

WOODBRIIDGE COURT  
HALIFAX COUNTY CONDOMINIUM CORP. #116

Minutes of Board of Directors  
Tuesday, January 28, 2020

Call Meeting to Order

The meeting was called to order by Bob Sibley, acting in Geoff Frampton's absence, at 6:05 p.m.

Attending: Wendy Slaunwhite, Jane Bennett, Grant Crowson, Bob Sibley,  
Leigh Nickerson and Heather Nickerson and Doug Snyder

Absent: Geoff Frampton

1. Bob asked if there were any items to be added to the Agenda. There being none (at the time), the Agenda was approved.

2. Superintendent's Report

- Doug advised that the resident in Unit 240 (Bldg. #9) made a complaint to him about people meeting and talking loudly for extended periods of time in the hallway. Heather will send out a notice to all owners/residents to refrain from meeting and lingering in hallways so as not to disturb nearby residents.
- Residents of Unit 322 (Bldg. #7) had complained about issues with windows and the gaps in their front door. They also questioned the code of the deck spindles. Doug advised that the issue of the windows and door were addressed and that he would look into the code for the deck spindles.
- There continues to be ongoing issues of residents not using the recycle bins properly. It was suggested that we hold a meeting to try and impress upon all residents the importance of following garbage/recycling rules. Doug will contact a representative from the City to come and conduct an information session.
- Doug advised that the tenant/residents in Unit #459 (Bldg. #9) continue to park a second vehicle regularly without paying for the additional spot. Notice will be sent to the owner that a second parking spot has to be charged \$40 per month.

3. Financial Report

- Heather reviewed the Financial Statements and advised that our budget is in good shape.
- Heather continues to actively pursue all outstanding condo fees.
- Bob Sibley expressed that he would like to see \$200,000 in the Reserve Fund. Heather explained that the Reserve Fund is building in that direction, and that the balance continues to be monitored.
- Grant Crowther made a motion to accept the Financial Report; seconded by Jane Bennett. All approved.

4. Management Report

- Leigh advised that there is nothing further to report other than was already discussed under the Superintendent's Report.

5. Old Business

- Woodbridge Court's civic street sign will be replaced once the Forest Hills Parkway final upgrade has been completed sometime later this year.

6. New Business

- Bob Sibley asked if something could be sent to City Council regarding the fallen trees and wooded area behind Bldg #9. He expressed that it could be a fire hazard. It was suggested that a letter be sent to City Council, signed by all residents, in support of some clearing of the area.
- Board members will review the Reserve Fund Study for discussion at the next Board meeting.
- Doug will follow up with owners regarding the replacement of old hot water tanks.
- Grant asked if the installation of low-flow shower heads could help cut water costs. Doug explained that this was attempted in the past, but the low-flow shower heads were terrible and had no good pressure for showering, so residents changed them back.
- The Board discussed and voted down the request from the resident in Unit 242 (Bldg. 9) to use the Common Room for a photography start-up business. Heather will reply to him about the Board's decision (not possible due to insurance liability).

7. Wendy Slaunwhite moved for the approval of the November 6, 2019 Minutes; and seconded by Jane Bennett. All approved.

8. The next Board meeting was set for Tuesday, March 10, 2020 at 6:00 p.m.

9. The meeting adjourned at 7:15 p.m.

WOODBRIIDGE COURT  
HALIFAX COUNTY CONDOMINIUM CORP. #116

Minutes of Board of Directors  
Thursday, March 12, 2020

Call Meeting to Order

The meeting was called to order by President Geoff Frampton at 5:58 p.m.

Attending: Jane Bennett, Wendy Slaunwhite, Grant Crowson, Bob Sibley,  
Heather Nickerson and Doug Snyder

Absent: Leigh Nickerson

1. Geoff asked if there were any items to be added to the Agenda. Two items were added: (1) Financials; and (2) Disclosure from Head Office. Bob Sibley moved that the Agenda be approved, and Grant Crowson seconded. The Agenda was approved.

2. Superintendent's Report

- Doug asked for the approval that the main security doors for Building No. 1 be ordered.
- He advised that the problem with the garbage bins is still ongoing. Some residents are still not following proper rules.

Bob Sibley made a motion to approve the ordering of the main doors for Building No. 1, and it was approved by the Board.

3. Financial Report

- Heather reviewed the Financial Statements. Funds belonging to the Corporation were finally received from NovaCorp. It was recommended that Heather send NovaCorp an invoice for the extra bank fees that we incurred for the time they held our funds - that we should not be responsible for these fees because of their delay in releasing our funds.
- Geoff asked about the status of outstanding condo fees. Heather advised that she continues to follow up with the delinquent owners.
- Heather advised that Bell Aliant has agreed to give us a credit on our phone account.
- Grant questioned the budget regarding the electrical expense (E.J. LeBlanc Electric). It was advised that it was for electrical repairs.
- Jane Bennett made a motion to accept the Financial Report; seconded by Bob Sibley. All approved.

4. Management Report

- Heather advised that there were two applications received from owners to perform upgrades to their units. They were reviewed and approved, and the applications were signed by Grant on behalf of the Board.
- The ongoing noise complaints by owners of Unit 323 in Bldg. 1 was discussed. Heather has spoken to everyone involved and made it clear to the complainants that there is nothing to be done regarding normal living noise.

5. Old Business

- Woodbridge Court's civic street sign will be replaced once the Forest Hills Parkway final upgrade has been completed by HRM, hopefully sometime later this year.
- Bob Sibley is drafting a letter to HRM regarding the safety hazard of the fallen trees behind Bldg. 2. Geoff will forward a copy of the draft letter for the Board's review, and the final letter will be signed by the Board and sent to HRM.

6. New Business

- The Board has reviewed the Reserve Fund Study. Wendy Slaunwhite made a motion to accept the new Reserve Fund Study and Grant Crowson seconded. All approved. Heather will have the Reserve Fund Study sent to all owners.
- Doug advised Heather of the two remaining hot water tanks that need to be replaced. Heather will send notices to the applicable owners to have them replaced.
- Doug advised that he received the invoice for the glass replacement for the patio door for Unit 322.

7. Jane Bennett moved for the approval of the January 28, 2020 Minutes; seconded by Bob Sibley. All approved.

8. The next Board meeting is scheduled for Tuesday, April 28, 2020 at 6:30 p.m.

9. The meeting adjourned at 7:02 p.m.

WOODBIDGE COURT  
HALIFAX COUNTY CONDOMINIUM CORP. #116  
Minutes of Board of Directors  
Wednesday, May 6, 2020 (via Zoom)

Call Meeting to Order

The meeting was called to order by President Geoff Frampton at 6:35 p.m.

Attending: Geoff Frampton, Jane Bennett, Wendy Slaunwhite, Grant Crowson,  
Leigh & Heather Nickerson and Doug Snyder  
Absent: Bob Sibley

1. Approval of Agenda

Geoff asked for the approval of the Agenda. A motion was made by Bob Sibley and seconded by Jane Bennett to approve the Agenda; motion carried.

2. New Business

The postponement of the AGM, due to the Covid19 Pandemic, was discussed. Due to the current social distancing rules, it will not be possible to hold the 2020 AGM in June in a safe manner, and it will have to be rescheduled as soon as possible in September or later (or when safely possible). Heather will send an email to all owners advising of the postponement, and she will provide each owner with a copy of the 2019 Audited Financial Report. It was also suggested to post a notice on the bulletin boards regarding the AGM postponement.

A motion was made by Jane and seconded by Bob to postpone the 2020 AGM. Motion carried.

Heather advised that she is in contact with Jason Bezanson regarding an overpayment of his invoice for work done in 2019, and she will follow up to get reimbursed. **NOTE: This was a timing error, all cleared up. No reimbursement required.**

3. Old Business

Hot Water Tanks – Heather advised that 7 hot water tanks still need to be replaced. She has received a reply from all owners but one. She will follow up with them regarding getting this work done, but it may be difficult right now to have a plumber do the work during this pandemic due to health safety rules and entering someone's unit.

4. Superintendent's Report

Doug advised that everything is going well around the buildings and everyone is staying safe.

He reported that Gerri Janes (Unit 321) has been diagnosed with cancer and is currently in the Dartmouth General awaiting surgery. He suggested sending her a card and fruit basket.

Grant thanked Doug for taking care of the extra cleaning in the buildings during this pandemic.

5. Financial Report

- Heather reviewed the Financial Statements. Angela had also sent an email with the Financial Statement for the end of March. Heather updated some of the figures for April.
- Heather advised that she sent an invoice to NovaCorp for the extra bank fees and lost interest on the funds which they held and were late releasing to us. She has not received a response regarding payment.
- Heather advised that she continues to follow up with delinquent owners regarding late condo fees. She advised that no one has requested to have their condo fees deferred because of the pandemic and, to date, no payments for May 1<sup>st</sup> have been returned by the bank. She will continue to monitor this.
- Grant Crowson made a motion to accept the Financial Report; seconded by Wendy. All approved.

6. Management Report

- Grant asked for an update on the front entry roof repair project for Building 9. There was a discussion regarding the quoted job from RoofWorks, and the Board requested a copy of the quote for review and approval.
- Grant inquired about the damaged and broken curb sections in the main driveway entrance. It was suggested by Doug that these curb sections will be fixed once the Forest Hills Parkway road upgrade project is done. He will contact HRM to get an update.
- The Board also requested that a list of upcoming projects, big or small, be prepared and provided to the Board so we can have a sense of what will be scheduled for the coming months. Doug and Leigh agreed to put a draft list together of what they see needing to be done.

7. Geoff Frampton moved for the approval of the March 12, 2020 Minutes; seconded by Jane Bennett. All approved.
8. Geoff recommended that we postpone setting a time for the next Board meeting due to the pandemic. Unless there is something urgent, the Board will stay in touch by email or phone with the Property Manager and the Superintendent regarding any issues to be discussed or needing approval going forward.
9. The meeting adjourned at \_\_\_\_\_ p.m.