



Halifax County Condominium Corporation No.181

[www.hccc181.com](http://www.hccc181.com)

## BOARD OF DIRECTOR'S MEETING MINUTES

October 7, 2009

**Attendees:** Patrick Sullivan, President  
Pat Babin, Vice-President  
Julia Grady, Secretary  
Natasha Lymburner, Treasurer  
Jamie Hubbs, Member at Large  
Tony Hall, Podium Properties

### I. Call meeting to order

Meeting called to order by Patrick Sullivan at 6:35 at 3600 John Parr Drive, Halifax, NS.

### II. New Business

#### i. Assignment of positions of board members

Motion by Jamie to elect Patrick Sullivan as the President of the board of directors. Seconded by Natasha Sullivan. Motion carried. Other positions have been agreed to as follows: Pat Babin, Vice-President; Natasha Lymburner, Treasurer; Julia Grady, Secretary; and Jamie Hubbs, Member at Large.

#### ii. Code of Ethics

The board has resigned the code of ethics and discussed in detail.

#### iii. Standard Operating Procedures

The board has agreed to begin working on a document to outline the standard operating procedures for the Board of Directors of HCCC #181. At our next meeting Natasha will lead a brainstorm to begin this process.

#### iv. Communication from Owners

The board reviewed several letters received from owners, and will respond as appropriate.

The board approves Podium Properties management suggestion that any costs associated with unit infractions will be billed directly to the owners.

#### v. Superintendent

Motion by Patrick Sullivan for Podium Properties to continue to seek a new superintendent. Seconded by Jamie. Motion carried.

Motion by Jamie to continue to pay Pat B/Patrick Sullivan as interim superintendents on a daily basis. Seconded by Julia. Motion carried.

#### vi. Building Update

Townhouse doors are continuing according to schedule and we are pleased with the progress this far.

Motion by Jamie to approve the J. Mason Contracting Ltd. Quote for the work on the parking garage. Seconded by Julia. Motion carried.

Patrick and Tony have met with Stantec to review the reserve fund study. The updated reserve fund study will be received shortly. The board will call a meeting to discuss the specifics of the update.

Motion by Patrick to have Tony begin to solicit plans and quotes for a new recycling and garbage structure for the upper parking lot. Seconded by Julia. Motion carried.

The board approves several maintenance projects such as the air handling unit for 3600, sprinklers, and pothole repair in parking lot.

**IV. Adjournment**

Motion to adjourn by Julia. Seconded by Jamie. Motion carried.

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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