

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

Boardroom

Thursday, June 25, 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 6:09 p.m.

2.0 CONFIRMATION OF AGENDA

2.1 Approval of Agenda

The Board reviewed the meeting agenda. Three (3) items were added to the agenda: "Visitor Parking Violations" "Nominating Committee", and "Engineering Report on state of building after 55 Quebec Ave. Construction". *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 May 23rd, 2020 Board of Directors' meeting.

*On a **MOTION** by B. MacDonald, **seconded** by F. Djorgonski, **it was resolved** to approve the minutes of the Board meeting held on May 23rd, 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 – May 31, 2020

The Board of Directors received the unaudited financial statements for the period ended May 31, 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 May 31st, 2020.*

The motion was CARRIED

6.2 Review of Arrears Report

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

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

The COVID-19 pandemic measures requiring social distancing has had a major impact on certain projects in and around the building. "Deferred" indicates contractors are unable to visit or start their assigned duties

7.2.1 Sauna Shower Tile: Three quotes were received for the men's and ladies' shower stall renovations, including flooring, wall covering updates and new tiling for all showers. **Artech General Contracting Inc.** quote for \$ _____ was accepted with work to begin as soon as possible.

*On a **MOTION** by G. Legault, **seconded** by F. Djorgonski, **it was resolved** that the contract with **Artech General Contracting Inc.** for both men's and ladies' sauna for _____ be approved.*

The motion was carried

7.2.2 Security

Further information regarding security threat assessments for the building is being acquired by management with companies assessing the site on July 9th, 2020 for quoting

7.2.3 Cable Contract

The Board tentatively approved a five (5) year contract proposed by Rogers Communications Inc. that incorporates cable tv and Internet at a cost of \$40.00 per suite plus HST with no escalator clauses.

The contract represents a change in the services now provided. Under section 97 of the Condominium Act, the property manager will circulate the appropriate notices to owners allowing them to requisition a meeting to discuss/oppose this arrangement. If no meeting is requested within 30 days, the contract will be signed on July 31st, 2020

7.2.5 Window Project Phase 4

The work crew that completed the window installations on the building will not be available to install the 2,3, 5 and 7 balcony windows. After discussion, the Board agreed to allow a different contractor to replace these windows should they be available in the fall. The property manager will investigate.

The ground floor window replacement is considered more complex. The more experienced installers, available next year, will be contacted to establish a period when they can attend to the lower floor replacements.

7.2.6 COVID-19

Provincial and municipal authorities are loosening the pandemic mitigating controls. Phase 2 was announced for June 24th but is subject to health authority's final judgement. The pool will be opened with strict rules in place.

To monitor the activity in and around the pool, the Board agreed that the property manager should investigate a video camera for installation overlooking the swimming pool and surrounding deck.

7.2.7 Townhouse Window Washing

The board approved a contract with **Aurum Window Cleaning** to clean the inaccessible windows at the townhouses at a cost of _____ plus HST.

On a MOTION by E.Bihl, seconded by G. Legault, it was resolved that the contract with Aurum Window Cleaning for inaccessible windows on the neighboring townhouses for _____ plus HST be approved.

The motion was carried

7.3 Items in Progress / Completed

7.3.1 P1 Waterproofing

Work started on June 23rd with pending end date of July 1st.

7.3.3 Balcony Pondering

Deferred

7.3.3 DHW Tank Lining
Completed.

7.3.4 Gym Equipment
Delivered June 23rd, 2020

7.3.5 Chiller Relief Valves
Completed

7.4 Correspondence Issued / Received

7.4.1 Odor Problem 5th Floor

Odor problems on the 5th floor were investigated. The source of the problem was determined. The resident of this unit, a senior citizen, was having trouble with food deliveries with excess food decomposing. The property manager has taken steps to eliminate the problem, including the installation of odor absorbing wafers on the 5th floor. In addition, a social worker has been assigned to the owner allowing the management office to address any further problems to him/her for further action.

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 COVID-19

The property manager provided a document issued by Crossbridge entitled “YCC323 Safe Reopening plan”. This is a blueprint for actions and procedures to address the current pandemic problems. The document is for review by board members

11.2 Visitor Parking

Several board members have recently noted overnight parking by residents. The board recommended the property manager and staff increase the placement of notices on offending vehicles indicating the rules and regulations in place as well as the possibility of fines being imposed.

11.3 Nominating Committee (AD HOC)

The Vice-President reminded the board members that the upcoming AGM will require four candidates for the board. He is asking each board member to consider suitable candidates and to approach these individuals. Recruiting in the summer during vacation time is difficult, and he wishes to avoid “cold calls”, an activity that can be reduced with all pitching in.

11.4 Engineering Report

Several years ago, YCC323 contracted with an engineering firm to install various monitoring tools on and around the building. These were to provide a baseline to determine what impact the construction at 55 Quebec may have had on our building. The property manager will ascertain who the engineer was and when a final report can be expected.

12.0 NEXT MEETING

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

13.0 CLOSE OF MEETING

It was the consensus of the Board to close the meeting at 8:45 p.m., as there was no further business to discuss.

Director

Date

Director

Date