

# HARBORSIDE CONDOMINIUM TRUST

## TRUSTEE MEETING MINUTES

**JUNE 2014**

The June meeting of the Harborside Condominium Trust Board of Trustees (BOT) was held Tuesday, June 10, 2014. In attendance were Trustees Don Nowland, Jon Curtis and Jim Walters. A quorum was present.

Also in attendance, were homeowners Joyce Raymond, Bob Alves, Bill & Deanne Siddall, and Ron & Leslie de Moraes, Bert & Liz Michaud, Dianne Reich, Nancy Segee, Dottie Martin, and Bart Jones, and via phone, Chuck Zoubek and Roger Plauche.

### **1. HOMEOWNER ITEMS**

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. Architect, Bob Zarelli, has been designing the egresses, which have been approved by the Old & Historic Commission. Paradise Construction has prepared a rough cost estimate of \$270,000 for the egress.

Deck replacement D-2/D-3: Owners Bert & Liz Michaud asked Management to have the rotted wood in their deck identified and repaired. In addition to the rotted wood repair, the window trim and door trim will be caulked. Services will be addressed by Paul Haggett.

Trustees reviewed the scope of services with Paul Haggett. Haggett has found a product, Lumberock, that he feels will be a good solution to the repairs needed. In order for Paul to properly replace the rotted deck boards, the granite bar and counter space needs to be removed.

Management was instructed to follow up with Paul Haggett, obtain a sample of the product and priced proposal.

#### From David & Marianne Gold:

- 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. Trustee Nowland has spoken to the BYC and raised this issue to the Commodore. Trustee Nowland is waiting on BYC to respond to letter given to them, and will try to obtain a response at the next BYC meeting, scheduled for June 11, 2014.
- Owner Gold supports the installation of a sprinkler system in all buildings. Once the sprinkler system is approved for B Building, the Trustees will review costs for installing such a system in other buildings.
- Requested that the roof above their sliding glass door be inspected and repaired. Leak appears to be from the deck of Unit C-6/7. Paul Haggett installed a temporary repair over the slider. Haggett suggested re-pitching the decking away from the building, when the weather warms.
- The light fixture was re-secured to the side of building.

North Retaining Wall: Over the winter months, probably in March, the south west section of the north retaining wall, adjacent to Building A, had a small rock slide. Peter Ogren, Hayes Engineering, visited site and provided recommendations. Portions of the wall also need to be re-pointed. The Trustees also spoke to owner Ted Moore, who provided a referral for this work. At this time, the foundation of Building A does not

appear to be compromised, although Owner Dianne Reich believes that some movement in her unit occurred over the winter.

The retaining wall next to Building C has evidence of failure. A repair must be done, but an engineer needs to inspect this area of the wall to determine the best approach. There will be possibly be shared expenses with the BYC, and a land survey will need to be done to establish property lines.

The next step is to request inspections and repair estimates from at least three engineering firms. Don Nowland will coordinate this effort

## **2. INSURANCE**

Flood Insurance: It appears the national flood insurance program will be put on hold for now. It is unclear what this means for 2014 flood insurance rates. FEMA reclassified Harborside's property in 2013 from Zone C to Zone VE. We have hired Hayes Engineering to determine whether part of our property can be reclassified out of the VE category. Our current flood insurance premium is \$45,030, but the BOT is projecting an \$8,000 increase when renewed later this year. The BOT will continue to monitor the political process with respect to the flood insurance law.

Jon Curtis met with Peter Ogren to confirm whether or not a letter of map amendment for Building B is necessary. The map amendment would not benefit buildings A or D, but the seawall is not listed as high as it on the map and will need to be corrected. FEMA has delayed the financial impact on certain policies.

The next step is for Peter Ogren to obtain the proper history which would support a LOMAR application. The new map shows 2 buildings (A/C and B/D) and not 4. This also needs to be corrected even though the policies are written as 4 separate policies. Trustee Curtis will follow up with Peter Ogren.

The Master Insurance Policy with Travelers is up for renewal on October 6, 2014. It is unclear at this time whether or not Travelers will continue to insure HCT or a new carrier will be needed. The BOT will continue to update owners on any insurance changes, but is projecting a premium increase of \$6,000, based on an increase to the Law and Ordinance portion of the policy.

From Owner Reich: Can the HCT change the coverage under the Master Insurance policy, restructuring it so that Homeowners are responsible for studs in? Answer: The HCT By-Laws would need to be amended.

In addition, Trustee Walters stated that the BOT is willing to conduct a complete review of the Master Deed, Declaration, and By-Laws, including but not limited to percentage ownership and insurance.

## **3. PAINTING**

Neptune Painting services has begun the painting project and will follow the order: Building A, Building D, then Building C. Trustee Raymond in follow up to her May 2, 2014 request, asked that no painting items be left in the Building A storage area, or near the furnace. Management will speak with Neptune.

The painting project has been adjusted slightly from the original estimate of \$25,000 to \$29,770. Trustee Nowland has spoken with CH Ritt (Neptune Painting) and is assured the final costs will be under \$30,000. The painting project is currently about 2/3 completed.

Management was instructed to follow up with Wire4Hire to fix the hallway circuit which was blown during painting project in Building D.

## **4. BUILDING B FIRE UPDATE:**

**The BOT is updating owners/residents regularly. Please forward any questions to the BOT.**

Travelers insurance company and our public adjuster, Panakio, continue their settlement talks. A meeting scheduled for last week with Travelers Lead Adjuster Gerry Alferi, his boss, Panakio Adjusters and the BOT was postponed. The BOT is hoping for a rescheduled meeting later this week or early next.

Trustee Curtis began with stating that the Roof and windows were approved by the Old & Historic Commission last week.

Last Friday, via Bob Ives, Marblehead Building Commissioner, the BOT learned that Bob Zarelli had resigned from the Building B Fire Reconstruction project. Mr. Zarelli's recent Field Report #6 to Mr. Ives implied unsafe conditions within Building B. As a result of his resignation and subsequent report, Mr. Ives and Captain Porter, Marblehead Fire Dept, has scheduled a meeting for Wednesday, June 11, 2014 with the BOT and Paradise Construction. Paradise Construction installed additional lighting and fire extinguishers, even though in previous written communications, Mr. Zarelli had noted there were no unsafe conditions present.

McBrie Engineering is governing the controlled construction at this time. Trustee Curtis is working on obtaining a new architect who will be responsible for obtaining the drawings from Mr. Zarelli, finishing the drawings, stamping these designs, and bringing them to the Building Commissioner and the Zoning Board of Appeals. Although it may be a little challenging to hire the architect mid-construction, the BOT does not see difficulty once hired to seeing this project to the end.

Paradise Construction is committed to completing the project.

The Town has deemed that there is not enough water supply to support the sprinkler system and adjustments need to be made.

A preliminary pricing of the steel for the fire egress suggests that the pricing on the fire egress will be less than initially anticipated. The BOT will continue to work on this and will update owners on final pricing once drawing have been completed, approved, and priced.

**During the meeting, the BOT was called and informed that East Boston Savings Bank has approved the loan application for \$900,000.**

Owners Raymond and Michaud have suggested a meeting to share information they have learned from their own personal insurance carriers so that the BOT and management can send notices of assessments that will be recognized and honored by individual home owner policy carriers.

## **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.

Trustee Nowland presented that the budget was being adjusted mid-year. The primary reasons for the adjustment are the following:

- Ordinance or Law Coverage of \$6,000: the BOT is including an increase to Law and Ordinance coverage in the Master Policy.
- Flood Insurance of \$8,000: the BOT is expecting an increase, but will not know actual amount until mid-July.
- North Retaining Wall of \$20,000: the BOT's estimate to repair the portion of the retaining wall near Building A.

- Repayment of two personal loans from Year 2013 of \$20,000.
- Painting of \$5,000: Over-budget due to additional requested work.
- Trash Pickup of \$5,100: Non-invoiced services from Year 2013, expected to be bill in Year 2014.

This yields an increase of ~20-25%, with a condo fee increase or special assessment expected on August 1, 2014. The BOT will take into consideration giving owners the option to pay their portion of the increase in one payment or spread payments. Further information will be forwarded.

From Owner Raymond: Will the BOT consider creating a capital improvement list with estimated prices? Will the BOT be able to advise owners status of this request at the Annual Meeting of Unit Owners scheduled for July 22, 2014?

## **6. PARKING**

Attached are the preliminary Parking Rules during the Building B Reconstruction period. Once the parking rules are finalized, your cooperation in following the guidelines is appreciated. It is expected that these rules may be "relaxed" on Sundays.

Trustee Nowland asked that owners forward any suggestions on how to adjust parking rules.

## **7. HDC**

The BOT is continuing to defer the annual Trust Contribution to the HDC from December 2013. The ability to pay the contribution will be reviewed at the July BOT meeting.

## **8. DEFERRED PROJECTS**

Due to current financial conditions, the following projects continue to be deferred: D-1/D-2/D-3 deck refurbishment (currently under consideration); 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 Wire4Hire fix the lighting in the planters as they are not working.
- Send out reminder to return Trustee Vote.
- Have the winders on the window in the laundry room replaced.
- Have Attorney Aronson create a Non-Smoking Amendment and forward to BOT for consideration. **[on Hold]**
- Have deck repairs done outside Unit D2/D3, as well as caulking services. **[Paul Haggett is working on product and pricing]**
- Contact Paul Haggett to inspect and report back on the condition of the door and threshold of unit B7. **[Ensure work is completed in the summer]**
- Obtain an updated estimate from Paul Haggett on pending repair work.

- Obtain a price to replace the common area glass window in Building C and forward to BOT for consideration.
- 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.
- Schedule a semi-annual check of keys in the Knox Box. **[Scheduled for June 2014]**

#### 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](http://www.harborsidecondos.info)

**Password:** MHD2401945

**Ron and Leslie deMoraes were thanked for their funding of a Harborside "history project," which will soon be available on the website. And, for the historical plaque that will be mounted at the entrance to the property.**

#### 11. ADJOURNMENT

There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting adjourned at 5:00 p.m.

*The BOT will announce the date/time and location for the regular July Trustees Meeting.*

**ANNUAL MEETING:** *The Annual Meeting of Unit Owners is scheduled for July 22, 2014. Owner Liz Michaud offered Unit B2/B3 as a location of Annual Meeting.*

#### **NEW CALL IN INFORMATION:**

Please join us by conference call by calling 1-866-393-8073. You will be prompted to enter the meeting number **\*8509647\***.

If you are the first to arrive at the meeting site, you will be prompted to enter the "moderator code". The moderator code is **\*8529\***.

#### **Attachments:**

Preliminary Parking Procedures

**Harborside Condominiums**  
**Temporary Parking Rules – During B Building Reconstruction**

**During reconstruction of the B Building, expected to take several months, Harborside driveways and parking lots will be stressed by construction vehicles, scaffolding, and stored materials.**

**Accordingly, the following parking rules will go into effect upon notification that the reconstruction period has begun and stay in effect until notification that reconstruction has reached a point where these rules are no longer required:**

1. All Residents (Owners & Renters) are permitted to park only one vehicle in the lots (upper & lower) at a time. This applies regardless of the authorized number of parking spaces for their unit(s). The 2<sup>nd</sup> (or additional) vehicle must be parked elsewhere off the property.
2. If a Resident has a garage or carport, the one authorized vehicle will be parked in that carport or garage.
3. No guest parking will be permitted. No “loaning” of parking spaces will be permitted. However, in unusual circumstances, the resident may park a substitute vehicle as long as they are present at the property, have notified a member of the Board of Trustees, display a Harborside “Guest” pass, and verify that that this is the sole vehicle parked in the lot.
4. Vehicles belonging to service employees and companies (including taxi/limo drivers, cleaners, repairmen, and delivery persons) will be permitted for “drop offs” and “pickups” only.
5. If a Resident is going to away for an extended period of time (greater than 2 days), we ask that person to please park his/her vehicles elsewhere off the property until he/she returns. Residents with garages or carports will be permitted to park there when away.
6. Also, if a Resident will be staying here, but not needing their vehicle for long periods of time (greater than 2 days), we ask that he/she park their vehicles elsewhere off the property.
7. All Residents must “register” (i.e., notify and list) their vehicles with the Lesley Management Company and display a parking sticker on the left rear window or left rear bumper of their vehicle. Alternative display of vehicle stickers must be approved in writing by the Trustees. Parking stickers may be obtained from Lesley Management or Don Nowland.
8. All vehicles shall be parked in a manner so as to not impede access to or from the driveways, garages, carports, the designated parking areas of Harborside Residents, and construction access points. Additionally, all vehicles must be parked within the designated parking place “lines” (as best possible) and comply with the “compacts only” signs.
9. The Trustees may levy fines of \$25.00 for violations of parking rules, and may, if necessary, resort to having violators’ vehicles towed at the owner’s expense.
10. All other parking rules in the Harborside Rules & Regulations will remain in effect.

Thank you for your patience,

The Trustees