

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

OCTOBER 2014

The October meeting of the Harborside Condominium Trust Board of Trustees (BOT) was held Tuesday, October 7, 2014. In attendance were Trustees Jon Curtis and Leslie de Moraes and via phone Jim Walters. A quorum was present.

Also in attendance, were homeowners Joyce Raymond, Bill Siddall, Liz Michaud, , David & Marianne Gold, Roger Plauche, Nancy Segee, and via phone, Chuck and Muffin Zoubek, Dianne Reich, and Allain Brunais.

The Board of Trustees Meeting was recorded via FreeConference.com for archival purposes and to assist in preparing the minutes for the meeting. All participants in person and via phone were notified of such recording prior to meeting and as owners joined via conference call, during the meeting.

1. HOMEOWNER ITEMS

Building C Storage Room: On September 22, 2014 the storage area of Building C was tested for high moisture levels. During the inspection, mold was visible inside the storage bins. ServPro of Salem Peabody Marblehead has been contracted to perform the remediation. The rescheduled mold remediation date is Thursday, October 16, 2014. In addition, Wire4Hire has been contracted to install a slow moving fan in the Storage area of Building C as well as Storage area of Building B, as a precaution.

If necessary, the storage area will be tested immediately following the remediation and Owners in Building C will be notified accordingly.

Owner Gold asked about air venting into the common area and suggested a grate be installed from the door into the common hallway. **Note: upon inspection of door, there is already a grate on the door.** In addition, 6" of the individual storage doors will be removed from the bottom to allow for air movement to help prevent further mold growth.

All owners are reminded to NOT place any items next to the furnaces and to be careful to not place anything in the storage bins that would promote/breed mold.

Emergency Egress, Building B Fire Escape Redesign: As a part of the reconstruction of Building B, code compliant fire egresses are required by the Marblehead Building Department and Building Commissioner. Peter Pittman (architect), Jon Curtis, and Bruce Paradise met and reviewed plans for the reconstruction and egress.

The Zoning Board of Appeals approved the variances for egress on balconies and stairs with requirements of a geotechnical study on rock ledge at the foundation of Stair 1 and along the excavation for new water line. The Trust will engage in a geotechnical engineer as required by the ZBA. The next step for the BOT is to obtain pricing on these egress balconies.

From David & Marianne Gold:

- o Concerned the BYC is storing flammable liquids in the building directly adjacent to Building C and asked that the BYC install some protection to the buildings by working with the Marblehead Fire Department. The Board of Trustees received a response from the BYC stating they acknowledge the HCT's concern due to the recent fire. In addition, it is the policy of the BYC to not allow storage of any flammable items in this building. In addition, they would take this opportunity to remind their members of storage restrictions. On Monday, August 11, 2014, the BOT met with Captain Mike Porter and discussed the use of a water curtain or another water suppression system in this area. Captain Porter advised the BOT that he did not feel this would be effective given the amount of heat that would be needed to set off the suppression system, the building would be engulfed in flames. Owner Gold disagreed with Captain Porter's assessment and offered to discuss in further detail with the BOT when he returned September 1, 2014.
- o Owner Gold supports the installation of a sprinkler system in all buildings. The BOT is waiting on price for the installation of water line to Buildings of C & D as well as a price to run water lines up the stairwells of both buildings. Each building can share a water line from street but need their own systems once they reach the building. The fire protection service vendor is considering all options such as wet systems, etc.
- o Requested that the roof above their sliding glass door be inspected and repaired. **Completed.**

North Retaining Wall: The BOT met with Peter Hermann, structural engineer, and reviewed the South East corner of the Sea Wall and the North Retaining wall (the wall on the rear side of the connector between Building A/C). The most critical area is the small section between the carport and Building C. The wall in this area looks like it is being held up by an electrical conduit box. Peter Hermann and the BOT went into the basement of Building A and found there was a large cement foundation installed to reinforce the retaining wall. Peter Hermann returned for a clearer understanding of what is there and suggested that the wall be repaired independent of 20-22-22 ½ Lee Street. The work will be done in two phases: (1) minor maintenance in late Fall/early Winter contained within the budgeted amount and additional work in Year 2015. Paul Hagget has been asked to obtain multiple quotes from masons. The following process will be followed: remove soil and plant matter, remove loose gravel and grout, pressure wash area, and pack in grout using a flexible mortar.

Trustee de Moraes cautioned much of this project will need to be brought before the Conservation Commission due to proximity of harbor.

B7 Deck: There were 5-6 holes in decking. When inspecting deck more thoroughly Paul Haggett found 80 % of decking to be rotted. The BOT decided to replaced deck with composite decking. The door to unit B7 needs to be replaced and moved up. Paul Haggett was asked to come up with a suggestion.

B8 Deck: The rotted boards on this deck have not been addressed at this time. The joists are so rotten; they would not be able to hold new nails or screws.

2. INSURANCE

Flood Insurance: The renewal notices for the Flood Insurance have been received with a modest increase over prior year's; ~ 3.38%.

Insurance Committee, met with Mark Bettencourt, John Walsh Insurance Agency, on October 6, 2014. There was a reprieve this year for the renewal on the Flood Insurance policies but there is the indication that the rates will go up. It is important that all measures be taken to ensure a LOMA is filed to move building A and Building B out of the "VE" Flood Zone and ensure the lowest rate possible for these buildings. Trustee Curtis will follow up with Peter Ogren

The Flood Insurance Policy increased from \$5,000 to \$50,000, a 1000% increase over the last 2 years.

The Master Policy has been renewed with Travelers with a 15% increase in premium. The Ordinance or Law Coverage remains at \$25,000. At this time Travelers will not increase the limit on the Ordinance or Law Coverage knowing there are still code upgrades on the remaining 3 buildings.

The renewal is pending the completion of the following items:

- o Travelers mandated that all doors which enter into a common hallway be 20 minute fire rated. The doors in Building D have been replaced and have been signed off on by the Building Inspector. The doors in Building C are in process and will be completed well within the December 31, 2014 deadline.
- o Bartlett & Steadman Plumbing terminated all gas lines to grills and removed from service, with the exception of Unit D4 and Unit D5, as these lines also service their gas fireplaces.
- o In late 2012 the property was inspected for lead paint. A report was received in early 2013. Allow these minutes to place all owners on notice that there are a few places that showed elevated levels of lead paint: The corner boards and some trim on the front of Building A; Some of the windows on the first floor of Building C; Trim around door of Nancy Segee's unit. Since there are no children living at the property under the age of 6, Travelers originally did not require additional notification be done. Currently the Board is seeking clarification on the notification Travelers is now requiring. Note: as of the time of this meeting, the Board was still waiting on clarification.

Owner Gold questioned when will Buildings A&C be on Central Monitoring? The BOT has placed this on a list of upgrades to be considered after the Renovation of Building B has been completed.

3. PAINTING

Neptune Painting services has completed about 2/3 of the painting project. The painting project has been adjusted slightly from the original estimate of \$25,000 to \$29,770. CH Ritt (Neptune Painting) has assured the Trust that the final costs will be under \$30,000.

There is a hold back amount left on payment to Neptune Painting pending final approval. The railings on the back of the deck of A1/A2 & A3 and the caps were not painted. Management will confirm whether or not these were in the original scope of services and advise BOT. Owner Reich offered to paint caps herself. Owner Bill Siddall advised painting 2 coats when wood is raw, then 1 additional coat after winter.

4. BUILDING B FIRE UPDATE:

The contract between Harborside Condominium Trust and Paradise Construction was signed at the beginning of September at \$1,315,444.34.

In addition, there is a change order (#1) for the Building B Mechanical room at \$49,830. There is a problem currently being reviewed whereas the current Mechanical Room is too small for the number of boilers in it. There is another change order (#2) to remove the flooring of Unit B10, install insulation, replace flooring in the amount of \$ 5,000.

The current contract Value is \$1,370,274.34.

The reconstruction has begun with: limited installation of subfloor and demising walls in Unit B5-B6; the start of the installation of the sprinkler system; agreements have been signed with three out of the four owners desiring changes, and the 4th agreement signed with reconstruction of "in-kind".

The Trust will be going back before the Old & Historic Commission to obtain approval on (6) windows.

5. FINANCIAL REPORTING:

Units delinquent more than 60 days are in legal collections with Marcus Errico Emmer & Brooks. It has always been the BOT's position to not comment on individual delinquent accounts, but confirmed that owners that fall behind are being charged late fees according to the HCT Rules and Regulations and legal collection efforts are initiated when necessary.

Owner Reich asked if the 2015 Budget has been set. The BOT is finalizing the budget and expect to have it to all owners by Friday, October 10, 2014. Trustee de Moraes advised the Budget will included Reserve Allocations for both short and long term projects and is ~ 5% increase from the fees of the last quarter of Year 2014. Owner Siddall asked if there was a competitive analysis done in nearby condominium properties. The BOT and Owner Raymond advised it would be difficult to do a true comparison based on the variances between Harborside and neighboring condominiums.

6. PARKING

The Zoning Board of Appeals will require alternate parking be enforced. Vendors have been instructed to shuttle their workers into the property and not park on Lee Street. Owner Nowland was asked to speak to the BYC on behalf of Harborside to see if parking is available either at cost or no cost to residents at Harborside. An update on this option will be provided upon receipt.

Owner Michaud asked what can be done when parking on Lee Street is unavailable during winter months. Owners will need to make arrangements.

7. HDC

The electric pedestals and the solar lights have been removed. Hoses will come out shortly. The docks are expected to be pulled out after the Columbus Day Holiday, perhaps ~ October 20, 2014.

8. DEFERRED PROJECTS

Due to current financial conditions, the following projects continue to be deferred: D-1/D-2/D-3 deck refurbishment; seal coating and lining of parking lot; composite refurbishment of the north dock; addition of blue stone at the C Building entry; and replacement of the ceiling at entrance to Building C and by Trash Room with bead board or exposed beams.

9. LESLEY MANAGEMENT will attend to the following:

- Have Paul Haggett replace the rotted flooring in the storage units before mold remediation.
- Have the deteriorated stones at entry to unit D2/D3 repaired prior to winter.
- Have the door in Building A Storage Room, that is not closing, fixed.
- Remove the disconnected gas pipe from Storage Room in Building A.
- Have the boiler room in Building A cleaned out of broken bottle and other debris.
- Have MacGray service the dryers – to change them from running for 99 minutes.
- Have the winders on the window in the laundry room replaced. [On P. Haggett's list.]
- Contact Paul Haggett to inspect and report back on the condition of the door and threshold of unit B7.
- Obtain a price to replace the common area glass window in Building C and forward to BOT for consideration. [On file].
- Continue to clean the drains in the walkway between the B and D buildings and under steps to unit D2-3. [On-going]
- Continue to secure all outstanding tenants lease information.
- Follow up with Attorney Aronson on the recovery of expenses for services to Unit B9. [On-going]
- Continue to work with Ron deMoraes to update the website.
- Have the vent in the exterior door to Building B Mechanical Room cleaned monthly.
- Determine what is causing the excessive water run-off behind the D Building.

10. HARBORSIDE WEBSITE

Ron deMoraes has updated the Harborside website to a new more user friendly site. Please use the website.

For your information, the new website is: www.harborsidecondos.info

Password: MHD2401945

11. ADJOURNMENT

There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting adjourned at 4:50 p.m.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held Wednesday, November 5, 2014 at 3:00PM at a location to be determined. All homeowners are welcomed to attend.

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