

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

Boardroom
Thursday, October 29, 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

Board Positions for 2020-2021:

The Board approved the following assignments for the next year:

Brian MacDonald	President
Loretta Ycas	Vice President
Bojan Grbic	Secretary
Filip Djorgonoski	Director
Gary Legault	Treasurer

Brian MacDonald welcomed the new board member, Loretta Ycas, to her first board meeting.

1.0 CALL TO ORDER

There being a quorum of Directors present, B. MacDonald presided as Chair and called the meeting to order at 6:05 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 items for discussion: 1) Discussion – financial planning 2) communications and 3) 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 September 24th, 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 – August, 2020

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

*On a **MOTION** by G. Legault, **seconded** by F. Djorgonski, **it was resolved** to accept the unaudited financial statements for the period ended September 30, 2020.*

The motion was carried

6.1.2 Financial Planning

Recent and unexpected capital costs such as the fire panel, bulkhead replacement and modifications to the lobby prompted a discussion on what steps might be required to protect the integrity of the corporation's reserve fund. The treasurer provided assurances there is no immediate actions required and the situation is reviewed on a timely basis.

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 AGM

The virtual meeting was a successful adventure and new documentation required has been submitted. Board members were asked to review and sign the Directors code of conduct and return to the management office. The shared facility agreement requires two members of the YCC323 board. Brian MacDonald and Gary Legault will be the representatives.

6.2.2 Exterior Bulkhead Replacement

By email consensus the Board approved a contract with Artech Contracting for _____ plus HST. The work has been completed to the satisfaction of the property manager.

On a MOTION by F. Djorgonski, seconded by B. MacDonald, it was resolved to approve the email agreement with Artech Contracting to replace the west side exterior bulkhead at a cost of _____ plus HST

The motion was carried

6.2.3 Parcel Storage - Lobby:

By email consensus the Board approved a contract with Artech Contracting for \$ _____ plus HST. The work has begun

On a MOTION by G. Legault, seconded by B. Grbic, it was resolved to approve the email agreement with Artech Contracting to install parcel storage space in the lobby and to adjust the management office to accommodate the change at a cost of _____ plus HST

6.2.4 Fire Panel

The new panel is operational. Additional approvals are pending as are the replacement of 63 fire phones in the building (for the garage and each floor). The building is protected allowing the building to be cancel the nightly security guard rotations. This security measure cost the building \$19,000 (See 6.1.2 above)

6.2.5 Window Project:

Deferred until the spring, 2021

6.2.6 COVID-19:

Unfortunately, the pandemic has not settled down. Conflicting information has not eased the concerns and what information that is provided can be contradictory. The board has affirmed that it will stick to a very conservative stance and continue to keep all common areas closed. The property manager continues to review possible government benefits that might benefit the building e.g. installing filtration systems.

6.2.7 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 management office has received two quotes and waiting for a third. They will be reviewed at the next meeting.

6.2.8 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 one quote and has asked the property manager to obtain two additional quotes, preferably those who have experience in this field.

6.2.9 Ceiling Pipes:

The problems associated with the cast iron roof drainpipes were reviewed by three contractors. The owner has been inconvenienced with this problem for many years. The Board agrees this problem should be attended to immediately and has approved a contract with **ABM Plumbing & Heating Services Inc.** for HST to remove and replace the defective piping. Ceiling and wall repairs will be completed by **Spectrum Building Services** for plus HST.

*On a MOTION by B. Grbic, seconded by G. Legault, it was resolved to approve the quote from **ABM Plumbing & Heating Services Inc.** to repair and replace cast iron roof drainpipes at a cost of plus HST and to approve the quote from **Spectrum Building Services** to repair damages in unit at a cost of plus HST.*

The motion was carried

6.2.10 Kitchen Backup Unit :

The main kitchen stack on the 04 line was blocked. The water back up affected unit with peripheral damage affecting units immediately below Adjacent hallways on and required repairs. Emergency repairs were completed by **CT Restore Inc** and **Artech General Contracting Inc**

6.3 Items in Progress / Completed

6.3.1 Unit :

Repairs initially planned for this unit revealed the damage originates in unit bathroom pipes. This situation requires further investigation. Should the problem originate with the bathroom pipe, repairs will be the responsibility of the owners in .

6.3.2 Balcony Ponding

Deferred until Fall

6.3.3 Underground Garage Air Vent

In process

6.3.4 Tree Planting

Completed with two silver maple and two white oaks planted.

6.3.5 Construction Survey

Deferred

6.3.6 Carbon Monoxide Sensors

Annual testing will be completed by Edgetech.

6.4 Correspondence Issued / Received

6.4.1 Modified Library Service:

Request to provide a small selection of books from the library be made available to residents. As noted in 6.6 above, the board does not feel comfortable in situations that might jeopardize our COVID response nor do they see a solution to assure any material is not contaminated.

6.4.2 Unit – Sludge Backup:

Numerous visits from various plumbers indicate the problem is not caused by the building's plumbing system.

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: New board members are B. MacDonald and G. Legault

9.2 Communication Committee

9.3 Health and Safety Committee

9.4 Neighbours Committee: L. Ycas

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): L. Ycas and B. MacDonald

10.0 NEW CONDO ACT

No Report.

11.0 NEW / OTHER BUSINESS

11.1 Communications

It has been noted that the board and management could improve correspondence with and by the owners. The chair has requested that board member give consideration as to how the building could improve or modify how information can be made available

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 has agreed to obtain a legal opinion on the proper steps to address past and future problems.

Problem has continued and further actions are being initiate

11.3 Financial Planning

See discussion in 6.1.2 above.

12.0 NEXT MEETING

The next meeting of the Board of Directors was scheduled for Thursday, November 26th, 2020 at 6:00 p.m.

13.0 CLOSE OF MEETING

It was the consensus of the Board to close the meeting at 8:37 p.m., as there was no further business to discuss.

Director

Date

Director

Date

Redacted