

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.