



Halifax County Condominium Corporation No.181

www.hccc181.com

BOARD OF DIRECTOR'S MEETING MINUTES

January 14, 2009

Attendees: Patrick Sullivan, Vice-President
Natasha Lymburner, Treasurer
Julia Grady, Secretary
Jamie Hubbs, Director
Dan Galletti, Merit Property and Project Management

Regrets: Pat Babin, President

I. Call meeting to order

Meeting called to order by Patrick Sullivan, Vice President, at 6:15pm on Wednesday, January 14, 2009 at 3600 John Parr Drive, Halifax, NS.

II. Approval of outstanding minutes

Motion by Patrick Sullivan to approve December 4, 2008 minutes. Seconded by Jamie. Motion carried.

Motion by Patrick to approve December 9, 2008 minutes. Seconded by Jamie. Motion carried.

III. New Business

i. Operations Update from Merit Property Management (Dan Galletti)

- a. Dialogue on new Board procedure and processes for cheque / estoppels signing.

Arrangements have been made with the bank to have board members be given signing authority on the accounts. Natasha, Pat Babin and Patrick Sullivan will go to the bank to make arrangements.

Procedure for signing cheques: Merit does one cheque run a month. Cheques will be delivered to the board on one Wednesday a month (dates to be provided for the upcoming year by January 21). Cheque package for December will be ready in January (possibly next week).

Estoppel certificates will continue to be signed by two board members, at least one of whom must be the President, Vice-President, or Treasurer.

We will communicate to the owners the new cheque and estoppel signing procedure.

- b. Update on Roofing project:

Robie Street side of the townhouses has been started, and two sections are completed. Another week to week and a half of good weather days are required to complete the projects.

Any new shingles are put down using a cold weather adhesive. Shingles that were seen in the parking lot following the storms and high winds will be replaced using this adhesive.

Entrance way gables will be completed in the spring. Hydraulic lifts will used.

Damage may have been made to rosebushes from the dumpster, the roofers will repair any damage and there will be monies held back until all damage is assessed and resolved.

Some of the chimney caps blew off as well during the storms and high winds, and have been replaced.

3600 roof had a leak near a chimney, because it was not flashed properly. This has been attended to and the cost for repair is being deducted from the total due to the roofers.

Bob Harvey is the independent expert did the original scope of work and has been on site weekly since the project began. He will complete a final inspection and will provide a written report of his findings.

Scaffolding on front of townhouses is due to come down very shortly. There is a minor amount of work still to be done on the end of the townhouses.

Do date \$101,700.00has been paid to the roofers for work completed on 3600 and the townhouses. There is a one year complete warranty on the roof..

c. 3600 Fire alarm and status

Alarm on New Year's Day was caused by the major snowstorm on this day. Snow got in through the air intake on the outside, which is connected to the corridor ventilation system. This resulted in a short in a smoke detector in the corridor on the fifth floor, which set off the alarm. The fire department arrived and checked the panel and made sure that the panel was operational, and the faulty smoke detector was disconnected. The air intake will be modified in hopes of preventing this in the future.

Also, 60 ft of pipes in the attic have been replaced (part of the dry chemical fire system). Other pipes will be checked, and minor pipes leaks may be present. This will need to be accounted for in the proposed updated full Reserve Fund study to be completed this year.

d. Townhouse sprinkler head replacement

The heads have been replaced as part of a nationwide recall at the expense of the manufacturer. Some caulking related to this process is not within the realm of responsibility of the manufacturer and this cost will be covered by the Corporation (approx cost of \$1200)

e. End of year

End of Year report should be available from Merit by Monday, January 19, 2009.

ii. Treasurer's Report

There are currently nine unit owners who have been contacted by the Corporation's lawyer (Pat Cassidy) regarding the late temporary condo fee increase payments. They have received two letters from Merit, and a letter from the lawyer. There are six units who have not paid the December temporary condo fee increase.

iii. Owner questions and concerns

- a. Patio door leak reported during the holidays has been checked and preventative measures have been taking (caulking around the door). Does not seem to be leaking anymore, however the wood is rotten underneath the door (the balcony supports) and this work cannot be completed until the spring.
- b. Letters received by Merit and the Board from a unit owner regarding unauthorized parking in unit spots. The board will reiterate to Paul and Angela that the rules about parking spaces will be applied to everyone equally, even those spaces in which owners do not have cars. Patrick Sullivan will respond to

this letter. The board would like to clarify that Angela is the Assistant Superintendent for HCCC #181. Only Angela and/or Paul have the authority to give tickets, take owner phone calls, etc.

- c. Two letters received by Merit regarding noise complaints. Merit has responded to these letters.
- d. A plywood panel in the parking garage blew out during a large windstorm and damaged an owner's car. The owner contacted Merit, and has obtained a quote. Dan will advise on status with the owner directly.
- e. Merit received letter from owner regarding a noise complaint. The owner has been advised by Merit to contact Paul or Angela immediately, rather than waiting until the following morning. Patrick will respond to this owner as well.
- f. Letter received by Merit and Patrick Sullivan from a unit regarding the 2009 Budget. Dan to respond to the owners' questions.

iv. Future Items

- a. Garbage structure, bins, and green bins located near 3700 John Parr Drive were burned in a fire. These are common elements shared with HCCC #170. Our portion of the replacement costs will be \$1849.43 (one third of the total cost). The board would like to remind to all owners not to throw ashes, cigarettes, etc into the garbage bins.
- b. Recycling is not being picked up because it is not being bagged. The recycling truck does not pick up the entire bin, and therefore loose recyclables will not be accepted. A memo will be sent owners when the board receives confirmation from HRM about the rules for recycling.
- c. Quote for the Townhouse doors: Style of door is similar to the one that we have now. Allweather quote is \$31 550 (~\$1400 per door). Hardware is not included. Doors are insulated vinyl doors with aluminum exteriors. Quotes from Rustco and Metro Windows and Doors should be received by the end of the month. Dan will pick up the hardware samples. Once all samples and quotes are received, the board will arrange a meeting with Townhouse owners to discuss and choose doors and hardware.
- d. Motion by Patrick to have Jamie move forward with recognition for previous board members. Seconded by Jamie. Motion carried.

IV. Adjournment

Motion to adjourn by Patrick Sullivan. Seconded by Jamie. Motion carried.

Signature of Board Member

Date

Signature of Board Member

Date