From: "Mark W. Livermore" <markwoodmgt@hotmail.com>
Subject: **Homeowner Package November 2008**
Date: November 26, 2008 2:23:29 PM EST
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Attachments: 3 Attachments, 95.5 KB Save

HARBORSIDE CONDOMINIUM TRUST

26 November 2008

Letter to Harborside Owners – 2008 Financial Projections and 2009 Budget

Dear Harborside Owners,

The purpose of this letter is to provide an update of the 2008 year-end Budget projections and to present the 2009 Budget and new Common Element Fee Schedule (please see attached). We’ve also attached the Snow Removal Policy for this coming winter season.

2008 Financial Projections – Due to a number of unexpected expenses, we are projecting an overrun in the 2008 Operating Budget of $4,876 or just over 3%. While we projected a balanced Operating Budget at the Annual Meeting in August, we encountered some additional costs in the second half of the year. We have fully funded the $25,000 annual Reserve contribution and we will cover the Operating overrun from the Reserve Account. We have projected overruns in Maintenance & Repair ($7159), Landscaping ($2169), and Snow Removal ($1300). These overruns will be partially offset by underruns in Cleaning & Bulbs ($1000), Extermination ($925), Heating Systems ($1384), Water & Sanitation ($600), Fire System ($220)**,** Natural Gas ($400), Cable TV ($400), Legal ($800), and Taxes & Tax Prep ($23). This results in a total overrun of $4,876 in the operating account.

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2009 Budget – At the August homeowners meeting, we proposed a 2009 Budget of $156,480, which would be a $3900 or 2.5% increase in Common Element Fees. We have since increased the 2009 Budget to $159,480, which is a $6900 or 4.5% increase. The reasons for this additional increase are as follows:

- Added Dock expenses of $4,500 to reflect the Board’s decision to pay for dock insurance ($2,500) and dock utilities ($2,000). This had been an expense covered by the Harborside Dock Committee, but in recognition that the docks are a shared responsibility of all owners and residents the Board has agreed to pay for this directly from the Trust.
- Increases in Insurance ($3000) and Management Services ($900) remain the same as indicated at the Annual Meeting, while Cleaning has been reduced by $500 and Heating Systems inspections have been reduced by $1,000.

The Reserve Account contribution will remain at $25,000. The 4.5% budget increase is slightly higher than the 4% increase of 2008, but compares favorably with the 11% increase in 2007 and 17% increase in 2006.

2009 Maintenance and Reserve Projects – In 2009 we will be replacing the Building D roof, replacing the C5/C8 brick entryway, and doing minor structural repairs to the foundations of Buildings A, B and C. The funding of these items will come from both the Operating Account (Maintenance & Repair) and Reserve Account.

Future Special Assessments – We continue to defer repair or replacement of the north retaining wall (between Harborside and the Boston Yacht Club).

In summary, the Board's position on the 2009 Budget has taken into consideration the on-going Special Assessment, which will run until early 2010, and the economic crisis that may be affecting Harborside owners and residents. We expect 2009 to be a very challenging financial year, but the goal of the Trustees remains to create reasonable Operating and Reserve Budgets, while at the same time being mindful of the long term infrastructure needs of our uniquely beautiful and valuable place to live.

Thank you,

The Trustees

Attachments: 2009 Budget

Common Element Fee Schedule

Snow Removal Policy

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2009 Budget 7.08.doc (30.5 KB) Common Element Fee Schedule 11.8.doc (42.5 KB)

SNOW PARKING POLICY.doc (22.5 KB)

HARBORSIDE CONDOMINIUM TRUST

REVENUES			2008 BUDGET	2009 PROPOSED
A.	Condominium Fees		$152,580	$159,480
TOTAL INCOME			**$152,580**	**$159,480**
EXPENSES				
A.	Administrative			
	1.	Insurance	$27,000	$30,000
	2.	Management Services	8,400	9,300
	3.	Tax & Tax Preparation	150	150
	4.	Office Expense	2,000	2,000
	5.	Legal	4,000	4,000
		TOTAL	$41,550	$45,450
B.	Utilities			
	1.	Electricity	$ 2,700	$ 2,700
	2.	Water & Sewer	4,900	4,900
	3.	Cable TV	4,800	4,800
	4.	Gas	1,000	1,000
		TOTAL	$13,400	$13,400
C.	Common Services			
	1.	Rubbish Removal	$ 5,100	$ 5,100
	2.	Snow Removal	5,000	5,000
	3.	Exterminating	1,500	1,500
	4.	Landscaping	7,630	7630
	5.	Cleaning & Bulbs	4,500	4,000
	6.	Fire System	500	500
	7.	Docks		
		• Fee	5,400	5,400
		• Insurance	0	2,500
		• Utilities	0	2,000
	8.	Heating Systems	3,000	2,000
		TOTAL	$32,630	$35,630
D.	Maintenance/Repair			
	1.	Labor & Materials	$40,000	$40,000
		TOTAL	$40,000	$40,000
E.	Operational Reserves			
	1.	Reserve Contribution	$25,000	$25,000
		TOTAL	$25,000	$25,000
TOTAL EXPENSES AND RESERVE CONTRIBUTIONS			**$152,580**	**$159,480**

HARBORSIDE CONDOMINIUM TRUST

COMMON ELEMENT FEE SCHEDULE
2009

UNIT	MONTHLY FEE
A1	435
A2	256
A3	501
B1	657
B2	390
B3	624
B4	379
B5	390
B6	379
B7	379
B8	366
B9	379
B10	501
C1	402
C2	779
C3	402
C4	390
C5	590
C6	390
C7	379
C8	557
D1	435
D2	634
D3	545
D4	746
D5	535
D6	880

26 Nov 08

Preparation for Snow Removal

All - Please note parking instructions below in the event of an expected snow storm.

- Park your vehicle within the designated parking lines, and please obey the compact parking zone, and be aware that one of the compact spaces in the upper lot will be used for the sand barrel. Please do not park in the fire lanes.
- When snow is forecasted, please park your vehicle in the lower lot, up against the B or C Buildings or along the seawall starting from the north. The goal is to not have any vehicles in the upper lot or in the path of the plow to the south end of the seawall. The plow can clear the whole upper lot and move the snow down to the south end of the lower lot.
- After the plowing and shoveling, cars may be parked in the upper lot, but pull your vehicles as far forward as possible against the C Building and pull in as close as possible along the south side of the upper driveway. Do not block the garages or carports.
- A “no parking” cone may be placed in the “Compact Car Only” spot next to the entry way to the C Building, as it's very difficult to get cars out of the carport if a snow bank prevents you from pulling far forward.
- By contract, the snow plow will come periodically during and after a snow storm, and usually early in the morning. Snow shovelers are to come within one hour after the end of a snow storm or when we have 3 inches of snow, except when the storm ends between 10:30 PM and 4:30 AM. Snow shoveling will commence at 6:00 AM, and they are to shovel all sidewalks / walkways to their full width. They will not shovel out individual vehicles, unless requested through Markwood Management (in the event of a very large snow storm).