

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

Meeting Room  
Thursday, November 25<sup>th</sup> 2021 , at 6:00 p.m.

**Board Members**

Brian MacDonald	President
Loretta Ycas	Vice-President
Gary Legault	Treasurer
Bojan Grbic	Secretary

**Condominium Management**

Karolina Kossakowska      Condominium Manager, Crossbridge Condominium Services Ltd.

**By Invitation**

John Hardie      Recording Secretary

**Regrets**

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Filip Djorgonski      Director

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**CALL TO ORDER**

There being a quorum of Directors present, B. MacDonald presided as Chair and called the meeting to order at 6:10 p.m.

**2.0      CONFIRMATION OF AGENDA**

**2.1      Approval of Agenda**

The Board reviewed the meeting agenda. The agenda accepted as posted.

**3.0      DIRECTORS' DISCLOSURE**

There were no conflicts of interest.

**4.0      APPROVAL OF MINUTES**

The Board reviewed the minutes of *the October 28th*, 2021, Board of Directors' meeting.

*On a **MOTION** by B. Grbic, seconded by L. Ycas, it was resolved to approve the minutes of the Board meeting held on October 28th 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 earlier minutes included in the Management Report.

## **6.0 FINANCIAL REPORTS**

### **6.1.1 Unaudited Monthly Financial Statement – October 31, 2021**

The Board of Directors received the unaudited financial statements for the period ended October 31<sup>st</sup>, 2021. The Treasurer provided the Board with a financial review.

*On a **MOTION** by G. Legault, **seconded** by L. Ycas , **it was resolved** to accept the unaudited financial statements for the period ended October 31<sup>st</sup> ,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 replacement schedule for replacement on the ground floor (meeting room, office etc.) started November 22 with a target completion date of December 13. Installation began at the upper level and will work downwards.

Minor problems such as incorrect caulking mixture have been encountered. This and other challenges have been managed and the project is processing satisfactorily. Minimal delays in the use of elevators have been noted and are kept at a minimum.

### **6.2.2 Hallway Project:**

A deferral of the HVAC system updates has allowed the Board to bring forward the reserve project of updating the hallways in the building. The initial stage is to request qualified design organizations to review the premises and provide a cost estimate to submit design options for consideration by the Board. Mockup designs would be installed, and owners will indicate their preference. The majority preference will be chosen for installation.

The period for this project is flexible.

### 6.2.3 Green Waste Removal:

**WJC Property Maintenance Inc.** has been chosen to provide green bin (organics) upkeep services three times per week – Monday, Wednesday, and Friday at a monthly cost of plus HST.

*On motion by B. MacDonald and seconded by G. Legault the board approved a contract with **WJC Property Maintenance Inc.** to remove and clean organic green bins three days per week at a cost of plus HST  
**The motion was carried***

### 6.2.4 Waste Bins:

The garbage room bins were upgraded with new wheels and brakes. The recycling bins will replace metal bin lids to plastic and lid attachments have been ordered. The work is to be Conducted by **Metro Compactor** at a cost of plus HST.

### 6.2.5 COVID-19:

A positive case of COVID was identified and all safety precautions and procedures were instituted. A thorough deep cleaning has been completed. Invoice for the work has not been received.

The COVID situation remains fluid with news updates issued daily. The property manager is monitoring and will adhere to new restrictions if required.

### 6.2.6 HVAC – Thermostats:

Further study has indicated that the installation of programmable thermostats will be a costly endeavor as each switch would require a step-down transformer installed in each fan coil. The estimated cost is \$1,000, an expense that the board does not feel is justified. This project will be placed in abeyance pending further information becoming available.

### 6.2.7 Engineering Services Agreement – Weinstein, Taylor, and Associates (WTA):

The formal contract for the project **Chiller and Cooling Tower** was reviewed by the board and fairly represents the verbal agreement agreed to in previous meetings. The fee for the design phase is plus HST. The site review and contract administration charges are set at 4% of the construction contract amount.

*On motion by B. MacDonald and seconded by L. Ycas the board approved the contract dated November 16, 2021 with **Weinstein, Taylor and Associates** for design fees and administration fees for the installation of a new chiller and cooling tower replacement for plus HST  
and a contract administration fee of 4% of the construction contract.  
**The motion was carried***

### 6.3 Items in Progress / Completed

#### 6.3.1 Canopy Lights:

Pending installation

#### 6.3.2 Lobby Planters:

Now in place in the lobby.

#### 6.3.3 Annual Deficiency Fire Protection:

**Torbram Fire** scheduling work to start December 2, 2021

#### 6.3.4 Additional Railing:

In place

#### 6.3.5 Gothic Townhome 27:

Definite start date has not been confirmed. Possible reduction in previous quote: lumber prices have decreased.

#### 6.3.6 Stairwells and Light Fixtures:

With exclusion of P1 and P2 (do not support LED fixtures) project is complete

#### 6.3.7 Balcony Ponding:

Work now complete on initial project. Additional work to be reviewed in the spring.

### 6.4 Correspondence Issued / Received :

#### Suite :

Request for window washing – declined, not budgeted. Spring and Fall cleaning will be included in 2022-2023 budget.

#### Suite :

Background information related to the tennis courts and suggested solutions. To be reviewed by HPGR.

#### Suite :

Recommendation to provide winter scenery to the large outdoor pots at north and south end of the building. Will be investigated.

### 7. Meet the Board

Topics raised include:

1. COVID restriction limits in shared areas.
2. Tennis Courts
3. Window Washing
4. Exercise room upgrades
5. Newsletter
6. Reserve Fund expected projects for next 5 years.

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

**8.0 Committee Liaison Reports**

**8.1 HPGR Report:**

**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 Library Committee**

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

Planning a carol singing, visit from Santa and providing hot beverages and cookies for the evening of December 16<sup>th</sup>.

**9.0 NEW CONDO ACT**

Refinements due out in January, 2022

**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 managed the situation(s).

**NEXT MEETING**

The next meeting of the Board of Directors was scheduled for Thursday, January 22nd, 2022, at 6:00 p.m.

**13.0 CLOSE OF MEETING**

*It was the consensus of the Board to close the meeting at 8:40 p.m., as there was no further business to discuss.*

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Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date