



Halifax County Condominium Corporation No.181

www.hccc181.com

BOARD OF DIRECTOR'S MEETING MINUTES

December 4, 2008

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

Meeting Minutes

I. Call to Order

Pat Babin, President, called to order the regular meeting of the board of directors at 6:40pm on Thursday, December 4, 2008 at 3600 John Parr Drive, Halifax, NS.

II. Approval of the Agenda

Motion to approve agenda by Patrick Sullivan. Seconded by Jamie.

III. Approval of the Minutes

Motion to approve November 11 minutes by Patrick Sullivan. Seconded by Jamie. Motion carried.

Motion to approve November 21 minutes by Jamie. Seconded by Patrick Sullivan. Motion carried.

Motion to approve November 29 minutes by Pat. Seconded by Jamie. Motion carried.

We will only be making one copy of the minutes to be provided to the registrar and the membership

IV. New Business

i. Code of Ethics

General discussion of updated Directors' Code of Ethics.

All board members have signed the Code of Ethics. Signed copies will be kept by the Secretary.

ii. Communications from Owners

The board read a letter from a unit owner and discussed the issues and concerns presented.

The board has agreed that all communication received by individual board members will be brought forward at the next scheduled meeting, or will be communicated to other members electronically, and the board will discuss action together.

Jamie has received communication from Gary Jewett. This communication will be distributed electronically to the board and discussed at a later date.

iii. Board Goals for 2009

General Goals

The board will strive for transparency and open communication with the membership.

The board will review, and potentially redefine, the relationship between HCCC #181 and the property management company we have hired.

The board's intention is to create Standard Operating Procedures, guidelines, and directors' guide with future boards in mind.

Activities Related to Goals

The board is planning a General Meeting with membership in early 2009. Agenda items for this meeting may include discussion about moving the date of the AGM to May (after the audited numbers from the previous year are available), reviewing the current financial standing of HCCC #181, and a call for ideas from the membership.

Also, we discussed having an 'open office' evening one night a month, where at least one director is present in the office to hear concerns and to have conversations with the membership.

A new Reserve Fund Study will be completed in 2009.

iv. Discussion of Standard Operating Procedures

Motion by Natasha that all estoppel certificates must be signed by two directors, one of whom must be the President, Vice-President, or Treasurer. Seconded by Jamie. Motion carried.

Motion by Natasha to have all cheques signed by a director and Merit Property Management. Seconded by Julia. Motion carried. The logistics of this will be decided in consultation with Merit Property Management.

Motion by Patrick Sullivan to have the monthly financial package from the previous month sent electronically to the board by the 21st of the month. Seconded by Natasha. Motion carried.

v. Merit Property Management

Copy of Merit's contact with HCCC #181 has been received by the board.

Pat will confirm Dan's availability for a meeting with the board during the week of December 8.

Jamie will draft a letter to Dan regarding Standard Operating Procedures.

The board would like to meet with the boards of HCCC #170 and HCCC #213 to share common experiences and issues. Pat will contact Dan Galletti for contact info for other boards.

V. Adjournment

Motion to adjourn by Patrick Sullivan. Seconded by Jamie.

Signature of Board Member

Date

Signature of Board Member

Date