

Halifax Condominium Corporation # 97
Annual General Meeting - March 27, 2019

Attendance: Sylvia Hernandez (102); Giselle Lauzier (103); Dorothy Fenn (107); Bob White (108); Evan Caldwell (110); Betty & John Walker (112); Rosemary Bully (204); Adrian Smith (205); Sheryl Eldridge (207); Carol Morris (208); Danny Landry (210); Kathleen O'Reilly (211); Susan Snook (303); Edward Porter (304); Melanie MacDonald (306); Deanna Skinner (308); Corey Moore (312)

Proxy: Carli Jeffrey (111); Geoffrey Appleby/Laurie Brockway (202); Maribel Martinez (203); Lisa Lomond (206)

- Meeting called to order by President Corey Moore at 7:02pm. Corey introduced the present board and the chair of the meeting, Pat Cassidy
- Pat Cassidy (Lawyer) Introduced himself and announced his firm had recently merged with Cox and Palmer.
- **Motion to approve the agenda** made by Dorothy (Unit 107); seconded by Carol (208). All in favour; **motion carried.**
- **Motion to adopt minutes from Mar. 27, 2018 AGM** made by Carol (208); seconded by Corey (312). All in favour; **motion carried.**
- Wayne Keddy (Auditor) gave his report based on the financial information provided to him by the property management company. This is an independent auditor report that advises what was audited and in our opinion this is a clean report. Reviewed the balance sheet and the income statement from October 1, 2017 to September 30, 2018. Called for questions. Dorothy (107) asked why there was 122.00 interest on 856.00 in the contingency. Wayne explained this was an obvious misallocation and they would correct it and send final papers to management. **Motion made by Melanie (306) to accept the financial statements with the corrections made to the contingency interest** by seconded by Giselle (103); all in favour; **motion passed.**
Motion made to have the board get 3 offers from other competent firms for next year's audit and give the board permission to appoint the auditor. Motioned Dorothy (107); seconded by Ed (304). All in favour; **motion passed.**

Election for the Board of Directors:

Qualification: You have to own a unit and be at least 19; if you aren't here or have said yes you wish to run for the board, we will not accept your nomination; minimum of 3 maximum of 5 seats for board members. If there are more than 5 nominations there will be a vote and we will need 2 scrutinizers. Four of the current board members have agreed to reoffer: Corey Moore (312); Melanie MacDonald (306); Ed Porter (304) and Bob White (108). Lisa Lomond (206) will step down.

- Rosemary asked the board what kind of a commitment is involved. The board said 4-6 meetings a year. On average 1 per quarter unless there is an urgent issue.
 - Pat explained a board member could be present by phone or Skype and they would count towards quorum.
- Rosemary asked if it is the owners or the board who select the officers.

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- Pat explained the bylaws call for a two tier election. The owners elect a board of between 3-5 and then from that board owners vote on each position.

Pat called for nominations from the floor.

Sheryl Eldridge (207) nominated herself. Rosemary Bully (204) nominated herself.

Pat called for nominations for the second time.

Pat called for nominations a third time.

Hearing no other nominations from the floor a **motion to close nominations** was made by Dorothy (107); seconded by Carol (208). All in favour; **nominations closed**.

Pat called for two people to be scrutinizers for the ballots. Giselle Lazier (103) and Dorothy Fenn (107) agreed to perform this task.

Nominees introduced themselves and gave a short talk on what they could offer to the board. Instructions ceased and votes were cast. Scrutinizers returned and Pat introduced the successful nominees as Corey Moore; Melanie MacDonald; Bob White; Ed Porter and Sheryl Eldridge.

Rosemary was thanked for putting her name forward.

- **President:** Corey Moore was nominated for the position; she accepted. Ed Porter and Melanie MacDonald were also nominated but declined. Motion for nominations for the position of president to cease made by Kathleen (211) seconded by Dan (205).
- **Vice-President:** Bob White was nominated for the position; he accepted. Motion for nominations for the position of vice-president to cease made by Dorothy (107) seconded by Adrian (205).
- **Treasurer:** Melanie MacDonald was nominated for the position; she accepted. Motion for nominations for the position of treasurer to cease made by Kathleen (211) seconded by Adrian (205).
- **Secretary:** Sheryl Eldridge agreed to sit in this position.
- **Director:** Ed Porter has no office; however, has the same authority.

Motion to destroy the ballots made by Giselle (103); seconded by Kathleen (211); all in favour.
Motion carried.

Questions and answers:

- Giselle Lauzier (103) asked who has the authority to hire a management company. Pat said the board has the authority to engage in a 1 or a 2 year contract. Giselle asked how long is the contract with Condo 51? Heather said it is a 1 year contract that renews annually.
- Kathleen (211) wanted to thank the board and management for their service as she feels they are both doing a good job.

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- Carol (208) commented that the new balconies look very good and wondered if the other side will be done this year. Leigh said the urgent side was done last year and that the other side can wait a year or two. Corey added that the suggestion last year at the AGM was that we will need to raise more money through condo fees before we can tackle the decks on the driveway side of the building.
- Giselle (103) asked if the ground floor decks could have some attention this year. The board will take that under advisement.
- Deena (308) asked if heat pumps were a consideration. Corey replied it has been discussed but not recommended unless there was uniformity, and all done at once and that is not in the budget.
- Rosemary asked how the Reserve transfer for capital work gets decided. Pat answered that a Reserve Fund Study is done every 5 years that determines the need and the funds that are required to be transferred for this work. This then forms part of the budget.
- Sheryl (207) asked if anyone else was having issues with things being thrown from balconies? What is the process to report? The board said to report to management if you can tell them where it came from. Bob is onsite and can help with any onsite issues. Do not approach the person yourself.
- Carol (107) reported documenting a noise complaint years ago with management and the information was used to deal with the offender and was immediately resolved.
- Sheryl (207) asked if the cameras are live. Cameras are just a deterrent. Not active. Susan (303) cautioned that fake cameras give a person in distress a false sense of security.

Rosemary (204) made a motion to adjourn the meeting at 8:10pm.

A handwritten signature in black ink, appearing to read "Rosemary (204)", with a large, stylized flourish extending from the bottom right.

CONDO BOARD
April 30, 2019
Minutes

Attendance:

Condo 51: Heather Nickerson; Leigh Nickerson

Board Members: Corey Moore; Ed Porter; Melanie MacDonald; Bob White, Sheryl Eldridge

Recording Secretary: Sheryl Eldridge

1. Meeting Called to order by President Corey Moore at 6:08 PM.
2. Motion to approve the agenda made by Melanie MacDonald; seconded by Ed Porter. All in favour.
3. Motion to adopt the minutes with no changes from last directors meeting on November 28, 2018 made by Melanie MacDonald; seconded by Corey Moore. All in favour.

4. **Financial Report** : Heather Nickerson

Heather reviewed the financial statements to April 2019 (unaudited)

Balance sheet - no issues.

Comparative income statement is under budget by 2,500. over on insurance (~500.), snow removal (2,452), and Landscape (1,300.)

Snow removal is over, and group discusses why this was over this year. More ice so more salt was needed than the year previous.

Motion to accept the Financial Statement, Bob White First, Corey Seconded.

A unit owner has not yet paid their special assessment. As is from 2017, Corey said had to be brought up again and checked status of what we can do as is very past due. Discuss unit owner has said they will be selling soon and so the funds will come from sale of unit (if not received by that time). Heather said to put on the record that Angela is following up on arrears and has sent an update statement to unit owner of \$1,800. today April 30.

Heather said the energy rebate goes into the Contingency Fund and was applied April 2019 and should be 650.25

Heather Nickerson - sign of Audit

5. Animal and Smoking By-laws

With regards to previous conversation on this, determined we are not going ahead with altering these as there are no immediate needs or complaints on it and there are actually several costs associated with attaining a By-law amendment. All in favour. Also, the same was agreed upon for Smoking by-laws. Keeping as is.

Ed Porter asks what is being done with concrete pillar bottoms on Breeze side of bldg. Ed said is unsightly. Leigh confirms this is the finished product , no more to be done to it.

ACTION Item - Bob White said he will look into covering the concrete pillar bases somehow as how is left currently he agrees is unsightly. Confirmed they have been leveled since last meeting discussion, where they said at that time Heather will investigate the cost of covering the pillar bases in the spring. Heather said there is limited options for how to cover where would be a good solution long term.

Bob asked about something to fix pavement in front of lobby as is getting really bad. Sheryl asked about the recycling footpath on the Cascades side of bldg. Is unacceptable

because the plywood pieces strewn about are a dangerous, slippery, muddy path to get to recycling area. action Item - Leigh said Martin Clayton to patch them soon and also the recycling footpath area on Cascades side of bldg. as well. Corey asked about assuring Tim-Co does the mulching. Bob assured they are scheduled to be done in the next few weeks. Melanie MacDonald asked if we had found a new auditor yet. Corey and Heather answered we decided we don't have to because all is well, and they all quote the same thing and do the same service. They are happy with current and long-time relationship with current auditor. Discuss and decided to get the quotes anyhow.

6. Correspondence (Leigh): None. Leigh

7. Managers report (Leigh) Leigh said for the unit owner of a leaky window and the 2-unit owners patio screen doors; Delory and Levy are slated to come repair these very soon.

8. Meeting dates: To be determined

9. Meeting Adjourned by Corey Moore at 7:05 pm.

CONDO BOARD Meeting Minutes

June 25, 2019

Condo Board HCCC 97 Minutes

Attendance:

Condo 51: Heather Nickerson; Leigh Nickerson, Angela Khan

Board Members: Corey Moore, Ed Porter, Bob White, Sheryl Eldridge

Recording Secretary: Sheryl Eldridge

1. Meeting Called to order by President Corey Moore at 6:05 PM.
2. Motion to approve the agenda made by Bob White; seconded by Sheryl Eldridge. All in favour.
3. Motion to adopt the minutes with no changes from last meeting made by Corey Moore, seconded by Ed Porter. All in favour.
4. Financial Report: Angela Nickerson
 - Angela reviewed the financial statements to June 2019 (unaudited)
 - Balance sheet - no issues.
 - Awaiting energy rebate (that will go into contingency fund)
 - Haven't spent CCI yet, not until July
 - Angela said the energy rebate goes into the Contingency Fund and was applied April 2019 and should be 650.25
 - Motion to accept the Financial Statement, Bob White First, Corey Seconded
5. New Business
 - Ed Porter asked if any painting going on in hallways, Sheryl asked if anything can be done to spruce up the stairwells as are very dingy looking and need also a paint job.
 - Corey said we're over budget now and there is no money to even do the above mentioned at this point.

Everyone agreed that the building is looking tired in the above respect and Bob added to this that also the siding on the sunny side of building is in rough shape.

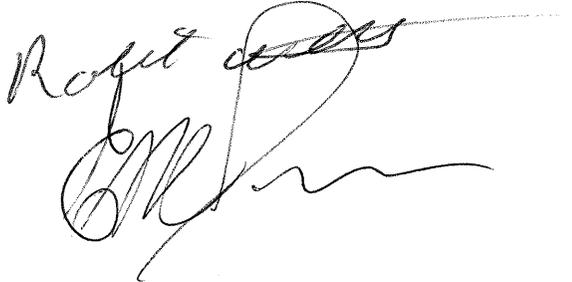
Corey and Bob said we'll have to up the condo fees and or a Special Assessment eventually as all this is necessary and we haven't upped the condo fees in years.

Angela and Corey verified they were increased by 5% in 2017 and 3% in 2018.

A few asked why there's no money for even these little jobs, Corey answered it has been depleted without keeping reserve fund up to where it should and we will never do that again.

ie. for new balconies

- Angela added she will be checking Wawanesa and insurance rates as they've gone up also contributing to need for condo fee increase. Heather added that most insurance companies don't want to take on condo corps so they do charge a lot.
 - Angela confirmed our yearly reserve is 34,000 and the reserve fund padding is low, especially with regards to updating the Lombardy side siding and their decks.
 - Closing notes ; Corey said a Special Assessment so soon after the last one (for balconies already done) would never pass so we will have one in the following year 2020.
 - We will propose a 5% condo fee increase, All in favour.
 - Angela will send a new budget for June, (the Actual budget) especially regarding increase.
 - Angela will send the increase note to condo owners end of July
 - Leigh proposes meeting end. Conversation about condo fee increase continues.
6. Correspondence (Leigh): Leigh confirms all happy with new balconies and proposes Brian King look at older Lombardy side balconies for safety and any loose boards. Bob firsted, Sheryl seconded.
7. Managers report (Leigh). Will get quotes on painting the siding on Lombardy side.
8. Meeting dates: The next board meeting is September 17th, 2019
The AGM will be October; date TBD.
9. Meeting Adjourned by Corey Moore at 7:05 pm.

CONDO BOARD Meeting Minutes

Sep. 17, 2019

Condo Board HCCC 97 Minutes

Attendance:

Condo 51: Heather Nickerson; Leigh Nickerson

Board Members: Corey Moore, Ed Porter, Bob White, Sheryl Eldridge

Regrets:

Sheryl Eldridge

1. **Meeting Called to order** by President Corey Moore at 6:10 PM.
2. **Motion to approve the agenda** with the addition of Question from 209 concerning Pat Cassidy chairing the AGM under correspondence and heat pumps added to new business. Motioned by Bob; seconded by Melanie. All in favour. **MC**
3. **Motion to adopt the minutes** from last meeting with the addition of recording the condo fee increase of 3% in 2018 Motioned by Melanie, seconded by Ed. All in favour. **MC**
4. **Financial Report:** Heather Nickerson
 - Heather reviewed balance sheet with 48,078.25 in reserve, 15,643.01 in operating and 2,450.36 in contingency.
 - One owner who still owes for the SA has sold the unit and the balance will be settled soon. This will be deposited in reserve.
 - Comparative Income statement: projecting 6,797.00 under budget due to some budget item under budget. Recommend transfer to the reserve in the amount of 5,000.00 by end of Sep. 2019 to bring the balance in the reserve to approx. 55,913.00.
 - Contingency/rebate: Transferred 700.00 to contingency to cover the 633.39 NS Rebate.
 - Budget 2019-20: The budget with the 5% increase has been sent to owners.
 - Client Aged: 206 making arrangements to clear the arrears.

Motioned to accept the financial report and to transfer 5,000.00 from operating to reserve was made by Melanie and seconded by Corey. All in favour. **MC**
5. **Old Business:**

Heather will get the audit quotes and email to the board next week.
6. **Correspondence:**

An owner asked if we needed to pay a lawyer to attend the AGM's. The board discussed it and have determined with the personalities that like to challenge the volunteer board it is best to have Pat at the meeting to be able to confidently answer owners' questions and control the atmosphere of the meeting.

7. **Managers report:** Leigh and Bob highlighted some activity at the building. Gardens and interior lobby were discussed. A couple of owners asked if the large couch could be discarded as it was becoming an eyesore. The board discussed and agreed the large couch could be dumped. Insurance was discussed as the premium has increased by 22%. Heather explained it was getting increasingly harder to get insurance for condos and that the industry premiums have reflected that. Our broker took the policy out to tender and of the 8 companies he sent it out to all but 1 declined to quote and the one that did was significantly higher. Wawanesa came back with a better offer due to long term relationship with HCCC #97 and we stayed with Wawanesa.

8. **New Business:**

- Heat pumps: An owner asked if she could install a heat pump in her unit. She has a quote from a contractor. The board discussed the semantics of the piping on the surface of the building, the unit sitting on the wooded deck, the sound interfering with other units and the drainage from the unit. The installation of heat pumps on all units was discussed. There is siding and deck installations to consider and the moving of the exterior component to do future repairs. The board unanimously decided to decline the request at this time until the corporation is in a better fiscal position to move forward with an evaluation.

9. **Meeting dates:** The next board meeting is Oct. 29th, 2019 6:00pm

10. **Meeting Adjourned** by Corey Moore at 7:06pm.

Handwritten signature: "Handwritten signature" (likely Corey Moore)