



Halifax County Condominium Corporation No.181  
[www.hccc181.com](http://www.hccc181.com)

**BOARD OF DIRECTOR'S MEETING MINUTES**  
**November 11, 2008**

**Attendees:** Pat Babin, President,  
Patrick Sullivan, Vice-President  
Natasha Lymburner, Treasurer  
Julia Grady, Secretary  
Jamie Hubbs, Director at Large

**Regrets:** Dan Galletti, Merit Property and Project Management Ltd.

## **Meeting Minutes**

### **I. Call to Order**

Patrick Sullivan, outgoing President of the Board of Directors for Condo Corporation #181, called to order the regular meeting of the Board of Directors at 6:30pm on Tuesday, November 11, 2008 at 3600 John Parr Drive, Halifax, Nova Scotia.

### **II. Approval of Agenda**

Motion to approve the agenda by Patrick Sullivan. Motion carried.

### **III. Approval of Minutes**

Minutes from the AGM, held on November 6 are not yet available. This item will be tabled until minutes made available from outgoing Secretary, Pearl McCauley. These minutes will be approved at the 2009 AGM, but a draft will be made available as soon as possible.

### **IV. New Business**

#### **i. Board of Directors code of ethics**

Discussion about the need for board members to develop a code of ethics.

Further discussion concerning the Education clause in the CCI Code of Ethics. Clarification provided by Patrick Sullivan, who said that there has typically been a budget for directors to attend development seminars/courses. It was agreed that we will amend the Education clause to reflect the opportunities that will be available to our board members.

Natasha raised concern about the legality of the code of ethics, and liability issues. Patrick Sullivan clarified that the Code of Ethics is to be used for internal board purposes only.

All members agreed to use the existing CCI Code of Ethics as a guideline, but to amend the Honesty and Good Faith clause and the Education clause. Updated Code of Ethics to be brought to later meeting by Patrick Sullivan.

## **ii. Election for positions of the Board**

Motion by Natasha Lymburner to elect Julia Grady as Secretary. Seconded by Jamie Hubbs. Motion carried.

Motion by Jamie Hubbs to elect Natasha Lymburner as Treasurer. Seconded by Patrick Sullivan. Motion carried.

Discussion of the duties and the role of the President and Vice-President.

Motion by Jamie Hubbs to elect Pat Babin as President. Seconded by Natasha Lymburner. Motion carried.

Motion by Natasha Lymburner to elect Patrick Sullivan as Vice President. Seconded by Pat Babin. Motion carried.

Jamie Hubbs will be the Director at Large.

## **iii. Minutes**

Minutes will be posted after approval from the Board at subsequent meetings (November minutes to be approved at December meeting, and therefore posted in December).

Patrick will email Dan Galletti to inform him of the results of the elections for positions on the board, as detailed above.

Posted minutes will detail names and offices of all board members.

## **iv. 2009 Budget**

- Increase power budget by 10% to reflect the Nova Scotia Power rate increase of 9.4%.
- Budget for snow removal at the amount of 2008 overage, because snowfall predictions for 2009 are similar to 2008.
- Repair and maintenance will be at least as much as 2008 projected.
- Patrick Sullivan will ask Dan Galletti to prepare a new budget with these amendments.
- Board will meet during the week of November 17 to review the proposed budget with Dan Galletti. Jamie will not be able to attend this meeting because of prior commitments.

## **v. Reserve Fund**

- 2008 collection is \$170,000. In 2009 the collection is projected to decrease to \$90,000 to reflect the plan from the Jacques Whitford Reserve Fund Study.
- Reserve fund will need to be updated because of material changes (new roof on 3600 and 35XX, which were projected costs in the reserve fund study). Because of material changes, a new reserve

fund study may have to be completed, rather than updating the current study. Patrick Sullivan will consult with Jacques Whitford.

- Some planned 2008 projects were not completed because of the roof, so these projects will be pushed to 2009, and be the first to be completed.

Motion by Jamie Hubbs to update reserve fund study. Seconded by Pat Babin. All in favour. Motion carried.

**vi. General Discussion**

- Merit Property & Project Management contract includes a clause that allows Dan Galletti (Merit) to maintain the right to bid on project management contracts.
- Merit Property & Project Management subcontracts to a CGA.
- Board will request current copies of Merit Property and Project Management contracts.

**V. Future Business**

- Code of Ethics
- Operating guidelines for Board and Merit Property Management
- Review of Merit Property Management contract
- 2009 Budget

**VI. Adjournment**

Motion to adjourn by Jamie Hubbs. Seconded by Julia Grady. Motion carried, meeting adjourned.

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Signature of Board Member

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Date

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Signature of Board Member

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Date