

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

Meeting Room
Thursday, July 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

1.0 CALL TO ORDER

There being a quorum of Directors present, B. MacDonald presided as Chair and called the meeting to order at 6:06 p.m.

2.0 CONFIRMATION OF AGENDA

2.1 Approval of Agenda

The Board reviewed the meeting agenda. The 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 June 29, 2021, Board of Directors' meeting.

*On a **MOTION** by B. MacDonald, **seconded** by L. Ycas, **it was resolved** to approve the minutes of the Board meeting held on June 29, 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 – June 30, 2021

The Board of Directors received the unaudited financial statements for the period ended June 30th, 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 June 30, 2021.*

The motion was carried

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:

Window measurements have been completed for phase 4. A mockup in one suite will be completed within the next three weeks. This will allow the installers to plan for the major work on the building planned for late September or early October.

The ground floor windows have been measured and a quote will be presented at the next meeting.

6.2.2 Construction Survey:

The impact on the building by **Synergy Partners** has been completed and the report is pending.

6.2.3 Stairwell painting and light fixture replacement:

Three quotes were received and reviewed. The board has asked the property manager to obtain further clarifications before any decisions are made.

6.2.4 COVID-19:

Restrictions have been further reduced allowing the building to gradually open the common areas. Procedures have been introduced to ensure the relaxed restrictions will maintain attendance to authorized limits – e.g., 50 percent capacity and social distancing. The board retains the right to excluded certain activities that might violate the current precautions.

6.2.5 HVAC – FAN COIL PROJECT:

WTA Engineering began their evaluation of the HVAC systems in the building. Twenty (20) fan coil units were included in the evaluation. Eight (8) fan coil risers’ accessible sections require access to mechanical drawings. Further reviews will focus on basement access to minimize disruption to residents. These lower sections area is more vulnerable to accumulating iron oxide particles and surface corrosion. Detailed information will be available at the next board meeting.

6.2.6 HVAC – Mechanical Evaluation:

A problem when converting from heat to cool in May prompted the property manager to review the efficiency and reliability of the existing chiller. The system is eighteen (18) years old. Should it fail, may not be repaired. The board approved a proposal by **WTA (Weinstein Taylor & Associates)** to review the system and provide a report on the overall condition of the chiller and cooling tower at a cost of plus HST.

*On motion by G. Legault and seconded by B. MacDonald, the board approved a detailed study of the building’s chiller and cooling tower by **WTA (Weinstein Taylor & Associates)** for plus HST.*

The motion was carried

6.2.7 Bicycle pumps:

Discussed

6.2.8 Elevator Repair:

A sheave bearing in car 3 required immediate attention. Email approval by the board for the repair by **The Canadian Elevator Maintenance Company Ltd.** for plus HST was granted.

*On motion by B. MacDonald and seconded by G. Legault, the board confirmed the Email decision (July 2, 2021) to replace the sheave bearing in car 3 by **The Canadian Elevator Maintenance Company Ltd.** for plus HST*

The motion was carried

6.2.9 Air Purifiers:

Compliance to new COVID-19 requirements required the purchase of air purifiers for the exercise room and other common areas – 5 units in total. The board approved the purchases of:

1. Jade air purifier (1) at plus HST
2. Bissell 400 (2) at plus HST
3. Bissell 220 (2) at plus HST

On motion by F. Djorgonski and seconded by B. Grbic, the board approved the purchase of five (5) air purifiers for common areas in the building

4. **The motion was carried**

6.3 Items in Progress / Completed

6.3.1 Smoke Control Quarterly:

Scheduled for June 21, 2022.

6.3.2 Annual fire alarm inspection 2020:

Completed on for July 6 – 7, 2021.

6.3.3 Phone Line Contract:

Completed.

6.3.4 Generator Contract:

Ready for signature.

6.3.5 Balcony Ponding:

Work scheduled for August 3 to August 12. Several units are now requesting to be included in the repair schedule. An estimate for this work will be determined at time of the repairs are started for units approved. Approval for new requests will be required by the board before any additional work is performed.

6.3.6 Window Testing:

Better Building Materials (BBM) will test units 1802 and 1608 (with possibility of additional units) with a start date of July 29th.

6.3.7 Gothic Townhome:

New retaining wall has been approved. Work will begin after the busy summer season with a completion date in the fall.

6.3.7 Fire Panel:

Electrical Safety Authority to review work and issue permit. No time frame provided.

6.4 Correspondence Issued / Received : *{to be treated as in camera}*

In Camera discussion

7. **Meet the Board**

Board members were provided a schedule of items raised through the Zoom meeting and the replies provided by the management office.

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

8.0 **Committee Liaison Reports**

8.1 **HPGR Report:**

YCC323 and YCC425 disagree with the operation of the swimming pool. As of the board meeting, no remedy has been agreed upon.

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)**

With the final report due by **Synergy Partners**, the board agreed this committee be disbanded with a large thank you to those who contributed to its operations.

8.8 **Library Committee**

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

9.0 **NEW CONDO ACT**

No Report.

NEW / OTHER BUSINESS

10.1 **General Discussions:**

Concern was expressed on the insulation provided between metal balcony panels and interior walls. This problem was addressed previously, and the consensus of the board was the remedy(s) were not satisfactory. It was agreed, however, to have **AWD**, when installing new windows, to inspect the insulation situation and provide their observations.

Board members participated in general discussions. No specific actions were required, and, in most cases, the property manager was aware of or had handled the situation(s).

NEXT MEETING

The next meeting of the Board of Directors was scheduled for Thursday, August 29th, 2021, at 6:00 p.m.

13.0 CLOSE OF MEETING

It was the consensus of the Board to close the meeting at 9:06 p.m., as there was no further business to discuss.

Director

Date

Director

Date

Redacted

In Camera Discussion: July 29, 2021

After a general discussion, the board agreed that the efforts of Karolina Kossakowska as property manager were exemplary. Her efforts for the building and residents, therefore, should be rewarded. The board approved a \$5,000 bonus **after taxes**.

The treasurer will advise **Crossbridge Condominium Services Ltd.** to process this bonus and to invoice YCC323.

*On motion by B. MacDonald and seconded by G. Legault, the board approved that a cash bonus of \$5,000 (after taxes) to be issued to **Karolina Kossakowska** by **Crossbridge Condominium Services Ltd** and invoice YCC323 for any costs associated with the bonus.*

The motion was carried

Director

Date

Director

Date

Redacted