

HARBORSIDE CONDOMINIUM TRUST

RESIDENT HANDBOOK as of November 19 2019

INTRODUCTION

This handbook is intended to be used as a guideline for Harborside Residents. The general information included here enables us to maintain harmony, quality of life, respect for privacy, and a clean and beautiful place to live. Harborside is governed by the Harborside Condominium Trust Master Deed and Harborside Condominium Trust Rules and Regulations. All residents are expected to abide by those documents.

The Harborside website (www.harborsidecondos.info) (contact Ron de Moraes for information on creating your own password) contains most of the information in this handbook and is the source for the most current information.

The categories and sub-categories are:

“News” (Local Weather; Latest News; News Archive; Introduction to Harborside and the website).

“Comments” (comments by residents).

“Harborside History” (The history of Harborside going back to 1754).

“Owners” (This Handbook; Owners Ground Plan Diagram; Percentage of Ownership; Contact Information).

“R & R” (The HCC Rules and Regulations).

“Condominium Documents” (Master Deed; Declaration Of Trust; By-Laws;

Insurance; Recorded Parking Spaces; Flood Insurance).

“Policies” (Fire Safety; Committees; Air-conditioning; Alterations; Maintenance; Recycling; Antennas).

“Capital Projects” (B Building; C Building; D Building)(All with Sub-Categories).

“Memos” (Trustees’ Memos & Updates; October 2013 Fire; Budgets & Financial Memos; Contractual Memos; 2015 Triage Report; Sea Wall; Uncategorized Memos).

“Meeting Minutes” (Annual Meeting Minutes including audio recordings; Trustees’ Meeting Minutes including audio recordings).

“Docks” (HDC Members; HDC R&R; Dock Assignments; Dock Diagrams; Annual Rental Fees & Status; Waiting List; Marblehead Waterways R&R).

“Community” (Video; Pictures; Don Nowland).

MANAGEMENT COMPANY

Lesley Management is responsible for the day to day operations of Harborside and is responsible to the Board of Trustees.

For questions, concerns or a maintenance issue regarding Harborside Property please call or email Lesley Management. If an issue requires a Board of Trustees review, Lesley Management will consult the Trustees who will respond through Lesley Management.

General calls: 781-639-0534; Emergency Calls: 617-468-9793; FAX: 978-374-4852

Email: Lesleymanagement@comcast.net

Postal Address: Lesley Management, P.O. Box 946, Marblehead, MA 01945

All condo fees and special assessments are to be sent to Lesley Management.

BOARD OF TRUSTEES

The Trustees are elected by you to represent the residents of Harborside. Their work is difficult and time consuming. General misbehavior and ill treatment of the Trustees will not be tolerated and is grounds for foreclosure and expulsion from the Harborside community!

There are three elected Trustees serving a three year term.

The Board of Trustees meets monthly, usually the first Wednesday of the month at 3:00 PM (ET). The monthly Board of Trustees' meetings are normally scheduled for the first Wednesday of every month except for the month in which the Annual Owners Meeting takes place.

An eMail informing homeowners of that months' date and location for the meeting will be sent. All homeowners are welcome and encouraged to attend. This is your homeowners' association!

If you cannot attend in person, you may join the Trustees via a conference call bridge. Each month the number will be sent via an eMail "Invitation".

HARBORSIDE DOCK COMMITTEE (HDC)

There are three appointed members of the Dock Committee, one of

whom is a member of the Board of Trustees.

The docks are open to all residents and provide a wonderful area to enjoy the harbor.

To obtain information on space availability and fees, place name on wait list, or arrange for transient docking, please notify a member of the Dock Committee: philip.didomenico@yahoo.com, (617) 784-6988; bartjonesy@gmail.com, (617) 901-4531; Ron@directedby.tv, (617) 510-5610.

Residents may use the docks for recreational purposes to include swimming, fishing, sunbathing, boat cleanup, boat maintenance, boat drop-off and pick-up, and social interaction. One dock face, facing the water, is left open (no long term boat tie-ups) for drop-offs and pick-ups, short-term tie-ups, cleaning and maintenance, loading and unloading (30 minutes or less on a space available basis). All children, 12 years and under, must wear a USCG life preserver and must be accompanied by an adult while on the gangways or docks. The gates to the gangways will be closed all times. No rough or boisterous play, nor running, is permitted on the docks. Glass containers are not permitted on the docks.

RESIDENT PARKING

Your unit deed designates the number of parking spaces assigned to each unit. There are no reserved parking spaces. Please take care to park within the lines.

Short-term parking rules or restrictions may be applied by the Trustees from time to time to deal with specific situations.

GUEST PARKING

Parking is at a premium at Harborside so we must all conform to the parking regulations.

Your allotted spaces may only be used by you or your guests. No rental or other non-visitor use is permitted. Visitors should plan to park elsewhere unless they shall be here for only a short period of time (less than three hours, except for one hour in the summer season). If a visitor will be here longer, their vehicle must have a “visitor sign” with the Resident’s Unit Number printed on it displayed on the front dash, and the Resident must park his or her vehicle elsewhere (i.e., the combination of the Resident’s and the visitor’s parking cannot exceed the authorized parking spaces for that Unit). Parking signs may be obtained through Lesley Management.

WINTER STORM PARKING

The Management Company contracts with a private contractor to plow the driveway and parking lot, and clear the walkways and steps leading to units. There is limited area in which snow can be deposited. Snow removal contractors plow snow into the far south end of the parking lot. During storm weather or if you are going to be away overnight, please do not park your car in the spaces nearest the south end. All residents are responsible to clear their vehicles and move them to an open space so the plow can clear as many spaces as possible.

More specifically, please:

- 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 forecast, 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 Lesley Management (in the event of a very large snow storm).

SEWER SYSTEM

The sewage system is very sensitive. Please, toilet tissue only. Flushing items other than toilet tissue causes the injectors on the sewage pumps to clog resulting in unnecessary expense to Harborside. The red warning light on the corner of D Building indicates a malfunction in the sewer system. If you see the light on, please notify Lesley

Management.

TRASH

The designated trash collection area is between building A and C. Please place trash in the barrels provided. All “garbage” must be sealed in plastic trash bags. Cardboard boxes must be broken down. Harborside contracts for private pick up. Large items and construction related materials should be taken to the municipal transfer station.

RECYCLING

The Town of Marblehead has an active recycling program.

Please click [here](#) for Marblehead recycling guidelines.

The Trash Room contains small blue bins for paper and large blue barrels for paper, small cardboard, metal, plastic, and glass.

RECYCLING MATERIALS NO LONGER NEED TO BE SEPARATED BETWEEN PAPER ITEMS & METAL/PLASTIC/GLASS ITEMS.

Recycling will be picked up directly from the Trash Room once a week on Tuesday by Hiltz Disposal, contractor to the Town of Marblehead.

LAUNDRY ROOM

Harborside maintains a common laundry room, located at the main entrance of B building. Please be respectful of other residents and remove items immediately, leave the room clean and tidy, and turn off the light when finished.

GRILLS

Cooking equipment, such as grills, may be used on decks, patios, and lawn areas subject to the applicable fire regulations. Liquefied Petroleum Gas (LPG) (to include propane) cooking grills and/or tanks are prohibited from being used, kept or stored within any Unit or Common Area or Facility or on any deck above the first floor. Propane and Charcoal grills are not permitted on any deck or patio but may be used on Common Area pavement or lawns as long as they are used at least 10 feet from any building and not under any building overhang. Unit Residents are not permitted to pipe natural gas to their Common Area decks and patios.

UNIT ALTERATIONS

Nothing shall be done in any Unit or Common Area and Facility that would impair or change the structural integrity of any building. All plans for major repair, addition, alteration, or improvement of any Unit affecting any Common Area or Facility, must be approved in writing by the Trustees before any such modifications are initiated. All such repairs, additions, alterations, and improvements must be done by licensed contractors.

Appendix A

(Appendix A and Appendix B are in development and will be updated. There is missing information and the information that is here will need to be verified.)

LOCATION OF UTILITIES

Units and meters are located in various places throughout Harborside. See chart for your location.

WATER METERS, HEATERS, FURNACES GAS METERS and ELECTICITY METERS

A-1, A2

A 3

B 1, B4

B 2

B 3

B 5

B 6

B7

B 9

B 10

C 1

C-2

C 3

C 4

C 5

C 6, C7

C 8

D 1

D 2, D 3

D 4

D 5

D 6

Appendix B

LOCATION OF COMMON CONDOMINIUM SERVICES

A Bldg: Service Room A Bldg. (Alarm System, Cable & Telephone)

B Bldg: Room D in the B Storage Room;. (Alarm System, Cable & Telephone Laundry Heater & Sewer Pump Control)

C Bldg: Basement. (Alarm System, Common Elec. Panel, Dock Lights in 2 Service Rooms)

D Bldg: Entrance (Sea Wall & Back Walkway Light Timer) Behind D Bldg. Mail Boxes

Appendix C

HARBORSIDE CONDOMINIUM TRUST BOARD OF TRUSTEES:

Leslie de Moraes

Jay Carty

Phil DiDomenico

DOCK COMMITTEE:

Ron de Moraes

Bart Jones

Phil DiDomenico

UNIT OWNERS:

REFER TO: www.harborsidecondos.info (Owners tab)

Appendix D

HARBORSIDE CONDOMINIUM TRUST Policy for Addition, Alteration,
Or Improvement To Individual Units And Common Areas

REFER TO: www.harborsidecondos.info (Policies tab)