



Town of Shelburne
Electronic Participation
Fiddleville Non-Profit Housing Corporation
Board Meeting
January 24, 2021 – 6:30 pm
Council Chambers
203 Main St. E, Shelburne

Board of Directors Meeting

1. Call to Order
2. Establish Quorum
3. Conflict of Interest Declarations
4. Minutes from the September 27, 2021, Board of Directors Meeting, approval of same and signatures required – discussion of business arising.
5. Property Management Report
6. New Business
7. Date of Next Meeting
8. Adjournment

**FIDDLEVILLE (SHELBURNE)
NON PROFIT HOUSING CORPORATION**

**PROFESSIONALLY MANAGED BY
BAYSHORE PROPERTY MANAGEMENT INC.
P.O. BOX 606, 11 FERRIS LANE, SUITE # 101,
BARRIE, ONTARIO, L4M 4V1
1-705-722-3700 BS 1-705-722-6242 FAX**

NOTICE OF BOARD OF DIRECTORS MEETING

LET IT BE KNOWN THAT THE BOARD OF DIRECTORS FOR:

FIDDLEVILLE (SHELBURNE) NON PROFIT HOUSING CORPORATION

**WILL BE DULY CALLED FOR A MEETING OF THE DIRECTORS TO DISCUSS THE
BUSINESS OF THE CORPORATION AS SET OUT ON THE ATTACHED AGENDA ON:**

JANUARY 24, 2022

**AT
6:30 P.M.**

TO BE LOCATED AT:

DATED Wednesday January 19, 2022

**PER: _____
AGENT FOR FIDDLEVILLE (SHELBURNE)
NON PROFIT HOUSING CORPORATION**

AGENDA

BOARD OF DIRECTORS MEETING

- 1. PRESIDENT CALLS MEETING TO ORDER**
- 2. ESTABLISH QUORUM**
- 3. CONFLICT OF INTEREST DECLARATIONS TO ANNOUNCE IF ANY AND SIGN.**
- 4. MINUTES OF SEPTEMBER 27, 2021 BOARD OF DIRECTORS MEETING, AND APPROVAL OF SAME, SIGNATURES REQUIRED - DISCUSSION OF BUSINESS ARISING FROM MINUTES.**
- 5. PROPERTY MANAGEMENT REPORT, COVERS ONGOING BUSINESS**
- 6. NEW BUSINESS**
- 7. DATE OF NEXT MEETING:**
- 8. ADJOURNMENT**

FIDDLEVILLE (SHELBURNE) NON-PROFIT HOUSING CORPORATION
MINUTES OF BOARD OF DIRECTORS MEETING OF
September 27, 2021

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Present:

Mayor Wade Mills - Chairman
Deputy Mayor Steve Anderson - Director
Walter Benotto - Secretary
Lynda Buffett - Director
Kyle Fegan - Director
Lindsay Wegener - Director
Shane Hall - Director

Denyse Morrissey - CAO
Jennifer Willoughby - Clerk
Carey Holmes - Treasurer

Management Representative:

Trevor Lester – Manager Non Profits, Bayshore Property Management Inc.
Donna Gordon – Property Manager, Bayshore Property Management Inc.

Absent:

Guests:

1. CHAIRMAN CALLS THE MEETING TO ORDER
Mayor Wade Mills called the meeting to order at 6:03 p.m.
2. ESTABLISH A QUORUM
Quorum was established.
3. CONFLICT OF INTEREST
There was no Conflict of Interest declared.
4. MINUTES OF JANUARY 25, 2021- APPROVED AND SIGNATURE

MOTION:

MOVED BY: WALTER BENOTTO
SECONDED BY: LYNDA BUFFETT

THAT the Board approve the minutes of the Board of Directors meeting held on June 14, 2021.

ALL IN FAVOUR.

CARRIED.

No business arising from minutes

5. **PROPERTY MANAGEMENT REPORT**

1. CORPORATE ISSUES:

2. FINANCIAL ISSUES:

MONTHLY FINANCIAL STATEMENTS:

The August 2021 financial statements were reviewed and explained by Trevor Lester.

MOTION:

MOVED BY: SHANE HALL
SECONDED BY: KYLE FEGAN

THAT the Board approve the August 2021 financial statements as presented.

ALL IN FAVOUR.

CARRIED.

BUDGET 2022:

MOTION:

MOVED BY: LYNDA BUFFETT
SECONDED BY: KYLE FEGAN

THAT the Board approve the Budget for 2022 as presented by Trevor Lester.

ALL IN FAVOUR.

CARRIED.

MARKET RENT INCREASE FOR 2022:

MOTION:

MOVED BY: WALTER BENOTTO
SECONDED BY: SHANE HALL

THAT the Board approve of a 1.2% increase for the Market rents for 2022 per the Rent Control Guideline.

ALL IN FAVOUR.

CARRIED.

3. **RGI VS MARKET UNITS:**

The current ratio between market units and rent geared to income is 17 market and 28 rgi, which is on target.

4. **GENERAL BUILDING:**

Maintenance Report – this report was provided for board review and is attached.

GENERAL BUILDING:

TREE REMOVAL:

There are two large dead trees in behind the townhouses that Craig's Productions has quoted \$3,460 to remove. Numerous other companies were contacted and all said too busy.

TOWNHOUSE ROOF REPLACEMENT:

The townhouse roofs require replacement. The backs are especially in poor condition.

Rialto Roofing provided a quote for \$40,480 + hst to replace all the 15 roofs. They are the company that perform the roof replacement of the building in 2020.

Craig's Production, Shelburne Roofing and Orangeville Roofing were also all contacted back in July and again follow up calls in August and again two weeks ago with no responses except for Craig's Production who turned down the job.

Bayshore has contracted this work to Rialto Roofing and require the Board to Ratify this decision. They have booked this work for middle of October.

MOTION:

MOVED BY: WALTER BENOTTO
SECONDED BY: LINDAY WEGENER

THAT the Board ratify the decision made by Bayshore to contract Rialto Roofing for the replacement of all townhouse roofs.

4.

ALL IN FAVOUR.

CARRIED.

PLAYGROUND:

Vant Play Equipment provided a quote to remove the existing wood fibre and install pea stone in place of fibre and to then reinstall the existing poly wall to CSA recommendations for a cost of \$8,505.00. They advised that this work could not be done until late August or early September so it has been postponed.

The residents and building Superintendent have spent many hours creating a sitting area in the playground and have performed numerous upgrades to the front boulevard gardens and gardens along the building. We have reimbursed all for out of pocket expenses. They have really beautified the property and have taken such pride in doing so.

VACANT UNIT REPAIRS:

No vacant units since last meeting.

5. **SUPERINTENDENT ISSUES:**

6. **TENANT ISSUES:**

TENANT ARREARS: Trevor presented the tenant arrears to the Board.

TENANT VACANCIES:

#9 – RGI resident moving out October 31, 2021.

THIS IS THE END OF THE PROPERTY MANAGEMENT REPORT.

MOTION:

MOVED BY: STEVE ANDERSON

SECONDED BY: LYNDA BUFFETT

THAT the property management report be received as presented.

ALL IN FAVOUR

CARRIED.

6. **NEW BUSINESS:**

7. **DATE OF NEXT MEETING:**

The next meeting date is set for Monday, January 10, 2022 at 6:30 p.m.

8. **ADJOURNMENT**

MOTION:

MOVED BY: SHANE HALL

SECONDED BY: KYLE FEGAN

THAT the meeting of the BOARD OF DIRECTORS be adjourned at 6:32 pm.

ALL IN FAVOUR.

CARRIED.

MINUTES HAVE BEEN ACCEPTED BY THE BOARD OF DIRECTORS ON _____.

DIRECTOR SIGNATURE

DIRECTOR SIGNATURE

5.

**FIDDLEVILLE (SHELBURNE)
NON PROFIT HOUSING CORPORATION**

**PROPERTY MANAGEMENT REPORT
SEPTEMBER 27, 2021**

BOARD OF DIRECTORS MEETING

CORPORATE ISSUES:

Year End: December
AGM: May

FINANCIAL ISSUES:

MONTHLY FINANCIAL STATEMENTS:

The attached December 2021 un-audited financial statements will be presented at the meeting.

RGI VS MARKET UNITS:

We are providing a regular report to you as to the ratio between Market Units and R.G.I.

CURRENT SUBSIDY NUMBERS:

	TOTAL	MARKET UNITS	RGI UNITS
OLD MILL LANE	45	18	27

The targets set out in the operating agreement provide for 17 markets and 28 rent geared to income units.

MAINTENANCE ISSUES: Maintenance Report is attached since the last Board Meeting.

GENERAL BUILDING:

VACANT UNIT REPAIRS:

#9 – this unit required complete painting, kitchen & bathroom refurbishing and carpet replacement. Resident resided 7 years.

SUPERINTENDENT ISSUES:

TENANT ISSUES:

TENANT ARREARS: The delinquency report will be presented at the board meeting.

TENANT ISSUES:

TENANT VACANCIES:

#9 – RGI moved out October 31, 2021, new resident moved in December 1, 2021.

SINCERELY;

6.

BAYSHORE PROPERTY MANAGEMENT INC.
DONNA GORDON,
PROPERTY MANAGER

Work Order Detail Directory
132 - FIDDLEVILLE (SHELBURNE) NPHC
Status: Call, Scheduled, Work Completed
Call Date: 09/23/2021 - 01/20/2022
Completed Date: 09/23/2021 - 01/20/2022
Description: Problem

7.

Number	Ppty	Unit Qty.	Vendor Dtl. Desc.	Total Dtl. Amt.	Description	Call	Schedule	Complete
27092	132	002-325 1.00	refinish - THE REFINISHIN	587.60 587.60	refurbish bathtub	01/19/22	10/25/21	10/25/21
27087	132	005-325 1.00	phoun - P. HOUNSOME R	1,135.65 1,135.65	replace and install new kitchen countertop	01/19/22	11/25/21	11/25/21
26963	132	005-325 1.00	vanlee - VAN LEEUWEN P	281.26 281.26	repair leaking kitchen drain	10/15/21	09/29/21	09/29/21
27091	132	006-325 1.00	refinish - THE REFINISHIN	587.60 587.60	refurbish bathtub	01/19/22	02/16/21	01/19/22
27093	132	009-325 1.00	baycar - BAYFIELD CARP	2,154.94 2,154.94	supply & install all new carpet	01/19/22	11/15/21	11/15/21
27082	132	009-325 1.00	danreid - DAN REID	475.00 475.00	Complete drywall repairs, prime & paint unit for re-rental	01/19/22	10/30/21	10/30/21
27083	132	009-325 1.00	phoun - P. HOUNSOME R	2,158.30 2,158.30	refurbish kitchen cabinets, replace bathroom countertop & refinish vanity	01/19/22	11/03/21	11/03/21
27090	132	009-325 1.00	refinish - THE REFINISHIN	621.50 621.50	refurbish bathtub	01/19/22	12/17/21	12/17/21
27085	132	BUILDING 1.00	davidson - DAVIDSON'S E	237.30 237.30	complete deficiencies per ESA inspection report	01/19/22	12/11/21	12/11/21
27086	132	BUILDING 1.00	jeniem - J.E. NIEMEYER	485.90 485.90	fall maintenance & inspection of Air Make up unit	01/19/22	11/23/21	11/23/21
26999	132	BUILDING 1.00	magwan - MAGIC WAND	1,039.60 1,039.60	carpet cleaning of all corridors and entry mats	10/21/21	10/20/21	10/20/21
27088	132	BUILDING 1.00	ofs - OFS	4,884.56 4,884.56	Annual inspection of building fire system. replaced any expired smoke detectors in 25 apartments. Replaced all smoke detectors in the Townhouses	01/19/22	12/09/21	12/09/21
27081	132	BUILDING 1.00	rialto - RIALTO R&SM INC	45,742.40 45,742.40	complete re-shingle of Townhouse roofs and vents	01/19/22	11/01/21	11/01/21
27077	132	BUILDING 1.00	simply - SIMPLY JUNK.CA	813.60 813.60	remove furniture and debris left by residents (couch, mattresses, love seat, dresser, etc)	01/13/22	12/23/21	12/23/21
				61,205.21				

Code	Totals By Work Order Item	Quantity Total	Pay Total
	Description		

Balance Sheet (Accrual)
FIDDLEVILLE (SHELBURNE) NPHC - (132)
December 2021

Assets	
Current Assets	
Cash & Equivalents	
Operating Bank	156,446.00
Petty Cash	150.00
Total Cash & Equivalents	<u>156,596.00</u>
Reserve Fund Investments	
Term Dep-Reserve	87,200.24
Due from Oper-Rsrve	-94,639.53
Total Reserve Funds	<u>-7,439.29</u>
Tenants Accounts Receivable	
Accounts Receivable	10,156.22
A/R Overpayments	-1,371.50
Total Tenant Accounts Recvble	<u>8,784.72</u>
Other Current Assets	
Due from(to) County	-36,426.00
Subsidy Receivable	29,170.00
HST Receivable	19,163.62
Misc Receivable	708.54
Prepaid Expenses	15,614.45
Total Other Current Assets	<u>28,230.61</u>
Fixed Assets	
Land	716,565.00
Building	3,283,466.65
Equipment	69,172.23
SHRRP Capital Improvements	226,863.00
SHEEP Capital Improvements	11,400.00
SHIP Capital Improvements	40,345.00
Accum Depn-Building	-2,956,913.44
Total Fixed Assets	<u>1,390,898.44</u>
Total Assets	<u><u>1,577,070.48</u></u>

Liabilities and Equity

Current Liabilities	
Year-end Trade Payables	16,262.88
Accrued Liabilities	4,900.00
Accrued LMR Interest	1,405.02
Accrued Mtge Int Payable	18,451.63
SHRRP Loan	226,863.00
SHEEP Loan	10,830.00
SHIP Loan	40,345.00
Employee Tax Deductions	271.46
C.P.P. Payable	254.76
E.I. Payable	109.06
LMR Deposit Payable	24,674.00
Due to County	36,330.00
Due to Res-Operating	-94,639.53
Total Current Liabilites	<u>286,057.28</u>
Long-term Liabilities	

Balance Sheet (Accrual)
FIDDLEVILLE (SHELBURNE) NPHC - (132)
December 2021

1st Mortgage Payable	<u>1,112,290.56</u>
Total Long-Term Liablties	1,112,290.56
Equity	
Replacement Reserve Fund	-7,439.29
Retained Earnings	<u>186,161.93</u>
Total Equity	<u>178,722.64</u>
Total Liabilities & Eqty	<u><u>1,577,070.48</u></u>

Delinquent Payment										
FIDDLEVILLE (SHELBURNE) NPHC (132)										
As of Date: 01/18/2022										
		Move	Amount	0-30	30-60	60-90	Over 90	Last	Pmnt	Action Taken
Code	Name	In	Receivable	Days	Days	Days	Days	Pmnt	Amt	
		2/15/17	1,135.78	596.07	0	204.99	334.72	1/05/22	400.00	N4
		3/01/18	1095.64	-459.70	339.00	498.36	717.98	1/05/22	100.00	Payment Plan
		10/15/15	235.28	183.81	0	51.47	0	12/16/21	1890.00	N4
		10/15/18	170.73	170.73	0.00	0.00	0.00	1/05/22	657.00	Water/Sewage
		7/15/13	170.73	170.73	0.00	0.00	0.00	1/05/22	101.00	Water/Sewage
		2/01/16	481.01	165.74	0.00	159.65	155.62	1/05/22	935.00	Water/Sewage
		9/01/97	129.14	129.14	0.00	0.00	0.00	1/04/22	901.00	Water/Sewage
		12/01/21	70.68	70.68	0.00	0.00	0.00	1/05/22	670.00	Water/Sewage
		10/01/20	356.05	165.48	0.00	182.29	8.28	1/05/22	155.00	Water/Sewage
		10/01/13	94.31	94.31	0.00	0.00	0.00	1/05/22	150.00	Water/Sewage
		11/01/16	537.90	537.90	0.00	0.00	0.00	1/05/22	420.00	Water/Sewage
		3/01/19	43.46	43.46	0.00	0.00	0.00	1/05/22	500.00	Water/Sewage
		9/01/17	6669.59	1229.29	1050.00	1418.42	2971.88	11/12/21	1300.00	Hearing Date Feb 1, 2022
		9/01/17	140.53	140.53	0.00	0.00	0.00	1/05/22	1065.00	Water/Sewage
		7/15/17	970.00	970.00	0.00	0.00	0.00	12/02/21	959.00	Statement
		8/01/17	561	543	18	0	0	11/26/21	535.00	N4
		11/01/19	1136.00	488.00	488.00	160.00	0.00	12/15/21	500.00	Statement
			13997.83	5239.17	1895.00	2675.18	4188.48			

11.