

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

Boardroom

Thursday, September 24, 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. *It was the consensus of the Board* to add the following items for discussion: 1) P3 parking – replace floor drainage grills 2) superintendent's kitchen upgrade 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 August 27, 2020, Board of Directors' meeting.

*On a **MOTION** by B. Grbic, **seconded** by E. Bihl, **it was resolved** to approve the minutes of the Board meeting held on August 27, 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 August 31st, 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 August 31, 2020.*

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 EVS Charges Policy

The property manager provided additional information outlining charging options available and a sample of a policy that could be implemented. The preferred method of installation would be through a fully managed system (third party).

In general, the board approved the policy format as presented with a request to make minor alterations required to meet the needs of YCC323. The updated policy will be presented to the Energy and Recycling committee for final review and introduction to the owners

6.2.2 Annual General Meeting.

The virtual meeting for October 15th is progressing well. The property manager and *Getquorum* are well prepared. The complete AGM package will be forwarded to *Getquorum* for distribution on September 25th. Paper proxies received by October 14 will be forwarded to *Getquorum* for inclusion in the meeting.

6.2.3 Fire Panel:

The control panel is being installed. Tentative completion date is September 25th, providing no unforeseen complications. Once operational the system will require approval from Toronto Fire Services. Date and time for the inspection is not provided but is at the convenience of TFS. The panel will, however, provide security to the building.

6.2.4 Window Project Phase #4:

COVID-19 continues to play havoc with the window project. AWD has indicated that “we are doubtful that we can perform any of the suite work this year.” Given the uncertainty of this project and no clear understanding of eventual progress of the pandemic, the board decided that it would be best to defer work until 2021.

6.2.5 Covid - 19:

Although COVID-19 restrictions have been relaxed, the reported new cases have increased the likelihood stringent rules will be re-applied. The Board has deferred any opening of the common areas by at least one more month. The situation will be reviewed with consideration to public recommendations on reducing restrictions or increasing protective measures.

6.2.6 Parcel Shelf:

Quotes have been received from three contractors. The information provided did not set out detailed drawings. Before proceeding, the board asked the property manager to request more detail on the plans including the finishes visible on the lobby side.

6.2.7 PH 6 Ceiling Tiles:

Cast iron drainpipes and HVAC pipe run through the ceiling of the unit. Small cracks have developed over the years, allowing yellow stains to appear. Several patches have been attempted which delayed but not eliminate the problem. To provide a permanent repair, quotes have been requested to replace all pipes. A further cost will be incurred to restore the ceiling and damaged drywall.

6.2.8 Bulk Head Over old back-up generator

The bulkhead above the rear door to the superintendent’s office has rusted and is starting to slip. A wood beam is the current support. Due to the danger of collapse, the areas are cordoned off. Quotes have been requested to remove the old bulkhead and replaced along with other repairs to return the site to perfect condition.

6.2.9 Underground Garage Air Vents:

Air vents in the garage are open to the elements. Dirt and fallen leaves can settle in the vents, restricting air flow in/out of the basement. The process of cleaning these areas requires removing the heavy grates (two-person job) to allow a proper cleaning. The property manager suggests installing access doors. **Top Gun Welding** has provided a quote of – 5 units.

On a MOTION by F. Djorgonski, seconded by B. MacDonald, it was resolved to accept the quote from Top Gun Welding to install five(5) access doors on the ventilation shafts in the basement at a cost

The motion was carried

6.3 Items in Progress / Completed

6.3.1 Cable Contract

Will begin October 1, 2020.

6.3.2 Balcony Ponding

Deferred until Fall

6.3.3 Sauna Shower tile

This project has been completed with minor clean-up needed.

6.3.4 CES Water Meter

The cooling tower water meter was not working properly. It was replaced by CES for

6.4 Correspondence Issued / Received

6.4.1 Stationary Bike:

Unfortunately, a request to have access to the exercise room to prepare for upcoming surgery was denied due to the very stringent COVID – 19 restrictions now in place.

6.4.2 Appreciation letter

A positive letter was received from an owner on the handling of the current pandemic situation and the efforts of the board and staff. A request to partially open common areas will be addressed by the property manager: see 6.2.5 above for current board decision.

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 P3 Parking Level – Drainage grates

Parking levels P1 and P2 had the floor drainage grates replaced in 2019. The P3 grates display the condition prevalent when levels 1 and 2 were replaced. The property manager will determine if these were overlooked in the initial contract. If not, new grates will be installed.

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.

11.3 Superintendent’s Kitchen

The property manager will follow up the initial board decision to renovate the Super’s kitchen. The bathroom renovations have been completed.

11.4 Departing Board Member Elisabeth Bihl

The departing president expressed her gratitude to the board members and property manager for their assistance over the past three years, noting some of the issues addressed and the accomplishments achieved.

The board wished her well and expressed a desire that the pandemic situation will resolve itself shortly so that she can pursue her travelling dreams.

12.0 NEXT MEETING

The next meeting of the Board of Directors was scheduled for Thursday, October 29th, 2020 at 6:00 p.m.

13.0 CLOSE OF MEETING

It was the consensus of the Board to close the meeting at 9:12 p.m., as there was no further business to discuss.

Director

Date

Director

Date