

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

Boardroom

Thursday, November 19, 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

1.0 CALL TO ORDER

There being a quorum of Directors present, B. MacDonald presided as Chair and called the meeting to order at 6:07 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 add the following item for discussion: 1) harassment policy. The revised agenda was approved.

3.0 DIRECTORS' DISCLOSURE

There were no conflicts of interest.

4.0 APPROVAL OF MINUTES

The Board reviewed the minutes of the September 24th 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 October 29th, 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 – October, 2020

The Board of Directors received the unaudited financial statements for the period ended October 31st, 2020. The Treasurer provided the Board with a financial review.

*On a **MOTION** by G. Legault, **seconded** by L. Ycas, **it was resolved** to accept the unaudited financial statements for the period ended October 31, 2020.*

The motion was carried

6.1.2 Financial Planning

A general discussion and review of the reserve fund reflects a positive outlook dependent on no unforeseen circumstances not anticipated in the current reserve study.

The board agreed to invest in a \$97,000 one-year term product. Due to the volatile market, the Treasurer will choose the most appropriate vehicle.

The Board approved that one-year investment of \$97,000 be purchased in a vehicle chosen at the discretion of the Treasurer.

MOVED BY G. Legault SECONDED BY B. Grbic.

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 Director's Code of Conflict

Revised code of conduct was agreed to and will be signed by all current directors.

6.2.2 Fire Panel

The final phase of the new fire panel installation – installing new fire phones – will be completed on November 20, 2020. **Torbram** will conduct an annual review once all equipment has been installed.

6.2.3 Window Project:

Deferred until the spring, 2021

6.2.4 Covid-19

Increase infection rates have forced Toronto 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.

6.2.5 PRV Annual Testing:

The building has 4 pressure relief valves: 2 hot water in Locker 2 (main floor) and 2 cold water in locker 7 (P1 level). These require an annual test and maintenance with a report to be supplied to the city. The Board approved **Lisi Services** to perform the annual test at a cost of _____ plus HST. Further, the board agreed to have **Lisi Services** to perform the back-flow preventer inspection.

*The Board approved the contract with **Lisi Services** to complete the annual test on the buildings pressure valves at a cost of _____ . plus HST. **Lisi Services** was also approved to perform a back-flow test.*

MOVED BY G. Legault SECONDED BY. B. Grbic.

*The motion was **CARRIED***

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. The Board wishes to obtain professional expertise on all aspects of the project: feasibility; best practices; cost; project impact on building, length of disruption etc. The board has received two quotes and has asked the property manager to obtain one additional quote, preferably with experience in this field.

6.3 Items in Progress / Completed

6.3.1 Unit :

Repairs initially planned for this unit revealed the damage originates in unit _____ -bathroom pipes. After inspection it was determined the renovation was incorrectly completed: bracing to keep the tub from moving. The initial investigation and repair required piping be updated and replaced. The owner of _____ is concerned on the charge back on the pipe replacement as it will require removal when the renovation is updated. The Management Office will continue to monitor the situation and provide update on the situation to the Board.

6.3.2 Balcony Ponding

Deferred until Spring – COVID-19 impact

6.3.3 Underground Garage Air Vent

Has now been completed

6.3.4 Meet the Board

COVID-19 has closed all common facilities for several months. This has curtailed communication in the building. It is suggested that we might introduce a modified form of “Meet the Board” through use of ZOOM video or scheduled time and date for a telephone conversation between a resident and a board director. Social distancing might also be considered when restrictions are lifted. The timing of each session would be the Tuesday before the board meeting. One of these formats will be tested in January with Brian taking the first session.

6.3.4(a) Parcel Storage: Lobby

The bulk of the work has been complete with the stone framing and final touch ups outstanding.

6.3.5 Construction Survey

Deferred

6.3.6 Carbon Monoxide Sensors

Annual testing was completed by Edgetech on November 6th 2020

6.3.7 ceiling pipes

Work has been started with a completion date of November 20th.

6.3.8 Kitchen Back up Unit

Restoration work on unit and affected units and hallways has been completed.

6.3.9 Addalene

Yellow post painting (garage entrance, visitor parking) now complete.

6.4 Correspondence Issued / Received

6.4.1 Opening Gym Facility Unit :

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:

Garbage bins from 80 and 100 Quebec are, through agreement, placed at the entrance to the garage access ramp on Gothic. These are placed in the evening prior to collection day. It has been noted the bins have been filled beyond capacity allowing material to be blown away or to accumulate on the driveway. Raccoons have been seen foraging in and around the bins. The property manager will discuss options with the management at 80 and 100 Quebec.

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

See 6.2.4 above

11.2 Harassment Issues

The building has an extremely strict harassment policy for the protection of board members, staff, property manager, contractors, and all residents. We have experienced and continue to endure situations where the policy is not being adhered to. Written documentation of the incidences is available. The board continues to monitor.

12.0 NEXT MEETING

The next meeting of the Board of Directors was scheduled for Thursday, December 17th, 2020 at 6:00 p.m.

13.0 CLOSE OF MEETING

It was the consensus of the Board to close the meeting at 8:40 p.m., as there was no further business to discuss.

Director

Date

Director

Date

Redacted