

Special Trustees Meeting
June 18, 2014

Those in attendance: Jim Walters, Jon Curtis, Leslie de Moraes, Bert and Liz Michaud, Joyce Raymond, Bill and Deanne Siddell

On the phone: Roger Plauche, Chuck and Muffin Zoubek, Dottie Martin

1. Review the actions of the Trustees, Walters and Curtis, taken on 6/17/14.
 - (A) Accepted the resignation of Don Nowland, effective immediately.
 - (B) Appointed Leslie de Moraes as interim Trustee, pending completed vote on June 30, 2014.
2. Reviewed proposal from Paul Haggett regarding D Building shingled wall. Shingles and nails were shown to have significant water damage, rotting and rust. Haggett's proposal was revised upward from \$1600 to \$2800 due to the condition of the wall and shingles.
Approved unanimously by the board on 6/17/14.
3. Reviewed alarm proposal from Wayne alarm.
A central alarm system for B Building is required by the Marblehead Fire Department. There are two possibilities for the alarm system. The less expensive option up front would be to install an alarm that uses two telephone lines. But, in the long run, we would be required to maintain the phone lines indefinitely, a much more expensive proposition in the long run. The second option is a radio frequency control panel which is more money up front, but would be less expensive in the long run. The fee for the monitoring service would be the same amount for either choice: \$105/quarter.
No action was taken on this item in the 6/17/14 meeting.
The trustees voted unanimously to install the radio frequency alarm system, rather than the one relying on telephone lines. The total cost for equipment and installation would be \$1,662.27 plus the monitoring fee.

Several questions were raised...

- (A) Can the other buildings be hooked into the same system, or do the buildings need separate alarm control panels and separate monitoring fees? The answer is the buildings need separate control panels and monitoring fees.
- (B) Will it reduce our insurance policies to monitor all buildings? No by very much.
- (C) Joyce Raymond suggested that the Marblehead Fire Department would be making changes in the system they use for central monitoring. (Jon Curtis spoke with Captain Mike Porter on Monday and there are no planned changes for the town's system.)

The Board deferred the radio monitoring systems for the other buildings.

4. Bill Siddell had no remarks but wanted to verify that the ownership percentages were the same today as they were the last time the Master Deed was amended. They are.
5. Jim brought up the subject of undivided ownership percentages and Dianne Reich's concerns that they were not fairly based. The Trustees said they would look at setting up a committee to look into the ownership percentages. Once the committee was formed, the Trustees would send out a notice asking for volunteers.

Bill Siddell wanted to inquire as to whether or not this was a "time bomb" issue. The Trustees said they would consult with legal counsel regarding the issue.

6. The Trustees elected Jon Curtis as Chairman and Leslie de Moraes as Secretary/Treasurer in accordance with the Declaration of Trust.
7. Liz Michaud (?) asked what level of expenditure would require the expense to be brought back to the full board for a vote. The Trustees said they would be addressing that very soon.
8. An increase in the fidelity insurance was addressed. Leslie de Moraes was tasked with communicating with Mark Bettencourt regarding the cost of an increase.
9. Harborside Committees

- (A) The Dock Committee is a standing committee.
- (B) The Ownership Percentage committee would be on call.
- (C) The Insurance Committee was formed to address the insurance issues confronting Harborside. The scope of the committee includes the Master, Flood and Dock policies as well as setting up workshops to deal with owners' insurance requirements with regard to the fire. Leslie de Moraes will be the Trustee on the Committee, and Jon Curtis will serve ad hoc regarding flood insurance issues. Joyce Raymond and Liz Michaud will also be serving on the committee.
 - (i) Jon Curtis shared that the proposed flood maps showed the flood line being drawn between D&B Buildings, through a small part of C and A Building is completely out of the VE designated area. This is good news because only two of the buildings are now in the VE flood zone, not all four.
 - (ii) LOMA will be submitted after 7/14/14.
 - (iii) Chuck Zoubek asked if one building is in the higher premium zone, would all four buildings be charged the higher premium.
 - (a) Though B and D Buildings and A and C Buildings are connected by decks and carport roofs, they are not considered to be one building. In order to be classified as one building, they must have a common roof and a common foundation. All four buildings have separate roofs and foundations.
 - (b) Harborside also has 4 separate flood policies; one for each of the buildings, and that could be helpful in establishing with FEMA that we have four separate buildings

- (D) Some committees which still exist will be sunsetted, but the Trustees have not yet determined which ones.

- (i) Safety Committee (standing)
- (ii) Aesthetic Committee (on call)
- (iii) Parking Committee (standing)
- (iv) Landscaping Committee (standing)
- (v) Recycling Committee (on call)

10. C Building Clapboards

Paul Haggett estimates the cost for replacing the rotted clapboards on the east side of C Building will cost around \$2375. The Trustees will look into how much of that work was included in the original project contract.

The Lee Street side of A Building work was included in the original estimates.

11. The North Retaining Wall

The Board has received a proposal from a mason about the work to be done in order to prevent a complete the north retaining wall from further deteriorating.

The Board feels a broader approach to fixing the wall must be taken. The Board will hire an engineer to determine the scope of the work, determine the how critical various portions of the wall are, and help select a contractor to do the work.

12. Roger Plauche asked if the new architect for the B Building project, Peter Pittman was in communication with Bob Zarelli. The answer was that Peter Pittman was waiting to hear from Bob Zarelli about whether he would be able to get the drawings in CAD form. Bob Zarelli needed to check with his insurance company regarding liability before agreeing to release them. (Since the meeting, Bob Zarelli graciously agreed to provide the CAD to Peter Pittman.)

13. Update on Travelers

- (1) Jon spoke with Harvey Rowe, the Public Adjuster for Harborside, regarding where we are in the process of the insurance settlement. Travelers ordered the adjuster, Alfieri and the consulting contractor for Travelers, MacGruder, to revisit the submitted claims and proposed settlement. The Board is waiting for their revised proposal.

- (2) There is no action on the stove, but Travelers has it in secure custody.

- (3) Travelers is not admitting the roof was damaged by the firefighters and insists that the roof's flashing was deliberately bent for drainage.

14. B Building Construction Update

- (A) The replacement of the roof has begun. They are replacing the ceiling joists to comply with Law and Ordinance. The Board will do its best to segregate out those costs for the insurance companies.

- (B) Regarding permits for the rest of the building...the construction will be done in two phases.
 - (C) The Board is awaiting a proposal for the replacement of the water line for the sprinkler system. It will be adequate for the ultimate sprinkling of C Building, but waiting to see about D building. Bert asked if they would be digging up the driveway.
 - (D) Deanne Siddell asked about the allotment of money for the affected homeowners.
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- 15. Zoubek said he could only hear 20% of the call. Ron de Moraes is looking into a new speaker phone and conference call system.
 - 16. Joyce Raymond asked about what to do regarding vehicles of workers not working on B Building's reconstruction. They must park outside and be shuttled in.
 - 17. Leslie de Moraes reminded everyone to check the website for updates, general information and the history of Harborside.