

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

Zoom Conference  
Thursday, February 25, 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 6:08 p.m.

**2.0    CONFIRMATION OF AGENDA**

**2.1    Approval of Agenda**

The Board reviewed the meeting agenda. The agenda as presented was approved.

**3.0    DIRECTORS' DISCLOSURE**

There were no conflicts of interest.

**4.0    APPROVAL OF MINUTES**

The Board reviewed the minutes of the January 21, 2021 Board of Directors' meeting.

*On a **MOTION** by B. MacDonald, **seconded** by G. Legault, **it was resolved** to approve the minutes of the Board meeting held on January 21, 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 – January 31, 2021**

The Board of Directors received the unaudited financial statements for the period ended January 31<sup>st</sup>, 2021. The Treasurer provided the Board with a financial review. The proposed budget for the fiscal year ending April 30, 2022 will be presented for review at the March board meeting.

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

***The motion was carried***

*The Board approved a motion by G. Legault and seconded by F. Djorgonski to approve the purchase of two (2) GIC's in the amounts of \$97,000 for the month of February and a \$97,000 GIC for the month of March.*

***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 Window Project:**

Deferred until the spring, 2021. Management is waiting for a final quote on the upgrading of the main floor windows and has requested an expedited reply. [See also 6.3.4 below for further discussions.]

### **6.2.2 Window Cleaning:**

All inaccessible windows and lobby level windows to be cleaned in June with the possibility of a second cleaning in the fall.

*The Board approved the contract with **Skyreach** to wash all inaccessible windows and lobby level windows at a cost of* **MOVED BY B. MacDonald and SECONDED BY L. Ycas.**

*The motion was CARRIED*

**6.2.3 Carpet Cleaning**

To steam clean, deodorize and spot treat carpets in all common areas of the building. It was agreed to utilize **Spectrum**, the service provider in 2020. The contract is within the property managers authorization.

**6.2.4 Garage Cleaning**

Power sweeping and power wash all three parking levels. In addition to power wash walls and dust overhead pipes.

*The Board approved the contract with **Edifice** to power sweep and power wash garage floors for \_\_\_\_\_ and wash walls and dust pipes for an additional \_\_\_\_\_*

*. MOVED BY G. LEGAULT and SECONDED BY Djorgonski.*

*The motion was CARRIED*

**6.2.5 Garage drains, pit and basin :**

The cleaning of the drains and basin will be delayed until the next fiscal year. The mild winter and reduction in traffic has reduced the strain on the system. The previous year's work was also delayed.

**6.2.6 Compactor Chute:**

The compactor room, the chutes and chute flaps, for sanitary purposes, should be addressed on a yearly basis. The Board approved **Metro Jet Wash** to clean the compactor room, power spin and deodorize the chute and sanitize all garbage room flaps. The contract is within the property managers authorization.

**6.2.7 COVID-19:**

Basic restrictions remain in place. Authority has been granted to condominiums to do necessary repairs however domestic renovations are still on hold.

**6.2.8 HVAC – fan coil project:**

**WTA Engineering** will begin the fan coil and riser investigation on April 12, 2021. The COVID situation may introduce a further delay.

**6.3 Items in Progress / Completed**

**6.3.1 Electric fogger and solution:**

Is now operational and has been incorporated into the daily maintenance schedule.

**6.3.2 Balcony Ponding:**

Pandemic restrictions require deferral of this project until at least the spring.

**6.3.3 Construction Survey**

Synergy Partners expect to begin the post construction review in March 2021.

**6.3.4 Window Testing**

**Better Building Materials (BBM)** will test units \_\_\_\_\_ and \_\_\_\_\_ (with possibility of additional units) once the COVID restrictions are lifted: target date in April 2021.

**6.3.5 PRV Repairs:**

Completed.

**6.3.6 Fire Panel:**

System is fully operational. The COVID emergency prevents the electrical safety authority to complete an inspection thus further delaying approval from the fire department.

**6.3.7 Garage Grates:**

New grates have not been installed.

**6.3.8 Leak :**

An expansion joint for the domestic hot water was leaking. The leak has been repaired. Damage to repair has been initiated. As the leak resulted in a main pipe within the building, cost of repairs is the responsibility of the building and will be addressed in accordance with the standard unit by-law (*By-law 8*)

**6.3.9 Glycol Recharge:**

The roof loop line's glycol levels were low. This line is protected by the glycol to avoid freezing and damage to the line. It has now been recharged to safe levels.

**6.4 Correspondence Issued / Received**

These reports were held "In Camera"

**7. Meet the Board**

To overcome the harsh restrictions of COVID meetings, G. Legault arranged an electronic meeting inviting residents to log in and discuss their concerns. General maintenance

questions such as rusting “chicken wire” on storage lockers, line painting in garage parking spots and organizing the parcel shelves by floor number. Management office will review the suggestions and act appropriately

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

**8.0 Committee Liaison Reports**

**8.1 HPGR Report:**

The property manager completed for review of the operating budget. Approval will be sought in a joint meeting to be held early March. (Brian and Gary to attend)

**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**

**NEXT MEETING**

The next meeting of the Board of Directors was scheduled for Thursday, March 25th, 2021 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

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Director

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Date