

## **HARBORSIDE CONDOMINIUM TRUST**

### **2023 ANNUAL MEETING MINUTES**

The 2023 Annual Meeting of the Harborside Condominium Trust was held Thursday, August 31, 2023 in person and via Zoom. Seventeen units were represented at the meeting.

Trustee David Gold opened the meeting with a welcome to all owners in person and via Zoom.

Trustee Gold expressed gratitude for the many signs of volunteerism happening on the property. A special Thank you was given to members of the HDC, to Leslie de Moraes for her summer gardening project, and to all owners having patience while understanding the Trust has focused much of their time and resources to completing this project.

Trustee Gold recognized Phil DiDomenico for his many years of unselfishness and time serving on both the HDC and the HCT Board of Trustees.

#### **1. TRUSTEE ELECTION**

Having received the required 67%, Joe Parker and David Snead have been duly elected to serve on the Board of Trustees. Joe Parker will serve a 3-year term and David Snead will serve a 2-year term.

Management will ensure proper recording of Trustee Appointment.

#### **2. YEAR 2023 ACCOMPLISHMENTS**

Most time and resources have been dedicated to completing the D Building projects. However, in addition, the Trust did replace the Knox Box for use of the Fire Department and had a new compressor unit for the fire suppression system in B Building installed.

Owners were reminded that if they have changed locks to their unit or want to ensure their unit door key is in the Knox Box, they must reach out to Marblehead Fire Prevention directly as they are the only ones which can open the box.

## 5. D BUILDING

Trustee Gold provided an update on D Building. Everyday there are surprises. Defects in past repairs as well as original construction are uncovered and are properly being corrected by DiPietro with consult from Tucker Architects and Structures North guidance as needed.

The Fire Suppression System was installed and signed off by Town of Marblehead. It is currently monitored by Davco. Residents concerned about only one means of egress should be assured that the Sprinkler System was installed for the sole purpose of getting residents out of the building in the event of a fire.

Best case estimate on end date, including railing systems will be the end of October. It is the desire of DiPietro to finish the project before weather no longer allows exterior work.

Steel is on site that will allow small scaffolding to be erected to work on building vs. using watercraft.

The color of the decking is as close to B Building Decking. The color of the material used on B Building is no longer made, but that on D Building is as close as possible.

The South End Tower Egress has been removed.

The first-floor deck has much rot underneath supporting the boards. Most of the decking will need to be reframed.

Reminder that the Permit on D Building doesn't allow for use of decks during construction. The Trust negotiated with DiPietro Construction and each unit was given an area to be used.

The Trust was advised that there are weight limits that will need to be observed before items are placed back on decks. This requirement is because there are roofs under the decks which can be compromised. More information will be forthcoming.

*Can the pipe on the south end be covered?*

The Trust will work with DiPietro on covering this as much as possible.

Unit D2/D3 sustained water during heavy rainstorm due to the gutters being taken off for construction and water was able to get in behind the gutter system and into the unit.

*Can the entry to D Building have Glass anywhere?*

The Trust will ask DiPietro Construction for options.

*Can the old Awning left in the rear yard be removed?*

YES

## **7. ADJOURNMENT**

There being no further business of the Harborside Condominium Trust, the 2023 Annual Meeting adjourned.

Minutes prepared and submitted by Lesley Management, Inc.

Attachments:

Balance Sheet, HCT

P&L Statement HCT 2023, YTD

Balance Sheet HDC

P&L Statement HDC 2023, YTD

Summary of Expenditures, C&D Capital Improvements YTD

Balance Sheet

Properties: Harborside Condominium Trust - 24 Lee Street Marblehead, MA 01945

As of: 08/15/2023

Accounting Basis: Cash

Level of Detail: Detail View

Include Zero Balance GL Accounts: No

| Account Name                    | Balance     |
|---------------------------------|-------------|
| ASSETS                          |             |
| Cash                            |             |
| Operating Cash                  | 70,372.97   |
| Operating Cash (2)              | 25,000.00   |
| Reserve Account Cash            | 127,891.08  |
| Loan                            | 314,427.55  |
| CD (1) <i>opened Dec '22</i>    | 153,548.72  |
| Total Cash                      | 691,240.32  |
| TOTAL ASSETS                    | 691,240.32  |
|                                 |             |
| LIABILITIES & CAPITAL           |             |
| Liabilities                     |             |
| Prepaid Dues and Rent           | -5,531.00   |
| Loan Payable                    | 480,453.78  |
| Total Liabilities               | 474,922.78  |
| Capital                         |             |
| Retained Earnings               | -834,373.65 |
| Appfolio Opening Balance Equity | 715,656.66  |
| Calculated Retained Earnings    | 335,034.53  |
| Total Capital                   | 216,317.54  |
| TOTAL LIABILITIES & CAPITAL     | 691,240.32  |

Annual Budget - Comparative

Properties: Harborside Condominium Trust - 24 Lee Street Marblehead, MA 01945

As of: Aug 2023

Additional Account Types: None

Accounting Basis: Cash

Level of Detail: Summary View

| Account Name                      | MTD Actual  | MTD Budget | MTD \$ Var. | YTD Actual   | YTD Budget | YTD \$ Var. | Annual Budget |
|-----------------------------------|-------------|------------|-------------|--------------|------------|-------------|---------------|
| Income                            |             |            |             |              |            |             |               |
| Condo Fee Income                  | 36,907.00   | 36,904.17  | 2.83        | 289,555.37   | 295,233.36 | -5,677.99   | 442,850.00    |
| Interest Income                   | 0.00        | 33.33      | -33.33      | 3,862.72     | 266.68     | 3,596.04    | 400.00        |
| FEES                              | 0.00        | 54,583.33  | -54,583.33  | 890,007.11   | 436,666.68 | 453,340.43  | 655,000.00    |
| Miscellaneous Income              | 0.00        | 0.00       | 0.00        | -1,350.00    | 0.00       | -1,350.00   | 0.00          |
| Total Operating Income            | 36,907.00   | 91,520.83  | -54,613.83  | 1,182,075.20 | 732,166.72 | 449,908.48  | 1,098,250.00  |
| Expense                           |             |            |             |              |            |             |               |
| CLEANING AND MAINTENANCE          | 958.61      | 500.00     | -458.61     | 6,069.88     | 4,000.04   | -2,069.84   | 6,000.00      |
| Grounds Maintenance               | 0.00        | 1,791.66   | 1,791.66    | 9,141.00     | 14,333.36  | 5,192.36    | 21,500.00     |
| INSURANCE                         | 15,638.00   | 12,016.67  | -3,621.33   | 60,762.00 *  | 96,133.36  | 35,371.36   | 144,200.00    |
| LEGAL AND OTHER PROFESSIONAL FEES | 195.00      | 416.67     | 221.67      | 974.00       | 3,333.36   | 2,359.36    | 5,000.00      |
| MANAGEMENT FEES                   | 1,028.58    | 1,008.33   | -20.25      | 8,107.14     | 8,066.68   | -40.46      | 12,100.00     |
| Loan                              | 0.00        | 2,083.33   | 2,083.33    | 8,030.05     | 16,666.68  | 8,636.63    | 25,000.00     |
| Dock Contribution                 | 0.00        | 450.00     | 450.00      | 5,400.00     | 3,600.00   | -1,800.00   | 5,400.00      |
| REPAIRS                           | 0.00        | 3,749.99   | 3,749.99    | 6,734.26     | 30,000.04  | 23,265.78   | 45,000.00     |
| TAXES                             | 0.00        | 50.00      | 50.00       | 515.00       | 400.00     | -115.00     | 600.00        |
| UTILITIES                         | 3,768.27    | 4,700.00   | 931.73      | 45,027.36    | 37,600.08  | -7,427.28   | 56,400.00     |
| OTHER                             | 121.00      | 337.50     | 216.50      | 1,662.01     | 2,700.00   | 1,037.99    | 4,050.00      |
| CAPITAL EXPENSES                  | 0.00        | 0.00       | 0.00        | 91,451.92    | 0.00       | -91,451.92  | 0.00          |
| Capital : D Building Egress       | 147,257.00  | 60,416.67  | -86,840.33  | 566,962.38   | 483,333.36 | -83,629.02  | 725,000.00    |
| Capital : C Building Egress       | 0.00        | 0.00       | 0.00        | 1,627.58     | 0.00       | -1,627.58   | 0.00          |
| Reserve Account Contribution      | 0.00        | 4,000.00   | 4,000.00    | 28,000.00    | 32,000.00  | 4,000.00    | 48,000.00     |
| Total Operating Expense           | 168,966.46  | 91,520.82  | -77,445.64  | 840,464.58   | 732,166.96 | -108,297.62 | 1,098,250.00  |
| Total Operating Income            | 36,907.00   | 91,520.83  | -54,613.83  | 1,182,075.20 | 732,166.72 | 449,908.48  | 1,098,250.00  |
| Total Operating Expense           | 168,966.46  | 91,520.82  | -77,445.64  | 840,464.58   | 732,166.96 | -108,297.62 | 1,098,250.00  |
| NOI - Net Operating Income        | -132,059.46 | 0.01       | -132,059.47 | 341,610.62   | -0.24      | 341,610.86  | 0.00          |
| Total Income                      | 36,907.00   | 91,520.83  | -54,613.83  | 1,182,075.20 | 732,166.72 | 449,908.48  | 1,098,250.00  |
| Total Expense                     | 168,966.46  | 91,520.82  | -77,445.64  | 840,464.58   | 732,166.96 | -108,297.62 | 1,098,250.00  |
| Net Income                        | -132,059.46 | 0.01       | -132,059.47 | 341,610.62   | -0.24      | 341,610.86  | 0.00          |

\* Master- \$45,149.  
Flood- \$27,545 (return \$11,907)

HDC Cash Flow

|                                                |                          |
|------------------------------------------------|--------------------------|
| Current Checking Balance, 8/25/23              | \$11,377.57              |
| Payments due before revenue rec'd              |                          |
| Float Prep and Paint, Estimate                 | \$4,000.00               |
| Haul estimate                                  | \$4,300.00               |
| Float fee                                      | \$520.00                 |
| Maintenance, Repair, Improvements              | \$567.59                 |
|                                                | <u>\$9,387.59</u>        |
| Ending Balance before revenue rec'd (May 2024) | <u><u>\$1,989.98</u></u> |

HDC Budget Versus Actual

|                                     | 2023 Operating |                |
|-------------------------------------|----------------|----------------|
|                                     | <u>Budget</u>  | <u>Actual</u>  |
| <u>Money In</u>                     |                |                |
| Seasonal Renters                    | \$13,457.00    | \$17,111.00    |
| Temproary Renters                   | \$0.00         | \$0.00         |
|                                     | <hr/>          | <hr/>          |
|                                     | \$13,457.00    | \$17,111.00    |
| <br><u>Money Out</u>                |                |                |
| Float prep and Paint*               | \$3,675.00     | \$3,663.71     |
| Splash                              | \$3,100.00     | \$3,004.00     |
| Haul                                | \$4,300.00     | \$4,300.00 est |
| Winter storage                      | \$4,400.00     | \$4,400.00 est |
| Float fee                           | \$520.00       | \$520.00       |
| Maintenance, Repair, improvements * | \$250.00       | \$567.59       |
|                                     | <hr/>          | <hr/>          |
|                                     | \$16,245.00    | \$16,455.30    |
| <br><u>Income minus expenses</u>    |                |                |
|                                     | <hr/>          | <hr/>          |
|                                     | -\$2,788.00    | \$655.70       |

\* Detail Attached

# Accounts Summary

As of August 2023

Assets:

|             |
|-------------|
| \$36,446.70 |
|-------------|

Liabilities

\$0.00

|           |             |
|-----------|-------------|
| ASSETS    |             |
| Checking  | \$36,446.70 |
| Cash      | \$0.00      |
| NET WORTH | \$36,446.70 |

▼ Checking



|                  |             |
|------------------|-------------|
| Checking Account | \$11,377.57 |
| Reserve Account  | \$25,069.13 |
|                  | \$36,446.70 |

▼ Cash



|              |        |
|--------------|--------|
| Cash Account | \$0.00 |
|              | \$0.00 |

Harborside Condominium Trust  
Summation of Expenditures  
January 1, 2022 through July 31, 2023

|                                                                                        | <u>Original / Proposed</u> | <u>Paid Amount</u>     |
|----------------------------------------------------------------------------------------|----------------------------|------------------------|
| Phase I (C Building)                                                                   | \$ 179,600.00              | \$ 236,944.59          |
| Phase I (D Building)                                                                   | \$ 126,750.00              | \$ 135,531.22          |
| Phase II A (D Building)                                                                | \$ 203,000.00              | \$ 295,020.41          |
| Building D South Side                                                                  | \$ 39,520.00               | \$ 23,712.00           |
| Phase II B (D Building)                                                                | \$ 691,800.00              | \$ 345,900.00          |
| Other Expenditures, including Consulting,<br>Architectural, Engineering and Legal Fees |                            | \$ 79,346.48           |
| Original / Proposed Budget                                                             | \$ 1,250,000.00            |                        |
| Revised Budget                                                                         | \$ 1,500,000.00            |                        |
| Paid Amount to date:                                                                   |                            | \$ 1,116,454.70        |
| Committed Amount to date:                                                              |                            | <u>\$ 311,310.00</u>   |
|                                                                                        |                            | <u>\$ 1,427,764.70</u> |