

HALIFAX COUNTY CONDOMINIUM CORPORATION #148  
118, 120, 122 Rutledge St. Bedford, NS

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BOARD OF DIRECTORS MEETING - May 26, 2020 - 6pm via DUO video

## MINUTES

**ATTENDANCE:** Cindy LeRue, Allie Magee, Chris MacIsaac, Janet Arsenault, Leigh Nickerson  
(Condo 51), Angela Khan (Condo 51)

1. **Call to order:** 6:16pm
2. **Agenda approved**
3. **RATIFIED decisions made by the Board in between meetings.**
  - a) Condo 51 Management Ltd. hired to manage HCCC No. 148; commencement May 1/20
  - b) LCCM hired as the auditor for the 2019 books. To be sent to Auditor this week.
  - c) RBC (corporation bank) signing officers updated to include Cindy LeRue (Board) and Heather Nickerson (Condo 51). Signing officers to remain: Janet and Chris
  - d) Spend \$500 on property beautification
4. **Financial Report – To Apr. 30, 2020 (unaudited)**
  - a) Balance Sheet: **Operating:** \$19,806 **Contingency:** \$1,366 **Reserve:** \$145,284
  - b) Transfer: Board approved moving \$15,000 back to Reserve (previously moved to Operating)
  - c) Year End Review of Reserve and Contingency: Reserve fund underfunded at December 31, 2019. Reserve Fund Study called for an ending balance of \$197,882. Actual balance \$145,352. Potentially transfer more than the \$40,000 to Reserve in 2020.
  - d) Income Statement: To date, slightly underbudget.
  - e) BUDGET: DRAFT 2020 Budget approved.
  - f) Accounts Receivable: Discussed focusing on collections. Discussed removing privilege of additional parking, if balance outstanding.
5. Committee Report
  - a) Beautification committee has begun to clean up yard and plant shrubs
6. Old Business
  - a) None
7. New Business
  - a) Prioritize repair of deficiencies: **See List of Outstanding Items (ACTIONED)**
  - b) Can't walk to the back of the building



c) Balconies: Post veneers. Recommend strip board, dry out, put on treatment. **ACTION**

Approved to investigate.

8. Set date for next meeting: **JUNE 25, 2020**

9. Adjournment

### **LIST OF OUTSTANDING ITEMS:**

#### **Exterior**

- Parking Spot lines and numbers, fire lanes: **ACTION** will get a quote
- Siding needs replacing: 118, 120: **ACTION** Will look at Richard Dicks (Warranty). Approved taking a look at a ground level window, move some siding, investigate (flashing)
- Front Concrete Steps and curb in need of repair **ACTION**
- Shingles on ground – **ACTION** will find out where they came from. Will assess roofs.
- Gutters clogged; water staining running over edge – **ACTION** Leigh will reach out to Skyreach
- Fire Lane Sign falling down
- Deck staining to preserve them

#### **Interior**

- Paint throughout – different colour to brighten up the space (within 6 months)
- Carpet, replace with tile (within 12 months)
- Sprinkler and other systems up to date

#### **Parkades**

- Power wash before Fall 2020 (used to be annual)
- Parkades need a full clean out. Need to get rid of items. Allowable items (1 set of tires and storage case no deeper than depth of tires) – **ACTION** Angela to send memo
- Improve lighting – too dim (higher watt) – this is Reserve work

#### **Building 118**

- Front Steps in bad shape
- Siding blown off. Facia needs review

#### **Building 120**

- Walkway, tripping hazard
- Siding blown off
- Noisy fan in parkade

#### **Building 122**

- Gable end weathered, trim at front door needs to be scraped and painted
- Light bulbs burnt out in foyer (3)
- Noisy fan on building

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BOARD OF DIRECTORS MEETING - June 25, 2020 via DUO video

## MINUTES

**In attendance:** Cindy LeRue, Allie Magee, Janet Arsenault, Chris MacIsaac, Angela Khan, Leigh Nickerson

**Regrets:** Kelly Shannon

1. **Call to order:** 1:02pm
2. **Agenda Approved**
3. **Minutes Approved, May 26, 2020**
4. **RATIFIED decision made by the Board in between meetings.**
  - a) New cleaner, Julia Brady, started in May
5. **Financial Report – To May 31, 2020 (unaudited)**
  - a) Balance Sheet: **Operating:** \$8,243 **Contingency:** \$1,367 **Reserve:** \$149,061 **GIC:** \$14,888
  - b) Transfer: Board approved transfer \$15,000 back to Reserve COMPLETED May 27, 2020
  - c) RBC: Signing authorities need to be finalized, then look into PAD
  - d) Income Statement: Under-budget by \$2,289
  - e) BUDGET: 2020 Budget sent to owners May 27, 2020
  - f) Accounts Receivable: Condo 51 following up with all owners who have a balance
  - g) Audit 2019: Chris will send to the Auditors, Levy Casey. Angela will follow up with Auditor.
6. **Committee Report:** Beautification – Cindy, Janet, and Chris did some planting. More planned.
7. **Old Business**
  - a) **List of Outstanding Items**
  - b) **Leak:** Building 120 – Leigh worked with the plumber, and multiple unit owners/tenants, to locate a leak in a joint between the 5<sup>th</sup> and 6<sup>th</sup> floors. It has been fixed.
  - c) Balconies: The post veneers will be investigated by Richard Dicks, installer.
8. **New Business**
  - a) Bell Aliant will be scheduled to provide access to the building, Fibre Op, free of charge. If the paint project goes ahead, this will be done at the same time.
  - b) A few incidents were noted: Dog owner not picking up after their dog. The garbage bin overflowing. A unit owner witnessed a truck unload a truck full of garbage. Board



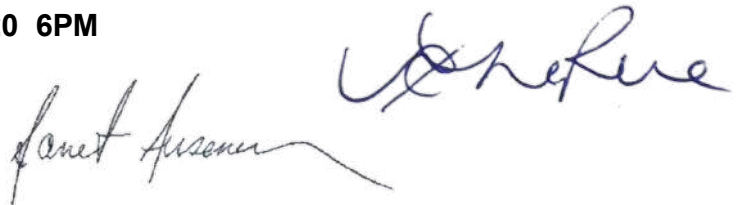
discussed, but will not be installing cameras to monitor. Minor plumbing issues were discussed, and will be addressed with unit owners.

- c) Handbook / Resident Guide: There is no specific guide.
- d) Laundry Tub and hot water heater in sprinkler room to provide cleaners hot water access.

**DEFERRED** Will cost around \$2,000 (one time)

9. Set date for next meeting: **JULY 27, 2020 6PM**

10. Adjournment: 1:58pm



### **LIST OF OUTSTANDING ITEMS:**

#### **Exterior**

- Parking Spot lines and numbers, fire lanes: **COMPLETED by Paint A Line, June 17, 2020**
- Some siding needs replacing/blown off: 118, 120: Richard Dicks (Warranty). **ACTION** Chris will touch base with Richard Dicks
- Front Concrete Steps **COMPLETED June 9, 2020**
- Shingles on ground – Roofs have been assessed. No issues. No further investigation needed.
- Gutters clogged; water staining running over edge – **ACTION** Leigh will reach out to Skyreach
- Fire Lane Sign falling down **COMPLETED** by Chris
- Deck staining to preserve them - DEFERRED

#### **Interior**

- Paint throughout – **ACTION** Board discussed obtaining quotes. Cindy will forward the 2 quotes she has. Discussed keeping the trim; painting hallways and ceiling.
- Carpet, replace with tile (within 12 months)
- Sprinkler and other systems up to date: **ACTION** Leigh will ask Provincial Fire to assess the buildings. If work is needed, it will be done.

#### **Parkades**

- Power wash: **ACTION** Angela will book Deep Down (\$600).
- Parkades need a full clean out. **ACTION** Memo emailed to owners/residents June 22, 2020. Angela will follow up to advise owners they can also have a bicycle behind their parked vehicle. Will remind residents to back their vehicles up fully when parking, to allow clearance
- Improve lighting – dim – **ACTION** Leigh will have an electrician walk through, and remedy

#### **Building 118**

#### **Building 120**

- Noisy fan in parkade – not an issue

#### **Building 122**

- Gable end weathered, trim at front door needs to be scraped and painted

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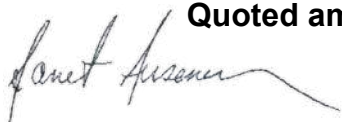
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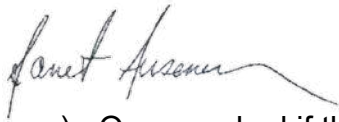
BOARD OF DIRECTORS MEETING – July 27, 2020 via DUO video

## MINUTES

**ATTENDANCE:** Board: Cindy LeRue, Allie Magee, Kelly Shannon, Chris MacIsaac, Janet Arseneau  
Condo 51: Angela Khan, Leigh Nickerson

1. **Called to order:** 6:00 pm
2. **Agenda:** APPROVED
3. **Minutes, June 25, 2020:** APPROVED
4. **RATIFIED decisions made by the Board in between meetings:** No decisions made between meetings
5. **Financial Report – To June 30, 2020 (unaudited) (Emailed to Board July 20)**
  - a) Balance Sheet: **Operating:** \$8,186 **Contingency:** \$1,367 **Reserve:** \$167,590
  - b) RBC: Signing authorities. Still working with RBC. Following that will be PAD.
  - c) Income Statement: Within \$336 of Budget
  - d) Accounts Receivable: Actively working on all outstanding
  - e) Audit 2019: Levy Casey have been sent the digital backup of records. Chris will send physical files.
6. Committee Report: Beautification (Cindy): Some funds remain from the \$500 approved
7. Old Business
  - a) **List of Outstanding Items**
  - b) Balconies: Post veneers. To be investigated by Richard Dicks.
  - c) Bell Aliant: Fibre Op install. Will go ahead once paint job is approved.
  - d) Handbook: Future project
8. New Business
  - a) Painting Quotes: forwarded by Cindy. **Derrick Rogers:** \$13,200 plus HST / **Certa Pro:** \$11,223 plus HST. **BOARD APPROVED Certa Pro.** Will set a date, choose colours.
  - b) Parkade Cleaning: Scheduled for July 31, Deep Down
  - c) Parkade storage: Board will discuss later, what type of storage locker is approved.
  - d) Quote for LED lights in parkades: **BOARD APPROVED replacing all 42 lights.**  
**Quoted amount is under the Reserve Fund Study amount.**





- e) Owner asked if the Declarations would be updated any time soon. Wanted to know about heat pumps. **Board discussed. It is not feasible at this time.**
  - f) Board asked for the signage to be updated, for EHS and other emergency services to quickly identify HEATHER WILL REVIEW and order
9. Set date for next meeting: August 25, 2020
10. Adjourned 6:34pm

## **LIST OF OUTSTANDING ITEMS:**

### **Exterior**

- Siding needs replacing: 118, 120. Chris to touch base with Richard Dicks (Warranty).  
**COMPLETED**
- Gutters clogged; water staining running over edge. Leigh to reach out to Skyreach  
**COMPLETED**
- Deck staining to preserve them

### **Interior**

- Paint throughout – Cindy forwarded quotes. BOARD approved Certa Pro
- Carpet, replace with tile (within 12 months)
- Sprinkler and other systems up to date: Leigh asked Provincial Fire to assess during yearly inspection

### **Parkades**

- Power wash before Fall 2020: Deep Down scheduled for July 31, 2020
- Parkades need a full clean out. **COMPLETED**
- Improve lighting – too dim (higher watt) – this is Reserve work – Will get a quote on changing fixtures to LED – TWIN CITY **BOARD APPROVED changing all 42 fixtures**

### **Building 118**

### **Building 120**

- Noisy fan in parkade

### **Building 122**

- Gable end weathered, trim at front door needs to be scraped and painted
- Sign in a tire LEIGH WILL ADDRESS

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BOARD OF DIRECTORS MEETING – August 25, 2020 via DUO video

## MINUTES

Attendance: Cindy LeRue, Allie Magee, Chris MacIsaac, Janet Arsenault, Angela Khan (Condo 51)

Regrets: Kelly Shannon

1. **Call to order:** 6:16pm
2. **Agenda Approved**
3. **Minutes, July 27, 2020 - APPROVED**
4. **RATIFIED decisions made by the Board in between meetings.**
  - a) Painting project approved July 29. Board reviewed two quotes: Certa Pro \$11,223, Derrick Rodgers \$13,200. **Chose Certa Pro.** Reserve Fund Study allows \$15,000.
  - b) Board approved the purchase of a Civic Sign to improve visibility for emergency services. Approx \$150. Skip Ferguson will install later in September.
5. **Financial Report – To July 31, 2020 (unaudited) (Emailed to Board August 15)**
  - a) Balance Sheet: **Operating:** \$9,388 **Contingency:** \$1,368 **Reserve/GIC:** \$168,816
  - b) RBC: Began paperwork with RBC to set up PAD (still in process). Asked RBC to change Operating statement date to coincide with the month.
  - c) Income Statement: Within \$242 of budget, but behind on Reserve Transfers. Need to adjust transfers with the bank to match Budget. Doing so manually now. Will begin paperwork to transfer automatically.
  - d) Accounts Receivable: Actively working on all outstanding
  - e) Audit 2019: LCCM confirmed they received physical files for Audit.
6. Committee Report: Beautification (Cindy) – some weeding done
7. Old Business
  - a) **List of Outstanding Items**
  - b) Balconies: To be investigated by Richard Dicks. Chris to updated that Richard Dicks had not done so. **ACTION: Leigh will resolve**
  - c) Painting Project: Need to approve paint colours and set a date. **Board approved Sherwin Williams #7066. Cindy to meet with CertaPro. Board approved to pain the Doors and Frames at an added \$5,333. Total cost \$18,239.**





- d) Bell Aliant: Fibre Op install approved. Will go ahead prior to interior paint job.
- e) Handbook: Future project
- f)

#### 8. New Business

- a) Siding Cleaning – one unit owner inquired about doing their own. **Will get a quote on future cost.**
- b) Landscape: Hedges/Shrubs. **Approved the extra cost for the landscaper to bring the hedges to a maintainable level. \$400 for equipment plus \$30/hour**
- c) Garbage Bin Area: **An owner emailed that the garbage bin area needed addressing. Will contact A-Plus as needed. Cannot do it monthly. Not in the budget. Janet asked for 2 more green bins.**
- d) Lighting: Skip Ferguson was asked to change out all burnt out light bulbs in all buildings. That was done, but it has led to some lights being a yellow hue and some being bright white. Board agreed to price changing all foyer and building lights to LED - CL. Will look into Efficiency NS. Board agreed to change out all Foyer (3 Bulbs per building) to LED round bulb CL.
- e) AGM Date: need to decide on a date, as well as location. All AGMs for other corporations are being held virtually. In person is difficult. Cannot find a location.

9. Set date for next meeting: September 22, 2020 6:30pm

10. Adjournment



**MEMOS SENT TO OWNERS/RESIDENTS:**

- July 29: Owners reminded of parkade cleaning July 31
- July 29: Owners reminded gutter cleaning being carried out
- July 30: Owners emailed Minutes from May 26 & June 25
- July 31: Owners emailed regarding Fire Alarm testing

**LIST OF OUTSTANDING ITEMS:**

**Exterior**

- Gutters clogged Leigh to reach out to Skyreach **COMPLETED** – Roofworks will do the work on the ROT (no quote received)
- Deck staining to preserve them

**Interior**

- Paint throughout – **Approved**. Waiting on a date/ colour choices.
- Carpet, replace with tile (within 12 months)

**Parkades**

- Power wash before Fall 2020: Deep Down scheduled for July 31, 2020 **COMPLETED**
- Parkades need a full clean out. Allowable items (1 set of tires and storage case no deeper than depth of tires)
- Improve lighting – too dim (higher watt) – Twin City finished project. **COMPLETED**

**Building 118**

**Building 120**

**Building 122**

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BOARD OF DIRECTORS MEETING – September 29, 2020 via DUO video

## MINUTES

Attendance: Allie Magee, Cindy LeRue, Janet Arseneau, Leigh Nickerson, Angela Khan

1. **Call to order: 6:41 pm**
2. **Agenda Approved**
3. **Minutes Approved, August 25, 2020**
4. **RATIFIED decisions made by the Board in between meetings.**
  - a) Painting project: Cindy LeRue finalized colours with the Board.
  - b) Chris Maclsaac resigned from the Board, EFF Sep 16/20, as he is selling his unit
  - c) Board approved Bell to install piping along the edge of Building 118 to finalize Fibre Op project. Conduit was broken. Bell could not feed lines through.
5. **Financial Report – To August 31, 2020 (unaudited) (Emailed to Board August 15)**
  - a) Balance Sheet: **Operating**: \$9,360 **Contingency**: \$1,368 **Reserve/GIC**: \$173,460
  - b) Income Statement: Under budget by \$2,762. A bit under budget and bit over revenue (parking). It'll adjust once we catch up with Reserve transfers.
  - c) Accounts Receivable: Actively working on all outstanding
  - d) PAD: PAD is now set up with RBC. Email went out to owners September 22 for a soft launch for October 1
  - e) Audit 2019: LCCM forwarded DRAFT 2019 Audit for review. Board meeting with Tracey on October 1<sup>st</sup> at 6:30pm.
6. Committee Report: no reports
7. Old Business
  - a) Balconies: Leigh to update on condition -
  - b) Painting Project: Began September 28. Purchase of artwork approved. Around \$859 for all 3 buildings.
  - c) Bell Aliant: Fibre Op installation COMPLETE.
  - d) Handbook: Future project
  - e) Siding Cleaning – Asked O'Brien's Faster Blaster for quote
  - f) Landscape: Hedges/Shrubs – Work completed by Bob Gillis





## 8. New Business

- a) Fire Panel – Monitoring: Update needed to the Fire Panel, to add cell backup, PNL
- b) AGM: Discussed online forum or inside garage, later in October

9. Set date for next meeting: October 22<sup>nd</sup> 6:30pm

## **MEMOS SENT TO OWNERS/RESIDENTS:**

- **September 8** – Notice regarding Fibre Op and Painting (rem sent September 11)
- **September 11** – Sent Residents the offer from Bell Aliant
- **September 14** – Notice to residents regarding increased water usage (rem sent September 22)
- **September 25** – Notice of sprinkler repairs
- **September 28** – Notice – painting has begun in hallways

## **LIST OF OUTSTANDING ITEMS:**

### **Exterior**

- Deck staining to preserve them – FUTURE PROJECT
- Siding Cleaning – Angela asked OBrien's Faster Blaster for a quote
- Civic Signs – Received. Skip Ferguson will install.
- Balconies – Leigh Nickerson, Condo 51 to investigate.
- Fascia – Quote from Roofworks: \$1,800 plus HST (fascia,trim,gutters) – Can complete Oct 5th

### **Interior**

- Paint throughout – **Approved**. Certa Pro to complete.
- Carpet, replace with tile (within 12 months)
- Light Bulbs – 18 foot ceilings: Skip Ferguson **COMPLETED**
- Efficiency NS – Allie contacted efficiency NS – The building is already energy efficient now, so nothing Efficiency NS can do

### **Parkades**

- Parkades need a full clean out. Allowable items (1 set of tires and storage case no deeper than depth of tires)

### **Building 118**

### **Building 120**

### **Building 122**