

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

Video Conference
Thursday, March 26, 2020 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

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 6:28 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: “Banking and Investment Policy” and “Crossbridge roll out of Microsoft Office 365” 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 February 27th, 2020 Board of Directors' meeting.

On a MOTION by E. Bihl, seconded by B. Grbic, it was resolved to approve the standard minutes of the Board meeting held on February 27th, 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 – February 29th, 2020

The Board of Directors received the unaudited financial statement for the period ended February 29, 2020. The Treasurer provided the Board with a financial review, noting that there was an estimated \$9,434.59 monthly surplus to date, which was above the projected amount. He highlighted that the contingency fund was not used this month.

On a MOTION by G. Legault, seconded by E.Bihl, it was resolved to accept the unaudited financial statements for the period ended February 29th, 2020.

The motion was carried.

6.1.2 2020 – 2021 Budget Proposal – Common Expenses

The Treasurer and Property Manager provided the proposed budget for the upcoming fiscal year (May1, 2020 – April 30,2021). Apart from the insurance expense for which quotes have not been received, the balance of the items is in line with the previous year. Recognizing the rate of inflation, a minor 1% increase is projected for the upcoming year.

On a MOTION by G. Legault, seconded by E.Bihl, it was resolved to accept the proposed budget of \$1,189,482 for the fiscal year ending April 30, 2021 acknowledging the impact the corona virus may have.

The motion was carried.

6.1.3 2020 – 2021 Budget Proposal – Reserve Fund

The Treasurer provided the proposed reserve budget for the upcoming fiscal year (May1, 2020 – April 30,2021). The income is based on an independent reserve study calculation. The study has not been finalized. Final estimates on the window project are still pending. No major impact is expected.

6.2 Review of Arrears Report

The Board received a -NIL- arrears report.

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 Locker Rooms lock replacement

A security breach on the P1 and P2 locker rooms required immediate action. Through email correspondence **Custom Door and Lock Services** was awarded a contract on March 3, 2020 for \$ _____ plus HST to repair and replace all locker room handles and locks.

On a MOTION by G. Legault, seconded by F. Djorgonski, it was resolved that the contract with Custom Door and Lock Services for locker room door repairs agreed to by email correspondence in the amount of _____, plus HST be approved.

The motion was carried.

7.2.2 Fire Protection

The Fire Inspection detailed several discrepancies: Hydrostatic testing, sprinkler heads to be installed and replace 30” pipe in P1garage. To satisfy the inspector, two (2) contracts with **Torbran Fire Protection** were awarded by email agreement as follows:

Hydrostatic Testing \$ _____ plus HST.

Sprinkler Heads \$ _____ plus HST, and

Pipe replacement \$ _____ plus HST.

[Work will be delayed due to Corona Virus – Fire Inspector in agreement]

On a MOTION by B. MacDonald, seconded by F. Djorgonski, it was resolved that the contracts with Torbran Fire Protection for fire protection repairs agreed to by email correspondence in the amount of _____90, plus HST be approved.

The motion was carried.

7.2.3 Sauna Shower Tile

In progress.

7.2.4 Window Testing

Better Building Materials (BBM) provided a quote to perform window testing. One requirement for proceeding was access to inside and outside windows on the 1st floor or balcony windows. The first-floor windows are not consistent with the balance of the building. Outside access may require bosun chair or scaffolding. The Property Manager to obtain additional information for the next meeting.

7.2.5 Garage Door Maintenance

The property manager has recommended a three (3) year maintenance contract with **Dodds Garage Door Systems Inc.** for _____ plus HST per year with price held for three (3) years.

7.2.6 Landscaping Contract

Park Place Grounds Maintenance provided two (2) quotes to replace the current contract that expires April 30th, 2020. The first option is a continuation of the terms and conditions now in place adjusted by 3%: _____ per annum. This option is quoted on the assumption

residents will continue to perform periodic weeding. The second option is to increase the amount of weeding equivalent to one extra day a week thus reducing volunteer input. The cost for option 2 is . The Board agreed with Option 1.

*On a **MOTION** by G. Legault, seconded by F. Djorgonski, it was resolved that the contract with **Park Place Grounds Maintenance** for annual maintenance for \$ be approved.
The motion was carried.*

7.2.7 Landscaping Contract Extras

Park Place Grounds Maintenance provided a detailed list of materials to be incorporated into the 2020 gardens and flower beds. The list incorporates input from the Landscaping committee. Estimated costs to be \$

*On a **MOTION** by G. Legault, seconded by E.Bihl, it was resolved that the contract with **Park Place Grounds Maintenance** for ground improvements for \$ be approved.
The motion was carried*

7.2.8 Cable Contract

Rogers and Bell provided detailed proposals to replace the cable contract expiring in December 2020. Each supplier provided further options within their proposals. Time limitations did not allow for a lengthy discussion. The topic has been deferred to the April meeting allowing board members to study in detail the proposals.

7.2.9 Signature Electric Building Load Assessment

The report was requested to allow the Board to consider what options are available to install EV chargers in or around the building. The report suggests there is capacity from 8 to 32 chargers although the higher number will require additional energy management. There is also the decision to install individual chargers or communal chargers. No decision will be made until further research is completed – defer to April.

7.2.10 Window Project

In progress.

Work may be delayed due to Corona Virus

7.3 Items in Progress / Completed

7.3.1 P1 Waterproofing

Work will be delayed due to Corona Virus

7.3.2 Fire Safety Plan

Has been completed and submitted to the City of Toronto for a stamp of approval. See 7.7.2 above for additional comment

7.3.3 Balcony Ponding

Work will be delayed due to Corona Virus

7.4 Correspondence Issued / Received

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

There were no updates on this item.

11.0 NEW / OTHER BUSINESS

11.1 Banking and Investment Policy

G. Legault expressed a desire to modify the Financial policy and procedure manual. Video conferencing was not ideal for the discussion. This will be discussed at the April meeting.

11.2 Microsoft Office 365

Crossbridge Condominium Services Limited (CCSL) advised they will be utilizing MS365 for their operations with buildings they manage. A major change is to Email correspondence and how information will be stored. The Board is very concerned that we would be required to change the building's email address and that information is stored in a cloud. Further, there are indications that other CCSL employees may have access to YCC323's information. The Property Manager will obtain more details for presentation at the April board meeting.

12.0 NEXT MEETING

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

13.0 CLOSE OF MEETING

It was the consensus of the Board to close the meeting at 8:51 p.m., as there was no further business to discuss.

Director

Date

Director

Date

Redacted