

Halifax County Condominium Corporation No. 2

P. O. Box 20035 Spryfield R.P.O.

Halifax, N.S. B3P 1L1

BOARD OF DIRECTORS MEETING

March 26, 2018

Present: Eric Caines, Laurielee Ponsford, Elaine MacLellan, Louise Boudreau, Marty Raymond, Scott Hart, Linda Hindle.

Absent: Maureen Hiltz

Meeting called to order at 5:35 p.m. on March 26, 2018 by the President,

1. **Minutes of the Last Meeting:** The Minutes of the last meeting held on August 22, 2017 were approved. Motion to accept by Laurielee Ponsford, second by Marty Raymond. All were in favour.
2. **Financial Report:**
 - a. Report provided by Manager. Motion to accept Financial Report by Laurelee Ponsford, 2nd by Marty Raymond, all were in favour. Manager introduced a new format of the financial report, making it easier to read and understand. The new format was approved by Laurelee Ponsford, 2nd by Marty Raymond, all were in favour.
 - b. Proposed Budget 2018-2019 was distributed to the board. To be reviewed and any questions/queries or concerns to be directed to Manager by Thursday, March 29, 2018.
 - c. One budget item discussion took place regarding the snow removal/landscaping for the upcoming season. Our current contractor is satisfactory, but is decidedly expensive. It was agreed that we will go to market to find a more reasonably priced contract for both snow removal and landscaping, with 12 monthly payments for the duration of the annual contract. Eric and Marty will call for and review 3 contracts, including our current contractor who will be invited to submit a bid.

3. **Manager's Report:**

Manager's Report entailed Budget discussed.

4. **Old Business:**

Old business was reviewed and approved.

5. **New Business:**

1. Election of Officers.
 - a. Laurielee Ponsford offered to serve as President for another term.
 - b. Elaine MacLellan resigned as Vice President, but agreed to remain as a Board Member.
 - c. Scott Hart offered to serve as Vice President.
 - d. Louise Boudreau offered to serve as Secretary/Treasurer for another term.
 - e. Motion made by President to accept for upcoming fiscal year, seconded by Marty Raymond.

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It was agreed that Scott would be added as a signature on the bank account and Elaine will remain, giving us 4 members able to sign on behalf of the Corporation.

2. Siding at 3 Limerick Rd needs repair after wind storms this winter.
3. It was requested that we return to email as communication so that all members get the same message at the same time. Also, to return to a bimonthly meeting format, the second Tuesday of every other month, beginning on May 8, 2018, at 6:00 in the Cemanco boardroom.
4. Rental unit at 41 Ridgevalley Rd has a large dog staked in the unfenced yard. Manager will contact unit owners to discuss.
5. As we expect to get a lower price for landscaping/snow removal for the upcoming, monthly condo fees will remain unchanged for this fiscal year.
6. Nibs and siding repair/replacement is scheduled to begin this year. \$25,000.00 has been designated over the next nine years for this project.
7. Increase in monthly condo fees to be stated in unit owner packages for 2019-2020.
8. Handrails at 39 and 41 Limerick Rd have been paid, after car accident last winter.
9. 41 Limerick Rd. has a continuous buildup of water, collecting at the front of unit, with the potential for problems. Repairs will be done this summer to remedy this situation, with landscaping and curbing. The erosion at the walkway from Limerick Rd. leading to the parking lot will also be addressed.

No further business, meeting adjourned at 6:00 p.m.

NEXT MEETING: 6:00 p.m. on Tuesday, May 8 at Cemanco's office.

Louise Boudreau, Secretary/Treasurer

Laurielee Ponsford, President

Date

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BOARD OF DIRECTORS MEETING

May 8, 2018

Present: Eric Caines, Elaine MacLellan, Louise Boudreau, Marty Raymond, Scott Hart, Maureen Hiltz.

Absent: LaurieLee Ponsford, Linda Hindle

Meeting called to order at 6:03 p.m. on May 8, 2018 by Marty Raymond, in President's absence.

1. **Minutes of the Last Meeting:** The Minutes of the last meeting held on March 26, 2018 were reviewed and 2 corrections were made. Motion to accept by Marty Raymond. All were in favour.
2. **Financial Report:**
 - a. Year End audit to April 30, 2018 to be dropped off at Auditors.
 - b. As of May 1, 2018, 26 unit owners have not provided Condo Fee cheques to the Manager for the 2018-2019 year. Statements of account to be distributed in sealed envelopes to these units.
 - c. Budget reviewed and Scott Hart motioned to be approved, 2nd by Elaine MacLellan.
3. **Manager's Report:**
 - a. 5 Limerick Rd – Backyard fence approved.
 - b. 39-41 Limerick Rd. handrails insurance claim has been paid, attempts to recover expenses from the driver of the car have gone unanswered. May have to be turned over to our insurance company for collection.
 - c. 41 Limerick Rd. continues to have water pooling problems at front of unit. Work will be done in this area to provide better drainage to hopefully avoid any long term damage to unit.
 - d. Dave Ryan continues to work at controlling rodent problem and continues to inspect and repair nibs on units.
4. **Old Business:**
 - a. The bids from 2 landscaper/snow removal companies were reviewed, the 3rd company did not submit and it was decided our best choice was the current company, 1st Choice, who has been providing these services for a number of years. Motion to accept by Marty Raymond and 2nd by Maureen Hiltz. All were in favour.
 - b. 41 Ridgevalley Rd rental unit is installing backyard fence in order to accommodate large dog.

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5. New Business:

- a. 93 Ridgevalley Rd – tenant is taking care of children in the unit and is allowing them to play and ride bicycles in parking lot. Unit owner will be asked to request this be stopped. Sign indicating parking lot rules has been knocked down over the winter, Dave Ryan will be replacing sign asap.
- b. 2 Limerick Rd. – roof shingle/vinyl siding has been damaged or lost during winter storms. Marty will contact Brian O’Quinn at Castle regarding repairs/replacements.
- c. 23 and 37 Ridgevalley Rd have had foundation repairs done and the exposed foundation remains unpainted and appears unfinished. Mortar and paint will be applied to finish it.
- d. 1-11 Ridgevalley Rd back walkway is at an uneven grade. The landscaper will be asked to provide a cost estimate of leveling this area.
- e. Limerick Rd. – west side of the street doesn’t get much sun and lawns are more moss than grass. Landscaper will be asked to treat with something that might help grass growth.
- f. Block C - correspondence in Judy Berthier’s name continues to arrive at her address, as she was listed as the Secretary/Treasurer. As there have been no Village Council meetings since Judy’s passing, and the information at the Registry of Joint Stocks has not been updated. One piece of correspondence in particular was the tax bill, which was due April 30, 2018. With only a few days before this was due, Marty Raymond and Eric Caines discussed and decided pay the bill on time to avoid further complications. The Board discussed that a meeting of the Village Council be called to discuss the intent of the Village Council, and which Condo Corps wish to remain in the VC. Meeting will be held at Cemanco boardroom at 339 Herring Cove Rd.

No further business, meeting adjourned at 7:17 p.m.

NEXT MEETING: 6:00 p.m. on Tuesday, June 19, 2018 at Cemanco's office.

Louise Boudreau, Secretary/Treasurer

Elaine MacLellan, Vice President

Date

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BOARD OF DIRECTORS MEETING

June 19, 2018

Present: Eric Caines, Laurielee Pondsford, Elaine MacLellan, Louise Boudreau, Marty Raymond, Scott Hart, Maureen Hiltz.

Absent: Linda Hindle

Meeting called to order at 6:04 p.m. on June 19, 2018 by the President,

1. **Minutes of the Last Meeting:** The Minutes of the last meeting held on May 8, 2018 were approved. Motion to accept by Laurielee Pondsford, second by Scott Hart. All were in favour.

2. **Financial Report:**

- a. Auditor is almost finished with this year's audit.
- b. To be reviewed with 2 members and the draft will be reviewed.
- c. Current financial standing - \$8500.00 in the bank and \$73000.00 in reserve fund. Some adjustments will be done with offsets.
- d. Still trying to recoup the insurance money (\$575.00) from accident on Limerick Rd. last winter. Money is coming for insurance company.

3. **Manager's Report:**

- a. Fence to put up at 5 Limerick Rd.
- b. Handrails at 39-41 Limerick Rd. are installed.
- c. Water pooling at 41 Limerick Rd. will be addressed/rectified by landscaper.
- d. Dave continues to inspect nibs and checks on rodent problem.
- e. Painting is completed or ongoing.

4. **Old Business:**

Old business was reviewed and approved.

5. **New Business:**

- a. Brian O'Quinn not available to do maintenance as he has done previously. It is now time to engage a full-fledged contractor to do these jobs. Eric has someone to be interviewed with Marty.
- b. 43 Ridgevalley Rd – dog dirt and garbage continue to be a problem in this rental unit.
- c. Notices that were previously dropped off at units will be mailed going forward.
- d. Dryer vents are not properly covered, which can give rodents access to units. Dave will continue routine maintenance and replace when he deems necessary.
- e. Storm doors – some are missing and according to by-laws, on front and back to be recorded by Dave.

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- f. Frank Berthier signs posted on fence in parking lot. A letter from Eric will be mailed asking that signs be removed.
- g. Handbook in progress.
- h. Unit owner list is with Eric and will be updated and kept current.
- i. Elections of Officers to be discussed at next meeting. Marty will talk to Linda.

No further business, meeting adjourned at 7:25 p.m by President and second by Scott Hart.

NEXT MEETING: 6:00 p.m. on Tuesday, August 7 at Cemanco's office.

Louise Boudreau, Secretary/Treasurer

Laurielee Ponsford, President

Date

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BOARD OF DIRECTORS MEETING Sept 11, 2018

Present: Eric Caines, Laurielee Pondsford, Maureen Hiltz, Louise Boudreau, Marty Raymond, Scott Hart, Linda Hindle.

Absent: Elaine MacLellan

Meeting called to order at 6:35 p.m. on Sept 11, 2018 by the President,

1. **Minutes of the Last Meeting:** The Minutes of the last meeting were deferred as they were not available at this time.
2. **Financial Report:**
 - a. Unit owners who are delinquent on condo fees and water bills. 7-8 units are in arrears for condo fees. Manager will prepare a new letter and statement of account. The letter will include section of the bylaws detailing the responsibility of the unit owner to be current and up to date on condo fees. Interest will be charge on outstanding amounts. The mortgage holder can also be contact in an effort to try and collect outstanding fees. Laurie motioned to send letter, Scott second, all were in favour.

3. **Manager's Report:**

- a. Insurance – our current annual premium at \$29,400.00 will increase, but not as much at the 10% most condo corporations are experiencing. We will continue with our current insurance company.

4. **Old Business:**

As the minutes for the last meeting were not available, no review was done.

5. **New Business:**

- a. Heat Pump – discussion took place as to the placement of heat pumps, exclusive use or common element? It was noted unit at 2 Limerick Rd. has two units installed on what would be considered common element. It was agreed that heat pumps can be installed where they will be most effective and efficient. Installation still needs to be requested in writing to the Manager.
- b. Annual Meeting to be held on Tuesday, November 20, 2018. We will try and get a room at Chebucto Heights School.
- c. It was agreed we will try and collect proxies prior to the meeting in order to have a quorum for the Annual Meeting.
- d. Board of Directors will be elected at the Annual Meeting on Nov 20.
- e. Maureen brought to our attention that we all need to provide Eric with current contact information.

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- f. We do not have pest control like the other corporations. We will get 3 quotes for ongoing, active control.
- g. The last Village Council meeting went well and another meeting will be scheduled. The Village Council will be reinstated. Taxes and insurance will be split equally between the 4 Corps. Corp 2 will pay 70% of maintenance fees and 10% by each of the other Corps.
- h. There is currently no insurance on Block C. Liability and Board Indemnification would cost \$1,600.00 annually which will be split between the 4 Corporations.

No further business, meeting adjourned at 7:43 p.m.

NEXT MEETING: 6:00 p.m. on Tuesday, Oct 16 at Cemanco's office.

Louise Boudreau, Secretary/Treasurer

Laurielee Ponsford, President

Date

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BOARD OF DIRECTORS MEETING October 23, 2018

Present: Eric Caines, Laurielee Pondsford, Maureen Hiltz, Louise Boudreau, Scott Hart, Linda Hindle.

Meeting called to order at 6:05 p.m. by the President,

1. Minutes of the Last Meeting:

Minutes of the June 19, 2018 meeting were presented, no errors or omissions. Motion put forward to approve, motion carried.

Minutes of the September 11, 2018 meeting were presented, no errors or omissions. Motion put forward to approve, motion carried.

2. Financial Report:

a. Balance Sheet report presented.

b. A few unit owners are still in arrears. The Board has given permission to the Property Manager to engage a lawyer to help with these collections, so they can be cleared up ASAP or have arrangements made with the office to set up a payment schedule.

3. Manager's Report:

a. Nibs inspections are ongoing by Dave Ryan.

b. Pest Control: Rent to Kill has placed 60 black boxes with poison on the property. Rats are being poisoned. Set up cost between \$500-600 and \$300 per monthly for the year.

c. As per the bylaws, a Board Quorum is 3 Board members.

4. Old Business:

Old business was reviewed and approved.

5. New Business:

a. Discussion regarding alternates on the board. Bylaws state the Board consists of 4 Executives and one member at large. Eric will contact the Registry of Condos for clarification. If the decision is to increase the Board to 7, there must be 80% unit owner approval. Cost of changing bylaws must be considered.

b. Signing authority is President with Secretary/Treasurer and Vice President.

c. No meeting prior to AGM on November 20. Meeting room at Chebucto Heights School has been requested. Application = \$15.00 and room rental = \$70.00.

d. 41 Limerick Rd. – temp fix for water accumulation will be done this fall, with permanent fix in 2019.

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No further business, meeting adjourned at 6:55 p.m.

NEXT MEETING: with upcoming AGM, no Board of Directors meeting was scheduled at this time.

Louise Boudreau, Secretary/Treasurer

Laurielee Ponsford, President

Date

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Annual General Meeting – Condo Corp No. 2 December 11, 2018

Meeting called to order at 6:35 p.m. on December 11, 2018.

President thanked everyone for attending and welcomed any new owners. Housekeeping point – during the meeting, attendees were asked to refrain from discussions amongst themselves as too many people talking at the same time, makes it difficult for others to hear the main topic being discussed.

Although a quorum was not required for this second AGM, Eric Caines did confirm there were 17 people present.

1. **President's Report:** no questions were brought forth on the President's Report. It was moved that the report be approved, second by Scott Hartt.
2. **Minutes of the Last Meeting:** Last year's annual meeting minutes from February 20, 2018 were presented and with no errors or omissions, it was put to the floor that they be accepted. Scott Hartt motioned to accept minutes, seconded by Elaine Maclellan. All were in favour and minutes were approved.
3. **Budget:** Annual budget was presented. No questions were brought forth. Approved.
4. **Manager's Report:** Eric Caines presented Manager's Report. Motioned to accept the Manager's Report .
5. **Financial Report:** Report was review. Discussion regarding the Reserve Fund. Can a portion be locked in to earn more interest? Eric will look into a short term GIC. As the Reserve Fund is funds for emergencies, and we need it, penalties will be incurred to access funds. Francis Bertier motioned to accept the report, seconded Scott Hartt. All were in favour, Financial Report approved.
6. **Audit Report:** Auditor's statement as of April was presented. It was noted the Reserve Fund is currently at approximately \$100,000.00. Accounts Payable - only the outstanding Auditor's fee at this time. Motion to have Bill Foster continue as our auditor was brought forward by Scott Hartt, second by Maureen Hiltz. All in favour. Motion passed.
7. **Election of Officers:** there are two 3 year terms up at this time. Elaine MacLellan will not reoffer at this time. Linda Hindle will reoffer. Elaine MacLellan nominated Scott Hartt and Louise Boudreau. As there are 3 people offering, a vote was taken. Scott and Louise were voted in for the two – 3 year terms.

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8. Old Business:

#4 – discussion regarding electric meters was brought up. NSP will only replace damaged meters.

9. New Business:

1. Parking spaces – snow removal/plowing has damaged some cars. Unit owner requested a sign be posted. No sign to be posted.
2. Front lawns – it's been noted some front lawns have damaged and or bare patches of grass. This can be caused by tree roots or shade side of street. Manager will discuss with the Landscaper the use of different grass seed to try and improve this situation.
3. Storm doors – after reviewing the by laws it was determined storm doors are not required on units.

With no further business, Scott Hartt motioned the meeting be adjourned at 7:00, second by Suzanne Boudreau.

APPENDIX:

A short Board of Directors meeting took place immediately following the AGM, to appoint officers:

1. **President:** Maureen Hiltz nominated Laurelee Pondsford, Scott Hartt second, carried.
2. **Vice President:** Laurielee Pondsford nominated Scott Hartt, Louise Boudreau second, carried.
3. **Secretary/Treasurer:** Laurielee Pondsford nominated Louise Boudreau, Maureen Hiltz second, carried.
4. **Members at Large:** Maureen Hiltz and Marty Raymond.

Louise Boudreau, Secretary

Lauralee Ponsford, President

Date