

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

Zoom Conference
Thursday, May 27, 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

{The meeting was preceded by a discussion with Torbram Fire Protection engineer Ravi Kanagadabey explaining the requirements required in buildings with 100 units – testing pressurized fans, damper on a quarterly basis.}

1.0 CALL TO ORDER

There being a quorum of Directors present, B. MacDonald presided as Chair and called the meeting to order at 6:24 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 April 29, 2021, Board of Directors' meeting.

*On a **MOTION** by B. MacDonald, **seconded** by F. Djorgonski, **it was resolved** to approve the minutes of the Board meeting held on April 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 – April 30, 2021

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

The motion was carried

6.1.1(a) Investment

The treasurer, after reviewing the reserve fund and future expenditures, recommended the purchase of an additional \$97,000 GIC utilizing cash in the reserve bank account.

On a MOTION by G. Legault, seconded by B MacDonald, it was resolved to accept the Treasurer's request to invest \$97,000 one-year GIC at terms prevalent at date of purchase.

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:

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

6.2.2 Chiller Repairs:

The conversion from heat to cooling in the building was not successful as the chiller was not operational. An emergency repair was required to replace damaged parts and restore levels of freon gas. The board approved the emergency repair via email. A motion was

required to authorize the repair by **Complete Chiller Solutions** at a cost of _____ plus HST.

*The Board approves the email correspondence of May 21st, 2021, to the repair of the building's chiller equipment by **Complete Chile Solutions** at a cost of _____ plus HST.*

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

The motion was CARRIED

6.2.3 Swimming Pool Engineering Evaluation:

R&C Engineering provided an evaluation of the swimming pool deck and underlying structure and an estimate of costs to correct discrepancies. Recognizing the pool is an integral part of the HPGR, YCC435 must be consulted on next steps. The property manager will schedule a ZOOM meeting with all HPGR members and invite both condo boards to participate. The property manager will obtain quotes from contractors to obtain a clearer picture on overall costs to address issues in the analysis.

6.2.4 Superintendent Training:

The property manager provided a schedule of training courses appropriate to the duties of the building staff. This is a requirement of the ACMO 2021 audit. Staff have expressed interest in upgrading their skills. The board is in full agreement to encourage this activity and acknowledged costs for certain courses should be covered by the building.

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. **completed**
2. 6-year testing of the fire extinguishers. **completed.**
3. Replacement of 70 fire hoses. **completed**
4. Fire pump full load capacity and inspection. **scheduled**

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

6.2.6 Smoke Control Quarterly Review:

As noted above the board received clarification as to the purpose and legal requirements prior to the meeting. With a clearer understanding the board approved a contract from **Torbram Fire Protection** to conduct smoke control tests per Ontario fire code and to be accompanied by an engineer and alarm technician for _____ plus HST. In addition, quarterly inspections will be carried out at \$525 plus HST each.

*On a **MOTION** by B. MacDonald, **seconded** by G. Legault, approve a contract with **Torbram Fir Protection** to perform a smoke control test in compliance with the Ontario fire code for _____ plus HST and to perform quarterly reviews _____ plus HST each.*

The motion was carried

6.2.7 COVID-19:

As has been the case for over a year, restrictions continue to fluctuate. On a positive note, the province has developed a 3 step program to slowly bring the situation to a “normal” status.

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.

The board suggested, given the problem with the chiller, if the scope of the work might be expanded to review the HVAC in totality.

6.2.9 Gothic Townhome:

Landscaping in and around townhouse 27 has been delayed. A tree stump and its root system need to be removed by the city before the retaining wall can be replaced. The city has indicated the stump removal is imminent.

6.3 Items in Progress / Completed

6.3.1 Wave open sensors:

Have been adjusted.

6.3.2 Carpet Cleaning:

Initial cleaning was not acceptable. Will be redone – scheduled.

6.3.3 Garage Cleaning:

Scheduled for May 28th, 2021.

6.3.4 Compactor/Chute Clean:

Schedule for May 13th, 2021. Has been completed.

6.3.5 Balcony Ponding:

COVID still hampers the start date although current estimate is June. Estimated work period is 10 days.

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.

6.3.9 HPGR Swimming Pool Hours:

Schedule, with restrictions, to June 14th. Notices to be sent to residents.

6.4 Correspondence Issued / Received

No correspondence to the office was received.

7. Meet the Board

Items discussed at the ZOOM meeting included:

- Financial Records (available on YCC323 website)
- Amenities and visitors
- Smoke – cigarettes and/or marijuana

The property manager will review all concerns.

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

8.0 Committee Liaison Reports

8.1 HPGR Report:

See discussion under 6.2.3 above re swimming pool concerns

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 General Discussions:

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.

NEXT MEETING

The next meeting of the Board of Directors was scheduled for Thursday, June 24th, 2021, at 6:00 p.m.

13.0 CLOSE OF MEETING

It was the consensus of the Board to close the meeting at 9:02 p.m., as there was no further business to discuss.

Director

Date

Director

Date

Redacted