

HARBORSIDE CONDOMINIUM TRUST

2018 ANNUAL MEETING MINUTES

The 2018 Annual Meeting of the Harborside Condominium Trust was held Wednesday, August 22, 2018 at the Residence of Jay and Cissie Carty, 24 Lee Street, Unit A1/A2. Eighteen units were represented at the meeting.

The 2018 HCT Annual Meeting of Unit Owners 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.

Trustee de Moraes began with a Thank you to Liz Michaud for serving on the Board of Trustees for a second time and thank you to Bert, for sharing Liz with the Trust. Liz's contributions to the Board and Trust were innumerable; she always came to the table with an open mind; she was honest; she offered her opinions; she asked thoughtful and the best questions; and she came with a sense of fairness. Liz's dedication to Harborside is unmeasurable and the Trust thanks her.

A Welcome and Introduction to new owners opened the 2018 Annual Meeting of Unit Owners.

1. MINUTES OF 2017 ANNUAL MEETING

A motion was made, seconded and approved unanimously, to accept the minutes of the 2017 Annual Meeting as written with no amendments or changes.

2. TRUSTEE ELECTION

Martha Wheeler was the sole candidate for election. With over 76% affirmative vote, Martha was elected to serve as Trustee.

Management will ensure proper recording of Trustee Appointment.

3. B BUILDING RECONSTRUCTION:

The Trust received the CO (Certificate of Occupancy) and the final payment to Paradise Construction has been sent.

4. TOWER EGRESS

The Tower Egress has been completed with the exception of a new lighting design.

5. SEAWALL

GZA has identified the southernmost corner of the Sea Wall, specifically the area under D2/D3 in most need of maintenance. The work has been separated into two phases. North Shore Marine, working with GZA has been contracted to complete this work before the end of the year.

6. FINANCIAL PRESENTATION

Management reviewed the current balance sheets for both the HCT and the HDC (attached to these minutes).

- The HCT Total Cash on hand as of July 31, 2018 was \$ 330,756
- THE HDC Total Cash on hand as of July 31, 2018 was \$35,692

The Year to Date Income and Expenses was compared to the Annual Budget.

The Board of Trustees will be reviewing the current loan with East Boston Savings Bank and take in advisement the possibility of pre-payment on the loan. Management will work with the Board and the three owners who are still participating in the loan.

The Board of Trustees will prepare and forward the final 2019 Budget in November.

7. OPEN DISCUSSION

Trash Removal Services: The current issues with Trash/Recycling were discussed in detail. Current provider, Marblehead Movers, recommended changes which will be in effect going forward. Management will forward reminders and information on proper trash/recycling as well as new procedures with trash/recycling.

Amendments to the Declaration of Trust and By-Laws: The three Amendments to the Declaration of Trust were collected and will be processed and recorded at the South Essex Registry of Deeds. Once filed, the Amendments will be sent to ownership for their records.

- (1) Date of Annual Meeting
- (2) Way of Voting for Trustees
- (3) Frequency of evaluation of unit for insurance values

Drainage Study: In addition the Seawall Maintenance, GZA has concluded a drainage study. An early report has been prepared and the Trust is waiting on the final report. The Board will review suggestions, meet with GZA for full understanding, and implement long and short term suggestions. More information on the report will be forwarded upon receipt.

Painting Services: The Board will begin the process of obtaining bids for painting services of all buildings. The Board will look into the option of staggering painting of buildings. Management will obtain paint color from Paul Haggett and forward to ownership.

Asphalt: The parking lot will be incorporated in with the Drainage Study. In the meantime, immediate repairs to the south east section of the parking lot will be filled, as well as any other sink holes that remain.

Railing Systems: Management will have the railing system outside D2/D3 inspected and secured for safety purposes until such time the railing system can be replaced.

D: Egress System: The process of a new Egress Design for Building D is in very early stages.

Management was instructed to have mesh installed between the BYC and the C Building.

Management was instructed to have the carpets cleaned in all three buildings.

Lawsuit: Trustee de Moraes read statement from Attorney Janet Aronson on what constitutes attorney client privilege.

How much has been spent on legal expenses to date?

~\$44,000

How long will it be before there is a settlement or it goes to court?

Unknown at this time, but there is a pre-trial date set for October.

What is the Trust's attorneys name and contact information?

Marcus Errico, Emmer & Brooks, 45 Braintree Office Park, Suite # 107, Braintree, MA

Tel: 781-843-5000

8. HDC

All chains have been replaced. The floats have been straightened out. Overall the HDC is in good condition.

The Floats are scheduled to come out after Columbus Day.

9. ANNUAL POT LUCK

Thank you to Liz Michaud for planning the Annual Pot Luck Gathering. The Trust hopes that Liz will continue planning this great tradition for years to come.

10. ADJOURNMENT

There being no further business of the Harborside Condominium Trust, the 2018 Annual Meeting adjourned.

Minutes prepared and submitted by Lesley Management, Inc.

Attachments: Balance Sheet, HCT
Balance Sheet HDC
P&L Statement 2018, TYD

11:19 AM

Harborside Condominium Trust

08/06/18

Balance Sheet

Accrual Basis

As of July 31, 2018

	Jul 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Checking Account - Insurance	60,980.03
Operating Account - EBSB	86,288.10
Reserve Account - EBSB	183,488.21
Total Checking/Savings	330,756.34 ✓
Accounts Receivable	2,498.52
Total Current Assets	333,254.86
TOTAL ASSETS	333,254.86
LIABILITIES & EQUITY	333,255.28

Net Worth Report
As of 7/31/18

Accounts	7/31/18 Balance
Assets	
Cash and Bank Accounts	
Checking Account	20,181.92
Reserve Account	15,510.81
Total Cash and Bank Accounts	35,692.73
Total Assets	35,692.73
Liabilities	0.00
Net Inflows/Outflows	35,692.73

Harborside Condominium Trust
Profit & Loss Budget vs. Actual
January through July 2018

	TOTAL			
	Jan - Jul 18	Annual Budget	\$ Over Budget	% of Budget
Income				
Condominium Fee Income				
Interest Income	359.46	0.00	359.46	100.0%
Condominium Fee Income - Other	284,327.43	442,850.00	-158,522.57	64.2%
Total Condominium Fee Income	284,686.89	442,850.00	-158,163.11	64.29%
Total Income	284,686.89	442,850.00	-158,163.11	64.29%
Expense				
Administrative				
Insurance expenses - Flood	24,030.00	65,000.00	-40,970.00	36.97%
Insurance Expenses - Master Pol	33,415.20	62,500.00	-29,084.80	53.46%
Management Fee	5,565.00	9,550.00	-3,985.00	58.27%
Postage & Delivery Expenses	43.37	250.00	-206.63	17.35%
Professional Services	14,443.50	25,000.00	-10,556.50	57.77%
Tax & Tax Preparation	900.00	1,000.00	-100.00	90.0%
Total Administrative	78,397.07	163,300.00	-84,902.93	48.01%
Common Services				
Cleaning Expenses	2,260.00	5,000.00	-2,740.00	45.2%
Extermination Expense	764.00	1,000.00	-236.00	76.4%
Landscape Service Expense	5,384.11	8,500.00	-3,115.89	63.34%
Security Expense	1,408.00	2,000.00	-592.00	70.4%
Snow Removal Expense	11,078.75	10,000.00	1,078.75	110.79%
Trash Removal Expenses	4,621.25	6,000.00	-1,378.75	77.02%
Total Common Services	25,516.11	32,500.00	-6,983.89	78.51%
Docks				
Dock Contribution	5,400.00	5,400.00	0.00	100.0%
Insurance - Dock	0.00	5,000.00	-5,000.00	0.0%
Total Docks	5,400.00	10,400.00	-5,000.00	51.92%
Maintenance / Repair				
B7/B8/D6 Egress Phase I	2,396.00	0.00	2,396.00	100.0%
Capital Improvement Repairs	27,419.38	37,600.00	-10,180.62	72.92%
Maintenance & Repair Bldg B In	423.50	0.00	423.50	100.0%
Maintenance & Repair Expenses	20,698.93	25,000.00	-4,301.07	82.8%
Sea Wall Maintenance	16,772.71	100,000.00	-83,227.29	16.77%
Total Maintenance / Repair	67,710.52	162,600.00	-94,889.48	41.64%
Reserve Account Contribution Ex	28,000.00	50,000.00	-22,000.00	56.0%
Utilities				
Electricity Expense	2,675.70	5,000.00	-2,324.30	53.51%
Natural Gas Expense	165.35	300.00	-134.65	55.12%
Telephone Conference Line Expen	39.55	250.00	-210.45	15.82%
Telephone Expense	7,692.47	11,500.00	-3,807.53	66.89%
Water & Sewer Expense	3,435.95	7,000.00	-3,564.05	49.09%
Total Utilities	14,009.02	24,050.00	-10,040.98	58.25%
Total Expense	219,032.72	442,850.00	-223,817.28	3.34
Net Income	65,654.17	0.00	65,654.17	-2.70