

YORK CONDOMINIUM CORPORATION NO. 323
MINUTES OF THE BOARD OF DIRECTORS' MEETING

Boardroom, 50 Quebec Avenue, Toronto, Ontario
Monday, December 16, 2019 at 6:00 p.m.

Board Members

Elizabeth Bihl	President
Brian MacDonald	Vice-President
Gary Legault	Treasurer
Bojan Grbic	Secretary
Filipe Djorgonski	Director

Condominium Management

Karolina Kossakowska Condominium Manager, Crossbridge Condominium Services Ltd.

By Invitation

Anastasia Lemon Recording Secretary, INaMINUTE Ltd.

1.0 CALL TO ORDER

There being a quorum of Directors present, E. Bihl presided as Chair and called the meeting to order at 6:04 p.m.

2.0 CONFIRMATION OF AGENDA

2.1 Approval of Agenda

The Board reviewed the meeting agenda. Two (2) items were added to the agenda: "P1 Leakage" and "Window Condensation" to New / Other Business. *It was the consensus of the Board to approve the agenda as amended.*

3.0 DIRECTORS' DISCLOSURE

There were no conflicts of interest.

4.0 APPROVAL OF MINUTES

The Board reviewed the minutes of the November 26, 2019 Board of Directors' meeting.

*On a **MOTION** by B. Grbic, **seconded** by F. Djorgonski, **it was resolved** to approve the standard minutes of the Board meeting held on November 26, 2019, as presented, and to distribute the minutes to Owners.*

The motion was carried.

5.0 BUSINESS ARISING FROM PREVIOUS MINUTES

All items of business arising from previous minutes were included in the Management Report.

6.0 FINANCIAL REPORTS

6.1 Unaudited Monthly Financial Statement – November 30, 2019

The Board of Directors received the unaudited financial statement for the period ended November 30, 2019. The Treasurer provided the Board with a financial review, noting that there was an estimated \$9,400 monthly surplus to date, which was above the projected amount. He highlighted that the contingency fund was not used this month. E. Bihl inquired about what was included under “Consulting Expenses,” and the Treasurer replied that the Reserve Fund Study with WSP Engineering Ltd. and the review of the windows was included in this account. Discussion ensued regarding the elevator-related consulting expenses included in GL 5045.

ACTION: Management to move elevator-related consulting expenses from GL 5045 (Elevators) to the account related to “Consulting Expenses.”

On a MOTION by G. Legault, seconded by B. Grbic, it was resolved to accept the unaudited financial statements for the period ended November 30, 2019.

The motion was carried.

6.2 Review of Arrears Report

The Board received the arrears report, which included liens and chargebacks.

6.3 Review of Variance Report

The Board received the Operating and Reserve variance report.

7.0 MANAGEMENT REPORT

The Board of Directors received, for their information only, a detailed written Management Report that was prepared by Property Management. This Report is filed separately and only those items requiring discussion at the Meeting are documented below.

7.1 Financial Reporting

Discussion was documented in item 6.0.

7.2 Items for Board Ratification / Approval / Discussion

7.2.1 Recycling Rewards

Management advised that a proposal was received from Recycling Rewards regarding placing a donating bin in the waste disposal room. Management explained that the donations were affiliated with Talize, a secondhand store, and the Children’s Wish

Foundation. It was noted that Recycling Rewards would pay \$400 annually to the Corporation to have the bin on-site and \$300 would be donated to the charity on behalf of the Corporation. Discussion ensued on donating the \$400 generated annually to charity.

Management clarified that the existing bin in the waste room was for donations to the Canadian Diabetes Association, noting that more items were accepted by Recycling Rewards, including toys and small appliances. It was noted that Recycling Rewards was responsible for damages and included two (2) million dollars of liability insurance.

B. MacDonald inquired about whether overseeing this project would be time consuming, and Management replied that they had positive experiences with this service in other condominiums, and that the scheduled pick-ups were quite frequent. Discussion ensued on the importance of discussing this initiative with the Charity Liaison. G. Legault inquired about obtaining a bin to collect donations for Habitat for Humanity.

On a MOTION by G. Legault, seconded by F. Djorgonski, it was resolved to approve the proposal from Recycling Rewards, pending discussion with the Energy and Recycling Committee.

The motion was carried.

ACTION: Management to:

- contact Charity Liaison regarding the Recycling Rewards initiative;
- contact Recycling Rewards regarding circulatory notices to issue to Residents regarding permitted items to donate; and
- investigate the feasibility of obtaining a Habitat for Humanity donation bin.

7.2.2 Parking 47 and P1

It was noted that repairs on the waterproofing membrane on the Parking 47 and P1 driveway were postponed until spring of 2020.

7.2.3 Load Assessment EVCS

The Board received two (2) quotations from A. S. Electric for power availability and maximum allowance for electric vehicle charging stations on-site. The first quotation at _____, required building blueprints and one (1) year of hydro invoices. The second quotation at _____, was for the installation of a meter logger for one (1) week to record electricity usage, which would be more accurate.

Discussion ensued on which quotation was preferred, including whether seasonal comparisons were warranted. B. MacDonald inquired whether the second quotation included the analysis outlined in the first quotation.

ACTION: Management to investigate whether the second quotation from A. S. Electric included the services of the first quotation.

7.2.4 Sauna Privacy Doors

It was noted that the reception of quotations was in progress, and that a contractor recommended a frosted glass panel on the sauna doors to improve privacy. B. Grbic and G.

Legault expressed that they disapproved of the periodic sauna closures to accommodate on-site contractors and their materials.

7.2.5 Alan Cohen from R&C Engineering Inc.

It was the consensus of the Board that prior approval of the review proposal of the insulated metal panels at the balcony back walls in the amount of _____, be ratified for the record.

7.2.6 Bell Marketing Event

Management explained that a proposal was delivered from Bell Canada regarding a two (2) year marketing agreement to have a kiosk in the lobby for Residents. It was noted that the reimbursement was \$10 per Unit, to a total of \$2,040, for four (4) visits total from 3 p.m. to 8 p.m. Discussion ensued on cable as related to common elements.

It was the consensus of the Board to reject the proposal from Bell Canada for the marketing kiosk in the lobby.

ACTION: Management to investigate when the cable contract was completed, the associated timeline for obtaining additional quotations, and the potential amendment to the declaration.

7.2.7 Pool Contract HPGR

The Board reviewed a quotation from Pool People Limited for pool services, which included pool chemicals, winterization, maintenance, and lifeguard supervision. Management noted that repairs to mechanical equipment were not included, but credit towards repairs or equipment was included in the contract. Management reported that the third quotation from Superior Pools was pending.

ACTION: Management to:

- determine the hourly rate directly paid to lifeguards by Pool People Limited; and
- obtain additional information on the reputation of Pool People Limited.

7.2.8 Fire Safety Plan

Management noted that the current Fire Safety Plan, from 2005, required revisions due to changes to the building system and the recommended update timeline of every five (5) years. Management confirmed that the Fire Safety Plan was related to procedures in the event of a fire, including evacuations, in response to a query by G. Legault.

The Board reviewed a quotation from Classic Fire Protection Inc. for the update to their previous plan in the amount of _____, with an additional expense for the Toronto Fire Department to review and approve. G. Legault recommended that the two (2) quotations be expensed under the contingency fund.

On a MOTION by F. Djorgonski, seconded by E. Bihl, it was resolved that the contract with Classic Fire Protection Inc. for a revised Fire Safety Plan be approved in the amount

The motion was carried.

On a **MOTION** by F. Djorgonski, **seconded** by E. Bihl, **it was resolved** that the contract with Classic Fire Protection Inc. for the Toronto Fire Department review and approval fee be approved in the amount of .

The motion was carried.

7.2.9 Commercial Vacuum for Staff

Management reported that three (3) quotations for commercial vacuums to be used by the Cleaning Staff were obtained from Comfort Vacuum Services and Flexo Cleaning Products. Management selected the Spectrum 18D 18” Upright Vacuum from Flexo Cleaning Products, which included tools and automatic adjusters to rug height, at the cost of . It was noted that the Cleaning Staff were consulted, and the existing vacuum would be used as a secondary vacuum.

7.3 Items in Progress / Completed

7.3.1 Superintendent Washroom Renovation

It was noted that Artech General Contracting Inc. was awarded the contract for the Superintendent washroom demolition and pictures were distributed to the Board.

7.3.2 Balcony Ponding Notices

Management advised that the 12 units that reported balcony ponding were notified about the postponed project that was to be completed in the spring or summer of 2020.

7.3.3 Bin Pulley Metro Compactor

Management reported that the bin pulley arrived on-site, and the Superintendents received training on operation. It was noted that Metro Compactor installed a new hitch for the organics bin free of charge.

ACTION: Management to investigate whether the slider requires replacement for the waste disposal bin.

7.3.4 Sauna Change Room Emergency Lights

It was noted that A. S. Electric installed emergency lights in the sauna change rooms.

7.3.5 Ceiling Tile Replacement and Wall Paint – P1 & P2

Management advised that the temporary Superintendent commenced the project for the replacement of ceiling tiles in P1, and the painting of P1 and P2 was to begin in January 2020. Management noted that samples for stain blocker tiles were requested.

7.3.6 Smoke Control Testing

Management reported that this item was delayed due to the outdated Fire Safety Plan, detailed in item 7.2.8. Management noted that the engineered protocol document was to be established and attached to the Fire Safety Plan by March 2020. G. Legault requested that the costs associated with this item be classified under the contingency fund.

ACTION: Management to include expenses related to smoke control testing in the contingency fund.

7.4 Correspondence Issued / Received

7.4.1 Unit (Redacted) – Parcel Delivery

Discussion was documented in the private and confidential minutes.

7.4.2 Unit (Redacted) – Gym Equipment

Discussion was documented in the private and confidential minutes.

7.4.3 Unit (Redacted) – Construction Waste

Discussion was documented in the private and confidential minutes.

7.5 Director’s Mandatory Training

It was noted that B. MacDonald, G. Legault and B. Grbic had completed their Mandatory Director’s Training, and F. Djorgonski was to complete training by April 2020.

8.0 MEET THE BOARD REPORT

There was no report for discussion in December 2019.

9.0 COMMITTEE LIAISON REPORTS

9.1 HPGR Report

There were no updates on this item.

9.2 Communication Committee

There were no updates on this item.

9.3 Health and Safety Committee

There were no updates on this item.

9.4 Neighbours Committee

E. Bihl advised that the Neighbours Committee was scheduled to meet in January 2020 during their “tea talk.” It was noted that the Neighbours Committee requested a locked cupboard for their teacups and saucers.

E. Bihl explained that due to the success of the recent potluck, with over 25 guests, this was to be a quarterly occasion.

9.5 Energy and Recycling Committee

There were no updates on this item.

9.6 Landscaping Committee

There were no updates on this item.

9.7 Construction Committee

B. Grbic detailed local incidents related to construction in the neighbourhood.

9.8 Library Committee

G. Legault discussed donations received for the library, and noted that frequent trips were required to local secondhand stores to donate excess contributions. G. Legault recommended that a notice be issued to Residents requesting that donated books be in excellent condition and that no magazines over six (6) months old were to be donated.

9.9 Art Committee

E. Bihl advised that a New Year's Eve party was scheduled for December 31, 2019, and that the planning of an Easter Bunny gathering for children was in progress.

10.0 NEW CONDO ACT

There were no updates on this item.

11.0 NEW / OTHER BUSINESS

11.1 P1 Leakage

B. Grbic advised that there was evidence of a leakage in P1, potentially related to the swimming pool based on previous incidents on-site. Discussion ensued on peeling paint in the parking garage, and Management replied that the Superintendent normally scrapes off peeling paint. G. Legault requested that smaller repairs be completed with black paint to improve appearance.

ACTION: Management to investigate the leakage on P1.

11.2 Window Condensation

E. Bihl reported that several Residents had communicated their concerns regarding window condensation in their Unit. Management replied that there were approximately 16 complaints, and photos were gathered and issued to the Regional Manager. Discussion ensued on the summer window installation and the potential incorrect installation of window frames. Management clarified that the complaints related to the living and dining room windows. It was noted that thicker insulation was installed on the slider, but the improvement was minor.

ACTION: Management to investigate whether there was a pattern in what Units were impacted by the window condensation.

11.3 Exercise Equipment

G. Legault inquired about the potential replacement of exercise equipment as related to Reserve Fund expenditures.

ACTION: Management to investigate the purchase of a new exercise bicycle for the on-site fitness center.

11.4 Unit (Redacted) – Ceiling Stain

Discussion was documented in the private and confidential minutes.

12.0 NEXT MEETING

The next meeting of the Board of Directors was scheduled for Thursday, January 23, 2020 at 6:00 p.m.

13.0 CLOSE OF MEETING

It was the consensus of the Board to close the meeting at 8:37 p.m., as there was no further business to discuss.

Director

Date

Director

Date