

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

Boardroom

Thursday, May 28, 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 6:06 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: “Townhouse Window Washing; Reserve Fund approval, and renovation request”. *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 April 23rd, 2020 Board of Directors' meeting. Due to the fluctuating financial markets, it was agreed that board approval for investment purchases will reference the length of the investment purchase and avoid specific reference to a GIC issuer and interest rate.

*On a **MOTION** by B. MacDonald, **seconded** by B. Grbic, **it was resolved** to approve the minutes of the Board meeting held on April 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 – April 30, 2020

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

*On a **MOTION** by G. Legault, **seconded** by E. Bihl, **it was resolved** to accept the unaudited financial statements for the period ended April 30th, 2020.*

*The motion was **CARRIED***

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

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 Deferred

7.2.2 Security

For discussion purposes the property manager requested a quote from Paragon Security to provide a security patrol guard in the building seven (7) days a week for eight (8) hours per

night. A one-year contract was quoted at _____, including HST. Given the cost, the board requested the property manager to obtain quotes on receiving a security assessment of the building.

7.2.3 DHW Tank Lining

The domestic hot water tank requires inspection, relining and updated anodes. This will require a service interruption to residents of approximately six hours. The board agreed to enter a contract with **Hydrastone** for _____ plus HST to update and perform necessary repairs to the domestic hot water tank.

*On a **MOTION** by G. Legault, seconded by B. Grbic, it was resolved that the contract with **Hydrastone** for inspection, relining and updated anodes for DHW tank for _____ plus HST be approved.*

The motion was carried

7.2.4 Chiller Relief Valves

Reviewed advice from **Complete Chiller Solutions** to remove all old refrigerant relief valves from chiller, replace with new up to date valves and leak test all relief valves. The valves are a safety feature to protect the pressure vessel from rupturing.

*On a **MOTION** by F. Djorgonski, seconded by G. Legault, it was resolved that the contract with **Complete Chiller Solutions** for _____ plus HST be approved.*

The motion was carried

7.2.5 Cable Contract

After a lengthy discussion, the board agreed to poll the owners to determine their general consensus on whether to enter a new contract that included internet or to provide only cable service. The property manager will draft the message to owners and allow board members to review and, if needed, modify the message. Replies will be accepted up to June 25th.

7.2.6 Signature Electric Building Load Assessment

Pending further research and review.

7.2.7 Window Project Phase 4

This project is severely hampered by the COVID-19 isolation protocol. Quotes on various items have been delayed. Work schedules of installers have been curtailed and may delay any work until 2021.

7.2.8 COVID-19

Provincial and municipal authorities are loosening the pandemic mitigating controls. In phase 1 re-opening:

- All construction can be resumed, the requirement of essential has been lifted
- Tennis and recreational outdoor facilities can be opened except Pool
- housekeeping and in suite services can resume
- maintenance and repair services can resume and no longer limited to strictly necessary.

The fluctuating pandemic environment may require a further tightening of these restrictions or hasten the loosening.

7.2.9 Staff Performance Review
Recorded separately in “In Camera” minutes

7.3 Items in Progress / Completed

7.3.1 P1 Waterproofing
Deferred

7.3.3 Balcony Ponding
Deferred

7.3.3 Landscaping Extras
Work has started.

7.3.8 Gym Equipment
Scheduled for delivery June 1, 2020

7.3.9 Scheduled Maintenance
Garage Power wash – June 10th, 2020
Garage drain flushing – July 8th, 2020
Window washing – June 1st, 2020
Carpet cleaning – May 26th, 2020
Generator full load test – June 5th, 2020
COVID-19 may influence these starting dates.

7.4 Correspondence Issued / Received

7.4.1 Gym and Social Distancing
Suggestion received to expand current fitness facilities to include men’s sauna. Property manager to respond advising no discussions will be entertained until current COVID-19 situation has been addressed.

7.4.2 Legal Issue
The property manager has been requested for information from a relative of a resident. There is no legal documentation provided to the building nor has the resident indicated they wish the relative to have any authority to act for them. The relative has been belligerent to staff. This topic was added to the agenda to make the board aware of the situation. Full confidence was given to all staff that they have and continue to act correctly.

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 outlined what steps have been taken to ensure the safety of the building. In addition, preliminary research to address what steps would be needed to address if an affected individual is diagnosed: cleaning company contract and/or other actions to protect the suite, floor, and building.

11.2 Reserve Fund Study

The reserve study provided by **R&C Engineering** dated August 14, 2019 was approved by the Board. Owners will receive Form 15 officially advising the status of YCC323 reserve fund.

On a MOTION by G. Legault, seconded by F. Djorgonski, it was resolved that the reserve study prepared by R&C Engineering and resulting Form 15 be accepted as presented.

The motion was carried

11.3 Townhouse Window Washing

Documentation on washing inaccessible windows in the townhouses is sketchy. The last indication that windows were attended to was in 2017. It is generally accepted that the townhouses were excluded along with cleaning eaves troughs. The Board asked that the property manager advise the townhouses cleaning is their responsibility.

11.4 Renovation Request

Suite requested approval for renovations to their unit. The board approved the request.

12.0 NEXT MEETING

The next meeting of the Board of Directors was scheduled for Thursday, June 25th , 2020 at 6:00 p.m.

13.0 CLOSE OF MEETING

It was the consensus of the Board to close the meeting at 9:14 p.m., as there was no further business to discuss.

Director

Date

Director

Date

Redacted