

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

Boardroom
Thursday, July 23rd, 2020 at 6:00 p.m.

Board Members

Elisabeth Bihl	President
Brian MacDonald	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

1.0 CALL TO ORDER

There being a quorum of Directors present, E. Bihl presided as Chair and called the meeting to order at 6:17 p.m.

2.0 CONFIRMATION OF AGENDA

2.1 Approval of Agenda

The Board reviewed the meeting agenda. *It was the consensus of the Board to approve the agenda as printed.*

3.0 DIRECTORS' DISCLOSURE

There were no conflicts of interest.

4.0 APPROVAL OF MINUTES

The Board reviewed the minutes of the June 25th, 2020 Board of Directors' meeting.

*On a **MOTION** by B. Grbic, **seconded** by B. MacDonald, **it was resolved** to approve the minutes of the Board meeting held on June 25, 2020 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

6.1.1 Unaudited Monthly Financial Statement – June 30, 2020

The Board of Directors received the unaudited financial statements for the period ended June 30th, 2020. The Treasurer provided the Board with a financial review.

*On a **MOTION** by G. Legault, **seconded** by B. MacDonald, **it was resolved** to accept the unaudited financial statements for the period ended June 30th, 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 Construction Survey

A pre-construction report relating to Grenadier Square was performed by **Synergy Partners**. This report was submitted by CD. The information has not been located. **Synergy Partners** will forward a copy along with a quote to perform a post construction review. [Original quote did not include fee for follow-up report]

6.2.2 Crossbridge Payroll Procedures.

An updated payroll system has been introduced by Crossbridge. The revisions allow a password protected portal to view the employee's payroll, benefits, and vacation entitlements.

On further discussion, the board agreed that vacation entitlement must be utilized within the calendar year with a maximum accumulated carry forward limited to 5(five) days. Employment contracts, after discussion with staff, will be adjusted accordingly.

6.2.3 Garage Wash:

The original garage wash scheduled for April was cancelled by the contractor. Two new quotes were received for garage power wash, garage walls and drains, basins, and pits. The board approved a contract with **INEXClean Building Services** for

*On a **MOTION** by G. Legault, seconded by F. Djorgonski, it was resolved that the contract with INEXClean Building Services. for garage power wash, garage walls and drains, basins and pits be approved.*

The motion was carried

6.2.3(a) GARBAGE CHUTE AND ROOM CLEANING:

The board reviewed a proposal from **INEXClean Building Services** for cleaning of the garbage chutes, compactor and garbage room. The Board agreed this service is required but expressed concern as to the handling of the chute door facing the chute. Power wash will be blocked by a neoprene shield protecting the chute door. The property manager will pursue methods of overcoming this challenge.

6.2.4 Annual General Meeting:

COVID-19 emergency requirements continue to limit the number of individuals who may share common space while maintaining a two-meter distance. With no indication this situation will improve soon, emergency orders allow for a virtual AGM. The property manager has obtained information from **Getforum** on the costs to provide hosting service for our upcoming AGM. Dates available for an evening meeting (*cost*) are October 6, 8, 13 and 19th. The property manager will contact external attendees e.g. Auditor for their availability. Preferred dates are October 6 or 8.

6.2.5 Security Assessment:

The board quickly reviewed the quotation of Paragon Security and agreed the numerous upgrades performed in the building (i.e. locker room key protectors) and other measures do not justify the cost of an assessment.

6.2.6 Cable Contract:

The contract in general will be signed and forwarded to **Rogers**. There was no feedback to oppose the contract from owners. Due to the slight delay in signing the contract, certain perks originally offered have expired. The property manager will discuss with **Rogers** how to reinstate the original offers or to provide an equivalent value on our business contract (YCC323).

6.2.7 Window Project:

COVID-19 continues to play havoc with the window project. **AWD** has indicated that *“we are doubtful that we can perform any of the suite work this year.”* Given the uncertainty of this project and no clear understanding of eventual progress of the pandemic, the board decided that it would be best to defer work until 2021.

6.2.8 COVID-19

The situation related to the pandemic fluctuates almost daily. The board discussed various options and, in general, have agreed to be very conservative. All common areas will remain closed. Face masks will be mandatory in all common areas. Enforcement of face masks and social distancing may/will require a legal opinion as to the duties of the board.

On a **MOTION** by F. Djorgonski, **seconded** by B. Grbic, **it was resolved** that all necessary cautions must be followed to protect all residents. Guidance from external authorities will be noted but will not govern future decisions.

The motion was carried

6.2.9 Visitor Parking:

Management has increased surveillance on the visitor parking to some success. Repeat resident offenders have been noted and recorded. Continual disregard will allow the management office to call parking authority to issue and place tickets. Control of unauthorized use of the area was discussed and will be addressed at a future meeting.

6.3 Items in Progress / Completed

6.3.1 P1 Waterproofing

Completed with no reports of deficiencies.

6.3.2 Umbrella For Pool

Purchased

6.3.3 Balcony Ponding

Deferred until Fall.

6.3.4 Sauna Showers

Work to begin July 27th and completion date August 7th.

6.3.5 Townhouse Window Washing

Completed July 23rd.

6.4 Correspondence Issued / Received

6.4.1 Gas Powered Blowers:

Request to eliminate gas powered blowers was discussed. The size of the property eliminates electrical alternatives. Battery operated blowers are not designed for commercial use – insufficient power.

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**

The Condominium Authority of Ontario has provided information on dealing with social distancing, AGM, and other correspondence. The property manager is aware of these recommendations and will monitor actions that might be needed.

11.0 **NEW / OTHER BUSINESS**

11.1 **Shared Facilities:**

The swimming pool and tennis courts are shared amongst three buildings. The board expressed concern as to the number of eligible users and those who have access to unaccounted fobs. Further, it is not obvious that users are following the guidelines for the safe use of the facilities. It is suggested that independent fobs be created and cancelling all access programmed into the current fobs. This would eliminate the unaccounted fobs and provide control on using the facilities.

12.0 **NEXT MEETING**

The next meeting of the Board of Directors was scheduled for Thursday, August 27th 2020 at 6:00 p.m.

13.0 **CLOSE OF MEETING**

It was the consensus of the Board to close the meeting at 9:15 p.m., as there was no further business to discuss.

Director

Date

Director

Date