

# SEMI-ANNUAL GENERAL MEETING

Halifax County Condominium Corporation 92  
64 Cumberland Drive  
Dartmouth, NS B2V 2C7

**December 5, 2023**

Board Members Present:

Steve Cooper, President  
David Crowell, Treasurer  
Cliff Flint, Maintenance

Deanna Wentzell, Secretary  
Charlene Brannen, Member-at-Large

**A list of owners present at the meeting as well as Board Members and their duties are listed at the end of the minutes.**

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The President called the meeting to order at 7:00 p.m. He welcomed everyone and declared we do have a quorum of owners present, so we can vote tonight. We have 22 owners present plus 2 proxies.

The minutes of the previous SAGM (June 6, 2023) have been approved. All in favour.

## **Correspondence:**

Business arriving from Correspondence: None

## **Committee Reports:**

**President's Report (Steve):** Pete Padfield (410) officially retired from the Board. Cliff Flint (207) has agreed to take over for Maintenance from Pete. Pete and Lesley Padfield (410) and Josh Cross (106) have moved out. Steve welcomed new owners since the last SAGM: Leslie Andrews (105), Ben Firth & Erin Welsh (108) and Terence & Jennifer Christie and their 2 daughters (410). New tenants are: Chidiebere & Nonye Douglas (305).

## **Maintenance Report (Cliff):**

Cliff discussed the challenges of outdoor lighting for our parking lot. We have a quote from Wesco – refurbishing 2 existing light pole standards and reinstallation (sand blast, prime and paint) with a 2-week turnaround for \$920 (taxes in). We also require new concrete pads as ours are brittle. This fee does not include the electrician, and we would then hire Greg Baldwin to rewire the posts. We will also install 3 new pot lights under the roof of the front entrance for \$177, taxes in, not including the electrician. We will also install an LED solar motion sensor light at the back entrance for \$100 plus installation and another at the smoking bench for \$75 (Cliff).

Our railings need repairs, so we've gone with BriteArc Fabricators. They will remove, sandblast, prime, paint, powder coat and reinstall our railings for \$3,680 (taxes in). They will also fabricate and install a new railing where our railing is missing (included in cost) (Cliff).

We are also going to add a 10 km/hour speed sign, a small sign that says **\*\*NEW\*\***, a post, spike, and a convex mirror for our tight-turning entrance for \$250 (Cliff).

Cliff tried to vacuum out vent lint with the shop vac outside near unit 207. The lint is impacted solid and impossible to blow out, so we need the vent cleaners to address this in the new year as well and replace some front covers which are rusted (Cliff).

### **Maintenance Report (David):**

The original eavestroughing and fascia board were all replaced this year, costing \$40,000. We upgraded to a 6" gutter to handle the water coming off the roof. This hasn't stopped the water leaking issues in 109.

Leverman is going to inspect our roof next year to inspect the flashing which may bend or deflect (David).

Marilyn Dawdy (303) suggested an arrow on the new sign installed to point drivers to our building, not 2 Colby (David). We will talk to Hans at 2 Colby to see if they would put a sign on their building to direct people (Steve).

A new intercom system has been installed as well as a dedicated phone line for \$3,337. This is an electronic system where your phone will ring if someone buzzes you. Also, it is equipped with a card reader system if we ever go with keyless entry. It can also be modified with a postal lock for delivery people so they can enter our building securely and drop parcels at people's doors. This system will only work on local numbers, not long distance. Owners can now remove the old buzzer system in their hallway, repair the drywall and paint.

Leslie Andrews (105) asked how the intercom works as she's waiting for a parcel. Jennifer Christy (410) suggested buzzing yourself and when the number comes up, save it as "Intercom" on your phone. We are working on getting caller ID on the system (David).

The sprinkler head inspection has been completed (David).

### **Maintenance Report (Steve):**

**Parking Lot Replacement:** Steve informed us that Leonard Good (107), G.W. Asphalt Paving Ltd., has taken our parking lot measurements, but we haven't received our quote. Steve will visit G.W. Paving in person to get the quote. David/Steve met with Page Realty (2 Colby owner) as they share the parking lot with us. We gave them a guesstimate of \$80,000 for their share when they are making up their budget for 2024. Wayne Lovett (203) suggests we get highway asphalt mix instead of driveway asphalt mix as it is a heavier grade. We hope to have an estimate by Spring 2024 (Steve).

**Ventilation System:** The heater from Good Air Ventilation Systems has arrived and the repair has been made on the air exchange system. The baffles are gummed up and need to be replaced. New baffles are on order. The air is finally moving through the building on a timer from 9 – 5 pm, as we haven't had any air flow since February 2023. Good Air installed an actuator (controls the baffles going up/down), but it was the wrong size. Good Air didn't bring their own electrician to test the unit. We hired a certified electrician who recommended another actuator which was the proper size. We were billed by Good Air for the incorrect actuator, so we are going to follow up on getting a refund of \$574 on the incorrect actuator (Steve).

Painting is required on decks next Spring for Linda Comeau (208), Charlene Brannen (305) and Richard Moses (409) (Steve).

Lahey Glass has fixed our back door lock. The door was plumb, but Lahey noticed an issue with the door frame which slipped away from the window and caused it to shift down (Steve).

Carpet cleaning has been done on all floors, but there are still stains on floor 4 (Steve). Wayne Lovett (203) suggests they also clean the elevator floor carpet. Jonathan Clarke (305) proposed changing the flooring in the elevator to a hard tile product with grit.

We will call Regroup to replace our recycling bins again (Steve).

The tree outside 103 has been trimmed of dead branches (Steve).

Troy replaced a 5-gallon water heater in the utility room, which is used by our custodian, Katherine.

A wasp nest hidden in our new stone wall has been removed (Steve).

Cement cracks at the back door stoop are still outstanding. We won't be fixing this until Spring when we will do the railing install (Steve).

**Treasurer's Report (David):** David discussed the balance sheet, month ending November 30, 2023. We have \$409,022.56 in liquid cash, and we are in fairly good shape according to the Auditors. This is broken down into reserve replacement of close to \$400,000 and \$7,000 in our contingency fund. We use our chequing account for monthly expenses. David has offered to forward monthly balance sheets to any interested owners (David).

As a non-profit Corporation, we are not permitted to earn much money. Meg Lambert, our accountant, met with David/Steve to go over the numbers on the projected budget. We may have a surplus of \$5,400 if the Reserve Study is billed in this year. We will have operating costs, so those numbers may fluctuate. We are in the process of getting a Reserve Fund Study which is done every 10 years and costs \$8,000. Engineers inspect our building (inside & out) and project what it may cost going forward. The Study informs us of how much money we need to set aside for projects, and we have: \$399,530.41. Our next big expenditure will be the parking lot (David).

**Shirley Alward (404) made a motion to accept the budget; seconded by Erin Welsh (108).** All in favour.

**Grounds Report (Steve):** Our leaves haven't been raked by Ground Force this Fall, nor have we had Spring/Fall cleanups, or proper edging done by them which is all in our contract. We feel it is time to look for another landscaping company. We will reach out to Tony at A.W. Dean Landscaping to see if they would be willing to take us on as clients (David). We may remove the grass that is on the little hill between us and the Mormon Church and replace with rocks, so that won't need to be whipper snipped.

The weeding was completed this Fall for our front gardens by Steve & the Volunteer Garden Crew. The horticulturist with Brent's Landscaping suggested we wait until Spring for our garden trimming, weeding, pruning, edging, laying bulk mulch, etc. Brent's will give us a quote next Spring.

We have tidied up the bushes which are growing over the sidewalk this Fall (Steve).

**Smoking Area (Steve):** We have purchased a cigarette dispenser and sign for the smoking area bench. The smokers said they would clean the dispenser out.

Hazel Matheson (102) has requested relocation of the smoking area for the winter, as it is treacherous walking across the parking lot when it is icy as well as the snowplow will now be piling snow in that area. Steve will contact Hans at 2 Colby regarding salting the parking lot as they are the main contact for snow clearing. Salt was not put down after the storm of Dec 4. Hazel has requested moving the smokers to the grassy area behind Visitor Parking or nearer to 2 Colby. David mentioned that our air-intake ventilation is on that side of the building and smoke will be drawn into the building. We will discuss this issue with Hans and hopefully come up with a solution (Steve).

**Fire Alarms (Charlene):** Nothing to report.

**Old Business:**

**Fire Alarms:** There have been past issues of people not hearing the fire alarm. The alarm cannot be made any louder.

As a reminder, the following people have volunteered to knock on doors when the alarm rings to ensure they vacate:

Floor	Warden
1	Steve
2	Sandra
3	Deanna
4	Deanna

We discussed whether owners would want spare keys to their units placed in a lock box in the utility room (for emergencies only). Greg Decker (205) said we don't have the right to enter anybody's unit under any circumstances.

**Old Swing:** The swing is too rotten to repair, so it's been dismantled and removed.

**Replacing Water Lines:** We are waiting on Troy (TR Plumbing) to give us an estimate on replacing the braided water lines. It may cost approximately \$250 to outfit sinks/toilet(s) in each unit. Owners will be responsible for this expense (Steve). Wayne Lovett (203) asked why the wired-in smoke detectors were paid for by HCCC92. Steve responded that they are considered part of the building.

**Reserve Fund Study:** has been completed and waiting on report.

**HCCC92 Website:** We discussed the positives/negatives of our upcoming website. There will be a public section for real estate agents and a login for owners. Our website will be a tool with valuable information for owners, i.e., projects underway and their status. There will also be a place to fill in a service request or a complaint form. Greg Decker (205) suggested it was a conflict of interest to reimburse Steve for his time building this website from our corporation's funds. Steve mentioned that he also does work in our building at a reduced rate which saves our corporation money. This may also be perceived as a conflict, but the Board voted to allow him to do jobs in the building.

There is an additional expense associated with the website – approximately \$30/month for the Webhosting and domain. Any maintenance going forward Steve would not charge the Corporation for. There was lively discussion regarding the pros/cons:

**A motion by Marilyn Dawdy (303) and seconded by Jonathon Clarke (305) was brought forward regarding paying \$360/year for the website domain and also paying Steve Cooper (103) an honorarium of \$1,000 for building our HCCC92 Website.** All in favour.

**Hot Water Tanks:** Most tanks were inspected when we did the sprinkler inspection. Cliff and Sherri Flint (207) just installed one for under \$1,000, and the plumber took away the old tank. Jonathan Clarke (305) commented we should check the sticker on the tank, and if it doesn't last until the warranty is up, you can get reimbursed for the tank.

**Pigeons:** Still outstanding after many emails; we will contact a new pest company in the spring.

**Amendment to Declaration and By-laws**

Charlene Brannen (405) discussed changing our Declaration and Bylaws and after researching she found several buildings in HRM who had the following amendments:

**Amendments to Declaration:** (we require 80% of a positive response by owners)

(a) No residential unit shall be rented for a rental period of less than one (1) month.

(b) Pursuant to Section 44(c) and Section 44(d) of the Condominium Act, where a tenant of an owner fails to comply with the Corporation's Declaration, Bylaws or Common Element Rules the Corporation may make an application to the Director of the Residential Tenancies that may result in the eviction of the tenant.

**Amendments to Bylaws:** (we require 60% of a positive response by owners)

(r) At no time shall more than two (2) people per bedroom reside in a unit. A request may be made by the Board of Directors, at any time, as to the number and names of all occupants of any unit.

(s) All occupants shall exercise extreme care at all times about making noise within their unit. An occupant will not permit any unusual noise or disturbance on the premises at any time that will interfere with the enjoyment of other occupants in the building and in particular will refrain from loud playing of radios, all musical instruments, television sets or other sound equipment. Noisy repairs such as carpentry shall normally be carried out on weekdays only, from 8:00 a.m. to 8:00 p.m. If work is required at other times, the Board of Directors must be consulted, and their written permission obtained.

(t) Owners who rent their units must first post a \$3,000.00 damage deposit with the Corporation. The deposit shall be applied in the sole discretion of the Corporation in respect to damage to the common elements of the building caused by the Owner's tenants or invitees and the Corporation shall bill the Owner for any additional costs incurred by the Corporation over the amount of the damage deposit.

A discussion ensued, and Frank MacDonald (408) exclaimed we were discriminating against landlords which is against human rights. Frank gave an example if he didn't pay the \$3,000, we would probably not sue him, and a lien would be placed on his unit. Greg Decker (205) said condo fees will increase to compensate for poor tenants and poor landlords. David Crowell (110) asked Frank how we recoup the money from these damages. Frank says we can't prove a tenant has done damage to hallways, staircases, elevator, etc., when moving in/out.

A suggestion was made by Frank MacDonald (408) and Erin Welsh (108) that a pre-inspection be done of the hallways/stairwells/elevator when a tenant moves in **and** when they move out.

We made a motion to remove item (t) from the Bylaw amendment by Frank MacDonald (408) and seconded by Leslie Andrews (105). All in favour of removing this amendment.

Greg Decker (205) said our amendment to the Bylaws regarding 2 persons per bedroom is completely unenforceable; therefore, it shouldn't be a Bylaw. We are letting that Bylaw stand for voting.

**New Business:**

Intercom system covered earlier under Maintenance (David).

Lori Clearwater (109) has an outstanding leak in her bedroom window when the wind blows a certain way (Steve).

Replacing elevator floor discussed earlier under Maintenance (Steve).

We will examine each floor to crack fill/sand/paint every hallway (Steve).

Motion for Adjournment to end the SAGM meeting. Erin Welsh (108) moved that the meeting be adjourned at 9:25 pm; Jonathan Clarke (305) seconded. All in favor.

*Deanna J. Wentzell*

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Deanna J. Wentzell  
Secretary

December 19, 2023

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Date

# SEMI-ANNUAL GENERAL MEETING

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64 Cumberland Drive  
Dartmouth, NS B2V 2C7

**December 5, 2023**

## Board Attendees:

Steve Cooper, President	Deanna Wentzell, Secretary
David Crowell, Treasurer	Charlene Brannen, Member-at-Large
Cliff Flint, Maintenance	

## Owners Present:

Hazel Matheson (102)	Jackie Barkhouse (302)
Steve Cooper (103)	Marilyn Dawdy (303)
Leslie Andrews (105)	Jonathan Clarke (305)
Erin Welsh (108)	Bev Laidlaw (309)
Lori Clearwater (109)	Gerine Ball (310)
David Crowell (110)	Deanna Wentzell (401)
Glenn Yetman (201)	Shirley Alward (404)
Wayne Lovett (203)	Charlene Brannen (405)
Greg Decker (205)	Carl Perry (406)
Cliff Flint (207)	Frank MacDonald (408)
Joyce Hopkins (209)	Jennifer Christy (410)
Katelyn MacPhee (210) Representing her parents, the owners	

## Owners Not in Attendance:

Jessie Mitchell (104)	Jolene Cockaday (304)
Steve Gilliss (106)	Bob & Betty Angus (306)
Leonard Good & Trinelise Thonhaugen-Good (107)	Mark Dyson (307)
Catherine Cox (202) proxy given to Board	Lesley Brechin (308) proxy given to Board
Barry Abbott (204)	Phuong Nguyen (402)
Valerie Jacquemin (206)	David Evans/Kevin Barrett (403)
Linda Comeau (208)	Churchill & Olga Smith (407)
Stacey Moses (301)	Richard Moses (409)

## Board of Directors and their Duties:

Steve Cooper, President  
David Crowell, Treasurer  
Cliff Flint, Maintenance  
Deanna Wentzell, Secretary  
Charlene Brannen, Member-at-Large and Parking Lot Allocation