

# SEMI-ANNUAL GENERAL MEETING BOARD AGENDA

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

**December 3, 2024**

Board Members Present:

Gregory Decker, President  
Rod MacPhee, Appointed Treasurer  
Jonathan Clarke, Director of Maintenance

Erin Welsh, Secretary  
Dean Glibbery, 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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## **I. Call meeting to order:**

The President called the meeting to order at 7:01pm.

The quorum was confirmed.

The minutes of the previous SAGM (June 18, 2024) have been approved. All in favour.

## **II. Correspondence:** No correspondence

Business arriving from Correspondence: None

## **III. Committee Reports**

### **A. President's Report (Greg):**

Greg welcomed new owners since the last SAGM: Linda Hartlen (103) and Sharon Holloway (110).

Greg mentioned Cliff and Sherri (207) had their unit listed for sale earlier this year but have taken it off the market for the time being.

*Treasurer Position:* Greg explained our current treasurer was appointed to Rod MacPhee, in place of Brenda MacPhee, for the interim and we are looking to make this permanent unless anyone objects. The board had determined that Brenda MacPhee cannot be on the board due to a technicality. Rod inherited his unit from his mother therefore his name is the only listed as the owner of the unit, not Brenda, and in order to be a board member your name has to be listed as an owner. After this explanation Greg opened it up to the floor for anyone to raise concerns or object to Rod being our treasurer and there were no issues raised. This confirmed Rod is now the treasurer for HCCC92.

### **B. Treasurer's Report (Rod):**

Rod detailed the latest balance sheet, ending Oct 31, 2024:

Liquid Cash - \$1047.15

Reserve Replacement - \$409,296.50

Contingency fund - \$2385

Chequing - \$ **-1189.50**

Budget for 2025: Following the balance sheet our accountant, Meg Lambert, discussed our budget for 2025. She focused the owners to the last line (52) titled “surplus (loss)”. In 2023 we had approximately \$10,000 in surplus. However, in 2024 we are in a deficit of approximately \$1400. Meg has been having to take from our contingency fund to continue operating this year. To correct this deficit and project a surplus of approximately \$10,000 for 2025 we must increase the monthly condo fees. Megan suggested we increase the fees by \$40/month, but the board felt this was too steep. The board did see that an increase to the condo fees was necessary to cover our month-to-month costs, so we came to an agreement on an increase of \$20/month to the condo fees.

Wayne (203) asked when would the increase start? Megan replied it would begin January 2025.

Joyce (209) asked what are subscriptions? Megan answered that is to a software called “Quickbooks” in order for her to do our books.

Charlene (405) asked what falls under office expenses? Meg stated that would be stationary supplies such as ink for printing or stamps for mailing cheques.

Charlene (405) asked what falls under miscellaneous? Meg said that it is for things that are a rare occurrence that she does not have an account to pay from such as wanting to buy gift cards as a thank you gift to someone for instance.

The budget, including the condo fee increase, was voted on and everyone was in favour. The budget passes. Beginning January 2025, the building condo fees will be \$300/month.

### **C. Maintenance Report (Jonathan):**

Patch Repairs in the Parking Lot: Jonathon obtained three quotes to patch up a few spots on our side of the parking lot.

1. \$6000 – Blacktop Asphalt Paving Ltd
2. \$6000 – Pave Master Asphalt and Concrete
3. \$9000 – DCT Paving

We decided to go with Pave Master Asphalt and Concrete as they got back to us first and were the least expensive. This was completed on November 12, 2024.

Wayne (203) asked if there was any monetary compensation from the hydraulic fluid leak from the waste disposal truck that occurred in October 2024. Greg replied there was not, as there was no need for this type of compensation. The company sent a cleaning crew to address the leak, and they cleaned it up.

Window Repairs: Jonathan stated the window insulated glass unit were repaired in units 109 and 201 on November 19, 2024. This was an appointment set up by previous President Steve Cooper.

Fire Safety Inspection: Jonathan notified the owners the annual fire safety inspection was completed October 19, 2024. No individual unit inspections were conducted this year as the company did not give enough notice for the board members to give notice to the owner notice. To avoid this situation in the future, the board has requested the company give the board more notice about the fire safety inspection so we can give enough notice to the owners.

#### **D. Maintenance Report (Greg):**

Outdoor Lights: Greg stated he finally figured out the timer settings for our outdoor lights and has successfully changed the timer for the outdoor lights, so they are working at the correct times now.

Air Exchange System - Winterization: Greg explained he switched our air exchange system to winterization mode and the heat is on, but owners feel the hallways are still extremely cold and it is impacting their units as well.

Joyce (209) explained the importance of the heat being on in the back stairwell as one year it was not which caused her pipes to crack leading to a flood in her unit.

Shirley (404) mentioned there was an issue previously with this system and it took a while to get fixed and it was addressed but she believes there must still be an issue because of how cold the hallways are.

Greg explained how the system works, and he attempted to fix it by increasing the temperature on the thermostat on the second floor which seemed to help but has not fully fixed the problem.

Shirley (404) said it was cold last year too. Greg concluded that the board will get someone to come in and look at our heating system.

#### **E. Grounds Report (Greg):**

Fall Clean Up: Greg explained he thought our landscaping contract, which is with AW Dean Contracting, would include a leaf clean up and mulching. He looked into the contract and realized that was only the case for our contract with Ground Force in 2023. Our contract with AW Dean Contracting states only 6 mows/year at \$300/mow.

The board looked into a quote for a leaf clean up and mulching and it was about \$1000+tax.

Wayne (203) suggested we get a group of people together to do a yard clean up. The board agrees with Wayne's suggestion and has been working on putting together committees to maintain our outdoor area throughout the year.

Greg thanked Lesley (308) for all her work in October cleaning up the garden beds.

Greg spent one weekend in October cleaning up the leaves.

*Gardening and Winter Maintenance Committees:* In order to keep up with our landscaping to the standards the owners like to keep it at, the board is requesting help with the maintenance. We have created two committees for any interested owner to join, the *Gardening Committee* and the *Winter Maintenance Committee*. An email was sent out in November seeking volunteers and detailing the responsibilities for these committees.

The *Gardening Committee's* responsibilities include:

- Planning and organizing gardening projects
- Maintaining our communal gardens/outdoor area

The *Winter Maintenance Committee's* responsibilities include:

- Shoveling the steps and sidewalk when light snowfalls occur.
- Salting the steps and sidewalk as needed throughout the winter.

From the email that was sent the Board of Directors confirmed Ben (108) and Greg were part of the Winter Maintenance Committee, while Erin and Lesley (308) were part of the Gardening Committee. There was some interest from other owners in attendance to be apart from these committees.

Greg explained there will be no formal organization for the Winter Maintenance Committee, if you notice there was a snowfall and would like to and are able to help out, just grab a shovel.

Leslie (105) let everyone know if they need a shovel to help clear the snow, she leaves her shovels in her outside area, and anyone can take that to use.

Glenn (201) asked where the Board stores the shovels that belong to the building? Greg said they are in the outside storage room; anyone can ask himself or Joyce (209) for the key to unlock the room.

#### **F. Safety / By-Laws/ Parking Report (Dean):**

*Noise and Snow Clearing Memos:* The Board sent out two memos in November to remind individuals living in the building about the noise policies and snow clearing policies.

Dean let everyone know there has been an issue with people returning to their parking spot too early and with people parking in the visitor parking area when the snow clearing is not complete. Dean wanted to emphasize everyone must park in the church parking lot until the snow clearing has been completed. Last year Hans (superintendent at 2 Colby) has to block the driveway entrances last year and he would like to avoid having to do that this year.

Jackie (302) mentioned the memo asked individuals if they are leaving during potential snowfall months to make arrangements for a neighbour to be able to move their car in case there is a snowfall. She asked what she should do when she leaves, because she typically leaves her car with her daughter, but her daughter is leaving as well so this will not work logistically when she gets back. Erin

offered to be the one to move her car if that is needed while she is away if she cannot find other arrangements.

Lock Latch Guard: A new lock latch guard was installed on our back entrance on November 29, 2024. This was an added measure of security.

Front Door Entrance Lock: Dean asked everyone to stop opening the main entrance door with their key still in the lock. This is becoming an increasingly bigger issue as the front door, as when people open the door with the key still in the lock in the “unlocked” position, the lock gets stuck in that position then door is permanently open. Dean obtained quotes to fix the lock, and the Board will be looking into this further immediately.

#### **IV. Old Business:**

Website: Greg asked attendees if they regularly use the website and to show hands if they do. Two people raised their hands. There was some discussion of how the website originated and what it is meant to be used for. Steve Cooper – the previous president – wanted to set this up to alleviate some stress on the Board so there can be updates provided on projects, a place for people to submit formal complaints, and a place that provides answers to common questions real estate agents would have. Steve was given \$1000 to set this up. The concern with the website is that the previous President - Steve has to do everything for us as there is very little options of editing under the “Admin” profiles. This mean previous owners will be up to date on all our board meeting minutes – which not even current owners have access to as these are closed meetings.

Charlene (405) wanted to clarify the by-laws and declaration on the website are the old versions.

Brenda (210) asked what do Realtors need that is on the website? Charlene (405) responded that the proper documents they need are not available on the website.

Erin clarified that it is helpful for the board to have this website as everything is in one spot, the contact information of owners, the parking assignment, board meeting minutes, contracts etc. However, there can be another place where this information can be stored.

Attendees did express they felt uncomfortable with past owners having access to the building’s information and owner’s personal information such as email addresses and phone numbers.

The group decided we will continue to use the website until it costs us more money.

Email: Everyone agreed having an email address for the board of directors is useful.

Plastic Bags in Compost Bin: Greg reminded everyone there is to be NO plastic garbage bags tossed in the compost bin. There was an audible sigh from the attendees. Wayne (203) and Charlene (405) mentioned there are people who drive by and dump garbage into the green bins and this is the most likely culprit. Joyce (209) has put a written sign on each of the bins to not put plastic bags in the green bins, but it is still occurring and agreed that it must be people driving by doing this and not someone in the building. There is unfortunately very little we can do unless we catch the individuals in the act of doing it.

Window Leak in Unit 109: There has been a window leak in unit 109 for 17 years. The previous board had many people look at the issue, but no solution has been found. Greg has noted this and would like to get someone in to look at it. There was a recent window leak in unit 209 after a recent terrible rainstorm. Jon has someone coming to look at the window leak in 209 and will have that same person look at the window leak in 109.

## V. **New Business:**

Property Management Company: Greg explained that the Board of Directors met with Podium Properties, a property management company in October 2024. He gave a mini explanation of what hiring a property management company looks like.

A Board of Directors will still make the final decisions for the condo, but the property management company will get us our contracts (e.g. landscaping, parking lot repairs), do the monthly inspections, handle our books and help mitigate the responsibilities of maintaining the building.

Hiring Podium Properties would result in an increase of \$40/month per unit. Greg explained we have taken this meeting as the current Board of Directors has three members with full-time jobs, and three of the members do not live in the building so the responsibility can be overwhelming to manage for the current board. The board of directors is interested in keeping all options open to ensure we keep up with the responsibilities of managing the building and maintaining the aesthetics of our outside area.

To avoid hiring a property management company we will need help from the owners to help delegate some responsibilities. Greg encouraged people to sign up for our committees so we can ensure we keep the aesthetics of our building at the level we all like it.

Attendees understood the explanation and agreed that for now we do not need a property management company, but \$40/month is not a terrible price for hiring a property management company.

Trees: Lori (109) asked if anyone had investigated cutting down the big tree near the back entrance? Greg let her know Steve and Dave got a quote for it and found out it was going to cost \$1200 so they decided not to do it. Greg and Jon have looked at it as well and the tree does not seem to be a safety risk, but we will keep an eye on it.

Noise Complaint: Wayne (203) asked if the noise complaint for 403 has been addressed? Greg said the board of directors has sent a memo out and if this does solve the problem we will take the necessary next steps.

Move Out Times: Charlene (405) brought to everyone's attention that there have been multiple people moving out of the building between 10pm and midnight. This should not have occurred as no arrangements were made with the board and move out times.

**VI. Adjournment**

Meeting adjourned at 8:10 p.m.

Erin N. Welsh  
Secretary

Date: Jan 19, 2025

## SEMI-ANNUAL GENERAL MEETING ATTENDANCE

**December 3, 2024**

**Board Attendees:**

Greg Decker, President	Jonathan Clarke, Director of Maintenance
Erin Welsh, Secretary	Dean Clarke, Member-at-large
Rod MacPhee, Treasurer	

**Owners Present:**

Hazel Matheson (102)	Jackie Barkhouse (302)
Linda Hartlen (103)	Jolene Cockaday (304)
Leslie Andrews (105)	Lesley Brechin (308)
Lori Clearwater (109)	Gerine Ball (310)
Glenn Yetman (201)	Deanna Wentzell (401)
Catherine Cox (202)	Shirley Alward (404)
Wayne Lovett (203)	Charlene Brannen (405)
Linda Comeau (208)	Carl and Helen Perry (406)
Joyce Hopkins (209)	

**Owners Not Present:**

Jessie Mitchell (104)	Mark Dyson (307)
Ian Curlett (106)	Phuong Nguyen (402)
Leonard Good (107)	Akif Emre Yalcin (403)
Sharon Holloway (110)	Ifeanyi Nwachukwu (407)
Barry Abbott (204)	Frank MacDonald (408)
Val Jacquemin (206)	Richard Moses (409)
Cliff Flint (207)	Terrence Christy (410)
Stacey Moses (301)	
Betty Angus (306)	