

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

SEPTEMBER 2014

The September meeting of the Harborside Condominium Trust Board of Trustees (BOT) was held Wednesday, September 2, 2014. In attendance were Trustees Jon Curtis and Leslie de Moraes. A quorum was present.

Also in attendance, were homeowners Joyce Raymond, Bill Siddall, Liz Michaud, Bart Jones, David & Marianne Gold, Roger & Sally Plauche, Nancy Segee, Dottie Martin, Bart Jones, and Dianne Reich, and via phone, Chuck and Muffin Zoubek and Ron de Moraes.

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

Thank you to Ron & Leslie de Moraes for the new sign at the entrance to the Harborside Condominium Trust property on Building A.

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 Package has been delivered to the Zoning Board of Appeals and the meeting is scheduled for August 23, 2014 @ 7:45PM.

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. Trustee Nowland has spoken to the BYC and raised this issue to the Commodore. 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. Once the sprinkler system is approved for B Building, the Trustees will review costs for installing such a system in other buildings.
- o 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. Serv Pro went into Unit C3 after temporary repairs were done to check for elevated moisture levels. The only elevation was along the ceiling under the C-6 roof/wall joint. Paul Haggett has removed and replaced the decking, properly pitching it away from the building. The new railing system is in process of being installed. After next good rain, Serv Pro will return and retest for elevated levels of moisture.

Owner Gold thanked the BOT for quick repair on the rotted porch.

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) maintenance in late Fall/early Winter and more work in Year 2015. In addition, the BOT and owner Gold will be looking at the drainage immediately outside the Unit C-3 bedroom, where water pools in the lower section.

Management was instructed to have the gutter system looked at immediately over this side of building and ensure the downspouts are clear of debris.

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 replace deck with composite decking. The door to unit B7 needs to be replaced and moved up.

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 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%.

Peter Ogren will continue to work on the LOMA application to ensure four buildings and the Sea Wall are corrected on the map. Trustee Curtis will follow up with Peter Ogren.

The BOT was notified Travelers will renew the Master Insurance Policy for 2014-2015 with an expected increase to the premium of ~10%-15%. A PowerPac will be included which includes Ordinance or Law Coverage, but is expected to be at same limit as current year (\$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 Building department stated code requires 90 minute doors and Bob Ives has stated they need to be 60 minute doors. Any door on a unit that leads to the common hallway but will be sprinklered, only needs a 20 minute door. The doors will look identical from the hallway despite different fire ratings. Paul Haggett finalized pricing, approved by the BOT and notification was sent to owners affected by this change. Paul Haggett installed the door in Unit D6; which took about 1 day. He assumes the first would take the longest and is anticipating completing installation of remaining doors a little bit faster.

Owner Gold asked if an upgrade would be possible. The BOT agreed that the doors in the common hallway will need to be similar in appearance and the 4 units in building C would need to agree to the upgraded door and be responsible for any costs over the agreed upon pricing with Paul Haggett. A suggested door needs to be presented to the BOT no later than Monday, September 8, 2014. Trustee de Moraes affirmed that these doors must be installed by December 31, 2014 or Travelers will cancel coverage.

Management was instructed to resend letter with door specifications to Owner Gold.

- 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. 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.

The Insurance Workshop was very productive. The BOT is working on the letter with Attorney Janet Aronson which will satisfy the requirements of individual homeowner insurance policies. Trustee de Moraes will schedule another meeting soon.

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. H Ritt (Neptune Painting) has assured the Trust that the final costs will be under \$30,000.

Owners are asked to look at the areas painted and advise management of any missed spots.

Owner Reich advised that the railing on the back of the deck and the caps were not painted.

4. BUILDING B FIRE UPDATE:

Travelers insurance company and our public adjuster, Panakio, are nearing the end of their settlement talks. Travelers have agreed to pay \$925,000 to HCT (\$900,000 for fire and \$25,000 on code upgrades). *Owner Liz Michaud asked if the Trust is still trying to get more money from Travelers.* The BOT intends to move forward with the reconstruction and then file with Travelers additional claim amount with proof of invoices of what was actually spent.

Paradise Construction pulled the Building Permit on August 18, 2014. Bob Ives will be the person signing off on all permits.

Bruce Paradise and the BOT have met with three out of the four unit owners and changes will be done on Thursday, September 3, 2014. Peter Pittman is almost done the changes on drawings he has received to date.

Work has begun and walls between units are being put up.

The fire suppression system will be going in first, starting in the crawlspace under Joyce's unit, then to entry of building, then to the individual unit. The plumbing will follow and then the electrical. The interior walls within the units will be erected after all plumbing and electrical work has been completed.

All plumbing will be replaced in the Building B Mechanical Room. The floor to unit B10 will need to be removed to access the crawl space where new insulation will be laid down, and then a new subfloor and flooring will be installed.

The contract with Paradise has been finalized with the small exception of the Allowances.

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.

The BOT is currently working on the 2015 Budget but need the renewal quotes on both the Flood and Master Insurance policies before presenting to owners.

6. PARKING

The Revised Parking Rules during the Building B Reconstruction period remains in effect until further notice. Your cooperation in following the guidelines is appreciated.

7. HDC

The Trust will pay the deferred annual Trust Contribution to the HDC from December 2013 as part of the temporary condominium fee increase.

The docks are squeaking a little bit more than usual. Ron de Moraes has contacted Dave Haley and he is expected to lubricate the gangway plates in the near future.

Owner Liz Michaud voiced her concern with the boats on the Dock during the recent storm. Trustee de Moraes stated the boats are rocking but they are not pulling on the docks.

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 Management was instructed to have the gutter system looked at immediately over this side of building and ensure the downspouts are clear of debris.
- Have MacGray service the dryers – to change them from running for 99 minutes.
- Send reminder notice on the Temporary Condominium Fee Increase to Owners.
- Schedule a common area clean out with reminder to owners to remove any personal items.
- Contact CH (Neptune) to remove any paint left in any storage rooms.
- Schedule opening of Knox Box with Jon Curtis to place keys for access to Building B **Done.**
- 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. **[Ensure work is completed in the summer]**
- 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 4:25 p.m.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held Tuesday, October 7, 2014 at the C6/C7 residence of James Walters. All homeowners are welcomed to attend.

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Attachments: