

WOODBIDGE 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 1st 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.

WOODBRIIDGE COURT
HALIFAX COUNTY CONDOMINIUM CORP. #116
Minutes of Board of Directors
Tuesday, June 23, 2020

Call Meeting to Order

The meeting was called to order by President Geoff Frampton at 6:31 p.m.

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

1. Approval of Agenda

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

2. Approval of Minutes

Geoff asked for the approval of the Minutes from the May 6, 2020 Board meeting. Bob Sibley made a motion to approve the Minutes and Jane Bennett seconded. Motion carried.

3. Superintendent's Report

Doug Snyder reported that things are running smoothly, and some upcoming projects are being quoted on and getting scheduled.

Some deck repairs have been completed on 2 units in Building 7.

The parking lines in the side parking lot for Building 7 have been repainted.

It was discussed and decided that the cement bumper curbs currently located near the wall in the side parking lot for Building 7 are no longer needed, and a plan is underway to remove them. Bob Sibley advised that a local canoe club may be interested in having the cement curbs and we could donate them. He will inquire further whether they are interested in taking them. If not, Doug will get a quote from Martin Clayton to have them removed.

We have received a written quote from Martin Clayton to replace the back walkway for Building 7 and to remove the old tree stump near the walkway.

Doug reported that he received a complaint from the owner of Unit #206 that wooden matches are being found on their deck, and assume they are coming from the deck above (Unit #316). Heather will send a message to the resident of Unit 316 to refrain from allowing wooden matches from falling onto the deck below. This is not only a nuisance issue, but a safety issue as well.

Doug reported that residents on the ground floor in Building #9 continue to make complaints about people walking back and forth in front of their decks causing privacy and security concerns. Heather will include a reminder in a Summer Newsletter to be posted in both buildings requesting residents to comply with the previous request to refrain from walking in front of other residents' units.

Doug completed his report and had to leave the meeting to attend another obligation.

4. Financial Report

Heather Nickerson reviewed the Financial Report details and reported that everything was going well and on budget.

She recommended transferring some of the funds in the Operating Account to the Reserve Account. After a brief discussion by the Board, Geoff made a motion to transfer \$42,478.30 from the Operating Account to the Reserve Account. The motion was seconded by Bob Sibley and unanimously passed.

There were no further questions regarding the Financial Report.

The 2019 final Audit Report was received and reviewed by the Board. As there were no further questions or concerns, it was signed by the Board. Heather will take care of having it registered.

5. Management Report

Leigh Nickerson advised that projects were being monitored and the property continues to be assessed with Doug during weekly site visits.

Geoff made a motion to approve the quote from Martin Clayton and to go ahead with the repair of the side walkway for Building #7. The motion was seconded by Grant. Motion passed.

Geoff suggested that a motion be made to approve the removal of the parking lot bumper curbs for Building #7 and that they can be donated to the boat club, as suggested by Bob Sibley. Geoff also included in his motion for the removal of the old tree stump (quote received from Martin Clayton). The motion was made by Jane Bennett and seconded by Grant Crowson. The motion was unanimously passed.

Leigh advised that he will be getting quotes for the repainting of the front stairwells for both buildings **and building 9's lobby.**

6. Old Business

Discussion took place about the delay of the 2020 AGM due to the Covid19 Pandemic, which meeting normally is held in June. It was recommended that we hold the AGM safely outside in the lower parking lot in mid-September. Heather will send the Board a few dates to consider and we will plan for a September AGM accordingly.

It is still unknown when the Forest Hills Parkway street project will be started by HRM or when it will be finished. We will have to wait to replace our main civic building street sign until the HRM street project is complete. The main front parking lot upgrades will also be scheduled for next year once the street project is complete.

Bob Sibley brought up the subject of sending a letter to HRM to request the removal of some of the fallen trees behind Building #9 because of a possible fire hazard. Leigh will draft a letter for the Board to review and sign and make an inquiry as to where the letter should be sent.

Heather Nickerson continues to monitor the units that need to have their hot water tanks replaced.

7. New Business

Wendy Slaunwhite requested that the Board consider having “No Trespassing” signs installed in the front parking lot entryway and at the side parking lot for Building #7 once the Forest Hills Parkway project is complete. It might help with pedestrians and/or cars from trespassing.

Heather submitted for review a Superintendent Pay report. The Board discussed the job performance and overdue pay raise for Doug Snyder and that he had not received a pay increase in 2 years. It was recommended that he receive a 4.5% pay increase and that it be made retroactive to January 2020 immediately. The motion was made by Wendy Slaunwhite and seconded by Grant Crowson to do so. The motion passed unanimously. Heather will advise Doug of the increase and make the appropriate retroactive payment to Doug and adjust his ongoing salary according to the new increase. Heather will also advise the owners of this decision by the Board as it will affect the current Budget.

8. As there were no further items to be discussed, Grant Crowson moved that the meeting be adjourned at 7:40 p.m., seconded by Jane Bennett. There are no Board meetings scheduled for July and August.

WOODBIDGE COURT
HALIFAX COUNTY CONDOMINIUM CORP. #116
Minutes of Board of Directors
Tuesday, November 10, 2020

Call Meeting to Order

The meeting was called to order by President Geoff Frampton at 6:31 p.m.

Attending: Geoff Frampton, Wendy Slaunwhite, Grant Crowson,
Bob Sibley, Eric Boutilier, Heather Nickerson and Doug Snyder
Absent: Leigh Nickerson

Geoff requested any additions to the Agenda. There were a few suggested, but they will be added to New Business and discussed later in the Agenda.

1. Approval of Agenda

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

2. Approval of Minutes

Geoff asked for the approval of the Minutes from the June 23, 2020 Board meeting. Eric made a motion to approve the Minutes and Bob seconded. Motion carried.

3. Superintendent's Report

Doug reported that things were running smoothly around the buildings, and there was nothing urgent to report.

It was suggested that we start the process of replacing our main street building sign and the Board discussed some design ideas. Heather will get a few quotes and designs from sign companies for the Board to review. We would like to have a new sign installed by late Spring.

Doug reported that the new front entrance doors for Building 7 came in but were the wrong size (again). The supplier (Lahey Glass) offered to discount the doors by 50% if they would fit and could be used for bottom doors instead. The Board agreed that we would purchase the discounted doors if they could be used. It was recommended that we get a quote for the new main front doors from Cole Harbour Glass.

A motion was made by Eric and seconded by Grant to obtain a quote for new front doors for Building 7 from Cole Harbour Glass. Motion carried.

Doug reported that the inspection of the sprinklers and smoke detectors/heat sensors in the common areas in both buildings was done. There was a deficiency noted in Building 9. The “Water Gong” needs to be replaced and the “Pendant” in the stairwell needs to be replaced. Heather will get quote to get this work done.

The main Fire Alarm System is in good working order, and we will be in receipt of a written PNL Report shortly.

Doug suggested that gutters can be cleaned now that all the leaves have fallen from the surrounding trees. He will speak to Jason about doing the work and get a quote.

Bob asked about the cleaning of dryer vents. Doug reported that these are not cleaned regularly and only on an as-needed basis. Doug does the cleaning when necessary.

Doug reported that there will be 2 unit moves coming up in the next couple of weeks and he will oversee this with the owners.

The Board agreed that the carpets should be cleaned again to maintain them as best as possible until we have them replaced.

4. Financial Report

Heather Nickerson reviewed the Financial Report details and reported that everything was going well and on budget.

Heather reported that she is overseeing the repairs and upgrades in Robin McKay’s unit (429) due to the water damage. Mr. McKay has provided funds to pay for arrears and for the work to be done. The Board agreed that no expense for this work would be funded by the Corporation and that Mr. McKay would have to prepay for any work undertaken.

The Board discussed the timing of having the common area carpets replaced, and that will be discussed further early in the new year.

The Board discussed and agreed that the Condo fees would remain the same for the coming year and would not be increased. Our Budget and Reserve Fund is in good shape.

There being no further questions or discussion regarding the Financial Report, Eric motioned to approve the Financial Report; seconded by Bob. Motion carried.

Geoff expressed his concern to Heather that the Board was not aware of any problems or issues with Levy Casey McLean and their audit work for the Corporation, until the AGM in September. Heather explained her reason for possibly changing auditors, but apologized for not bringing her concerns to the Board earlier. Levy Casey McLean was confirmed by the Board at the AGM to remain the Corporation’s auditors for the coming year. However, Heather will keep the Board informed during the process of next year’s audit and we will discuss at that time if we feel it necessary to change auditors.

5. Management Report

In Leigh's absence, Doug reported that things were running smoothly and weekly site visits and discussions between them continue regularly.

6. Old Business

Civic Sign - As discussed earlier under Item 3 (Superintendent's Report), Heather will obtain 3 quotes from sign companies for a new street sign at the main driveway entrance.

Hot Water Tanks – Heather continues to follow up with owners - there are only 2 tanks left to be replaced at this time.

7. New Business

The Board unanimously agreed that the 2020 Christmas Party would be cancelled this season due to the current Covid19 Pandemic.

The discussion and decision for Board positions took place after the AGM in September and are set out in the AGM Minutes.

Additional Items:

Grant suggested that the water backflow prevention sprinkler system be installed. One would be needed for each building (possible cost \$5,000). It was agreed to be a necessary expense. Eric made a motion to have this system installed, and Grant seconded. Motion carried.

Following up from a request at the AGM from the owner of Unit 462 (Lisa LeDrew), the Board approved that Heather send a letter to her reporting that stairs from the lower parking lot beside Building 9 would not be replaced.

Wendy presented to the Board some painting samples and a plan for her and Doug to paint a sample portion of the main floor hallway in Building 7. The Board will then look at the result and decide if we would move forward with this project of repainting all common hallway areas in this color combination. Wendy will obtain a paint price from Dulux Paint (Condo 51 has a commercial account). The Board agreed with this plan.

8. As there were no further items to be discussed, Eric Boutilier moved that the meeting be adjourned at 7:57 p.m.

Next Board meeting scheduled for Tuesday, January 5, 2021 at 6:30 p.m.