

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

Zoom Conference  
Thursday, April 29, 2021, 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

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**1.0    CALL TO ORDER**

There being a quorum of Directors present, B. MacDonald presided as Chair and called the meeting to order at 6:12 p.m.

**2.0    CONFIRMATION OF AGENDA**

**2.1    Approval of Agenda**

The Board reviewed the meeting agenda. New items added to the agenda: automatic door opener(s) and elevator noise. 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 March 25, 2021, Board of Directors' meeting.

*On a **MOTION** by B. Grbic, **seconded** by G. Legault, **it was resolved** to approve the minutes of the Board meeting held on March 25, 2021, 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 – March 31, 2021**

The Board of Directors received the unaudited financial statements for the period ended March 31st, 2021. The Treasurer provided the Board with a financial review.

*On a **MOTION** by G. Legault, **seconded** by B MacDonald, **it was resolved** to accept the unaudited financial statements for the period ended March 31st, 2021.*

***The motion was carried***

#### **6.1.1(a) Review of Proposed Budget – 2021 - 2022**

The proposed budget for the fiscal year ending April 30, 2022, was presented to the owners via Zoom Conference call. Presentation highlights are posted on the YCC323 website.

#### **6.1.2 Review of Arrears Report**

The Board was briefed on outstanding arrears 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 Window Project:**

Deferred until the summer/fall of 2021 due to extension of COVID restrictions.

### **6.2.2 Insurance:**

The insurance proposal from **Atrens-Counsel Insurance Brokers** was accepted via email approval dated April 14<sup>th</sup>, 2021. The Board formally approves the contract at a cost of for the period May 1, 2021, to April 30, 2022.

*The Board approves the email correspondence of April 14<sup>th</sup>, 2021, to the renewal of insurance coverage with **Atrens-Counsel Insurance Brokers** at a cost of*

*MOVED BY G. Legault and SECONDED BY. B. MacDonald.*

***The motion was CARRIED***

**6.2.3 Wave Open Sensors:**

**Roel Security** installed eight (8) new wave opens sensors on all access doors including P1 and P2 based on a proposal accepted via email approval dated April 14<sup>th</sup>, 2021, for \$ plus HST.

*The Board approves the email correspondence of April 14<sup>th</sup>, 2021, to the installation of 8 wave sensors for all access doors and P1 and P2. (Exits only)*

*MOVED BY L. Ycas and SECONDED BY. G. Legault.*

***The motion was CARRIED***

**6.2.4 Thermo Scan**

An infrared thermography scan on all electrical equipment to detect wear and tear or failure was carried out. The final report noted several minor deficiencies. The quote to correct is within the property managers authority to authorize and the board agreed to pursue the adjustments.

**6.2.5 Annual Fire Alarm Inspection:**

The COVID pandemic rules and regulations forced a deferral to address deficiencies. Minor adjustments have been completed. Outstanding issues to be addressed include

1. Replacement of 63 smoke alarms – cost recovered from owner.
2. 6-year testing of the fire extinguishers. \$ 2 .
3. Replacement of 70 fire hoses. \$8,356.
4. Fire pump full load capacity and inspection \$ .

The fire extinguisher test and new hoses are legal requirement under NFPA 10 and NFPA 1962.

*The Board acknowledges the health and safety issues and approves the property manager taking the necessary steps required to clear all discrepancies acknowledging the COVID requirements will cause delays.*

*MOVED BY L. Ycas and SECONDED BY. G. Legault.*

***The motion was CARRIED***

**6.2.6 Smoke Control Quarterly:**

This is a health and safety issue and is legally mandated to be completed three times a year. Quotes have been received however further clarification is required to rigorously evaluate the proposals. Decision delayed until next meeting.

**6.2.7 COVID-19:**

As has been the case for over a year, restrictions continue to fluctuate. It has been clarified that the fan coil maintenance is allowed as it is considered a preventative measure, thus allowing the superintendent to inspect the HVAC units in each suit.

**6.2.8 HVAC – fan coil project:**

As noted in 6.2.7 above restrictions are still in place. The fan coil project is not considered preventative maintenance and as the engineers will need access to several units, they have delayed their inspection until further notice.

### **6.2.9 Landscaping:**

The quote for plants and their placement presented for review has been approved by the Landscaping committee. The board approved the quote from **Park Place Grounds Maintenance Inc.** for \$ + HST.

*The Board approves the contract for seasonal gardening to **Park Place Grounds Maintenance Inc.** for \$ . Plus HST*

*MOVED BY G. Legault and SECONDED BY. B. MacDonald*

*The motion was CARRIED*

### **6.3 Items in Progress / Completed**

#### **6.3.1 Window Cleaning:**

Completed week of April 19<sup>th</sup>

#### **6.3.2 Carpet Cleaning:**

Scheduled for May 17<sup>th</sup>, 2021.

#### **6.3.3 Garage Cleaning:**

Scheduled for May 28<sup>th</sup>, 2021.

#### **6.3.4 Compactor/Chute Clean:**

Schedule for May 13<sup>th</sup>, 2021 [*between 9:00 am and 3:00 pm*]

#### **6.3.5 Balcony Ponding:**

COVID still hampers the start date although current estimate is June.

#### **6.3.6 Construction Survey:**

Waiting for engineer to provide scope, time, and date. In-suite access will be required.

#### **6.3.7 Window Testing:**

**Better Building Materials (BBM)** will test units 1802 and 1608 (with possibility of additional units) once the COVID restrictions are lifted.

#### **6.3.8 Fire Panel:**

Final approval from electrical safety authority required. COVID restraints hamper the inspection. New invoices for extra wiring for emergency phones in garage and wiring from P1 to lobby fire panel: \$ and \$ .

#### **6.3.9 New Bench at entrance:**

In place.

#### **6.3.10 Garage Grates:**

Installed in P3.

### **6.4 Correspondence Issued / Received**

**6.4.1**

In camera discussions.

**6.4.2**

**7. Meet the Board**

Due to the budget presentation by the Treasurer, no meet the board was scheduled.

DUE TO PANDEMIC EMERGENCY DECLARATIONS NO GATHERINGS OF THE FOLLOWING TOOK PLACE:

**8.0 Committee Liaison Reports**

**8.1 HPGR Report:**

The two complexes disagree on certain aspects of the budget and continue to negotiate a viable solution.

**8.2 Communication Committee**

**8.3 Health and Safety Committee (ad Hoc)**

**8.4 Neighbours Committee:**

**8.5 Energy and Recycling Committee (ad Hoc)**

**8.6 Landscaping Committee**

**8.7 Construction Committee(ad Hoc)**

**8.8 Library Committee**

**8.9 Art Committee (including Special Events):**

**9.0 NEW CONDO ACT**

No Report.

**NEW / OTHER BUSINESS**

**10.1 Door Opener:**

The hand motion sensors are sensitive. The property manager will explore with the installers on adjusting the degree of motion that is most appropriate for each sensor. In addition, the parking garage exit doors will be reviewed for the wave motion and disconnecting the current push buttons operation.

**10.2 Elevator:**

The property manager will discuss with the elevator maintenance company the disturbing sounds in some elevators. New lubrication may result in a quieter operation.

**NEXT MEETING**

The next meeting of the Board of Directors was scheduled for Thursday, May 27, 2021, at 6:00 p.m.

**13.0 CLOSE OF MEETING**

*It was the consensus of the Board to close the meeting at 8:32 p.m., as there was no further business to discuss.*

\_\_\_\_\_  
Director Date

\_\_\_\_\_  
Director Date

Redacted