

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

Zoom Conference  
Thursday, December 17, 2020 at 6:00 p.m.

**Board Members**

Brian MacDonald	President
Loretta Ycas	Vice-President
Gary Legault	Treasurer
Bojan Grbic	Secretary
Filip Djorgonski	Director

**Condominium Management**

Karolina Kossakowska      Condominium Manager, Crossbridge Condominium Services Ltd.

**By Invitation**

John Hardie      Recording Secretary

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**1.0    CALL TO ORDER**

There being a quorum of Directors present, B. MacDonald presided as Chair and called the meeting to order at 6:09 p.m.

**2.0    CONFIRMATION OF AGENDA**

**2.1    Approval of Agenda**

The Board reviewed the meeting agenda. The agenda as presented was approved.

**3.0    DIRECTORS' DISCLOSURE**

There were no conflicts of interest.

**4.0    APPROVAL OF MINUTES**

The Board reviewed the minutes of the November 19<sup>th</sup>, 2020, Board of Directors' meeting.

*On a **MOTION** by B. Grbic, **seconded** by L. Ycas, **it was resolved** to approve the minutes of the Board meeting held on November 19, 2020 as presented, and to distribute the redacted 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**

### **6.1.1 Unaudited Monthly Financial Statement – November, 2020**

The Board of Directors received the unaudited financial statements for the period ended November 30<sup>th</sup>, 2020. The Treasurer provided the Board with a financial review.

*On a **MOTION** by G. Legault, **seconded** by F. Djorgonski, **it was resolved** to accept the unaudited financial statements for the period ended November 30<sup>th</sup>, 2020.*

*The motion was carried*

### **6.1.2 Review of Arrears Report**

The Board was briefed on an outstanding arrear and the procedures taken to protect the building's interest.

### **6.1.3 Review of Variance Report**

The Board received the Operating and Reserve variance report.

## **6.2. 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.*

### **6.2.1 Garage Grates**

Quotes requested for presentation at the next meeting on replacing floor grates on parking level 3.

### **6.2.2 Fire Panel**

Fire phones have been installed. Verification of all common elements was performed on December 11<sup>th</sup> without incidence.

### **6.2.3 Window Project:**

Deferred until the spring, 2021. Management is waiting for a final quote on the upgrading of the main floor windows and has requested an expedited reply.

### **6.2.4 Covid-19**

Increase infection rates have forced Toronto and Ontario into a red zone alert further curtailing social activities and more stringent operating procedures for profit and not for profit businesses. The new rules will apply to the building by placing all common areas to continue to be locked down.

The province of Ontario introduced legislation on November 20<sup>th</sup> stating:

*“.... Intended to protect corporations from legal liability associated with COVID-19 infection, so long as the organization made good-faith effort to follow public guidelines.”*

The property manager has diligently monitored all guidelines and has put into place procedures to minimize risks. The office has and will continue to review further steps to protect the building and residents – e.g., fogging mist applications.

### **6.2.5 Meet The Board:**

To improve communication with residents the Board has agreed to utilize the software meeting program “**ZOOM**”, the system used to conduct the Annual General Meeting. The initial test is schedule for January 19<sup>th</sup> with B. MacDonald and F. Djorgonski in attendance and the property manager providing technical backup support.

### **6.2.6 HVAC Evaluation Contract:**

A major project that will impact the reserve fund balance and provide additional benefits to the building is the replacement of a forty year plus old HVAC system. This is a major undertaking.

Three quotes have been received and reviewed. The review of all quotes related to the condition of the system e.g., remove sections of riser pipe for analysis which would require destructive entry in a wall. Not included in the quotes was possible alternatives rather than repair. The Board decided to ask the property manager to research all fan coil possibilities before proceeding with the quote review.

## **6.3 Items in Progress / Completed**

### **6.3.1 Unit**

The owner of [redacted] has received two quotes on the plumbing issue with a preference for a repair versus a complete renovation. The Board strongly recommends a complete renovation to remove all deficiencies. Should the owner decide on a repair, there will be no compensation for the initial plumbing replacement as it would be incorporated into the repair. The property manager will continue to monitor.

### **6.3.2 Balcony Ponding**

Deferred until Spring – COVID-19 impact

### **6.3.3 PRV Annual Testing**

The pressure relief valves have been tested. Parts have been earmarked for changing. A final report and quote for the replacements will be presented at the next meeting.

### **6.3.4 Annual Backflow Preventer test**

Has been tested.

### **6.3.5 Parcel Storage: Lobby**

The work has been completed with the stone framing and final touch ups completed.

### **6.3.6 Construction Survey**

Deferred until spring

### **6.3.7 Cracked storm pipe – P2 parking spot 134**

The cracked section was cut out and replaced by **ABM plumbing**.

### **6.3.8 ceiling pipes**

Work has been completed.

### **6.3.9 Supply Line Emergency Repair – Locker Room 2**

An elbow of a supply line cracked and leaked onto two lockers in locker room 2. **ABM Plumbing** replaced the elbow along with the riser shut off valve. The emergency repair cost of \$ plus HST was approved verbally. The board approved the verbal decision.

## **6.4 Correspondence Issued / Received**

### **6.4.1 Opening Tennis Court:**

As outlined in 6.2.4 above, social distancing rules and regulations have been increased negating any further discussion on access to common facilities in the building.

### **6.4.2 Garbage Overflow:**

The garbage pin overflow situation has improved with 80/100 Quebec modifying their procedures to limit outdoor exposures for the bin(s).

DUE TO PANDEMIC EMERGENCY DECLARATIONS NO GATHERINGS OF THE FOLLOWING TOOK PLACE:

### **8.0 Meet The Board Report**

### **9.0 Committee Liaison Reports**

### **9.1 HPGR Report:**

### **9.2 Communication Committee**

### **9.3 Health and Safety Committee**

### **9.4 Neighbours Committee:**

### **9.5 Energy and Recycling Committee**

### **9.6 Landscaping Committee**

### **9.7 Construction Committee**

### **9.8 Library Committee**

### **9.9 Art Committee (including Special Events):**

**10.0 NEW CONDO ACT**

No Report.

**11.0 NEW / OTHER BUSINESS**

**11.1 Communications**

No comments, requests received.

**12.0 NEXT MEETING**

The next meeting of the Board of Directors was scheduled for Thursday, January 21<sup>st</sup>, 2021 at 6:00 p.m.

**13.0 CLOSE OF MEETING**

*It was the consensus of the Board to close the meeting at 8:29 p.m., as there was no further business to discuss.*

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Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

Redacted