

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

Meeting Room
Thursday, October 28th 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

Filip Djorgonski Director

Prior to the meeting, Andy Taylor of WTA (*Weinstein Taylor & Associates*) provided an overview of their firm's research on the York screw chiller and cooling tower at 50 Quebec. The age and deterioration are a concern. ***“Given the age of the machine, its troubled history, and the high cost and questionable availability of parts, we do not recommend repairing this chiller”***

CALL TO ORDER

The board agreed to the following position for the directors for the 2021 – 2022 fiscal year:

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

*On a **MOTION** by G. Legault, **seconded** by B. MacDonald, **it was resolved** to officially recognize the new board positions as set out above.*

The motion was carried.

There being a quorum of Directors present, B. MacDonald presided as Chair and called the meeting to order at 6:30 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 September 23rd, 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 September 23rd 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 included in the Management Report.

6.0 FINANCIAL REPORTS

6.1.1 Unaudited Monthly Financial Statement – September 30, 2021

The Board of Directors received the unaudited financial statements for the period ended September 30th, 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 September 30th, 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 two suites were completed. This allowed the installers to plan for the major work on the building planned for late October. The property manager will prepare a **FAQ** to affected residents outlining the procedures they will encounter during the replacement project.

The bottom panel will be replaced along with the windows and will have a 2-inch thick Roxul insulation with approximate R 7 value compared to the R 3 that is currently there.

Window replacement schedule for replacement on the ground floor (meeting room, office etc.) is to start November 22 with a target completion date of December 13. Installation will begin at the upper level and work downwards

6.2.2 Penthouse repair – Unit :

A rusted roof storm pipe was dripping on the ceiling. The needed repairs were completed. The final invoices are pending and will be approved at the next meeting.

6.2.3 Construction Survey:

The survey has been completed and the final report was received. The board was disappointed with the submitted document and has asked the property manager to obtain a more detailed report. **Synergy** replied that no official report is included in a survey as there was no areas of concern.

6.2.4 COVID-19:

YCC323 COVID workers policy has been written and approved. It was agreed that the “up” and “down” signage on the stairwells is no longer required and will be removed. Other cautionary signs will remain in place.

6.2.5 HVAC – FAN COIL PROJECT:

The board reviewed the recommendations by **WTA (Weinstein Taylor & Associates)** to replace thermostats in the building with a Honeywell TB6575a1000/U. The property manager will research costs for a bulk purchase and report back.

6.2.6 HVAC – Mechanical Evaluation:

Prior to the meeting, Andy Taylor of **WTA (Weinstein Taylor & Associates)** provided their findings and discussed the options available. **WTA** were requested to obtain quotes for this project and agreed to act as project manager when the project has been approved and authorized by the board

6.2.7 Canopy and Sign Lights:

The Board approved a contract with **B&Relectric** to replace the 4-canopy entrance light fixture with smaller LED lights. Cost of \$ plus HST

*On motion by B. MacDonald and seconded by G. Legault the board approved an external lighting replacement project contract with **B&Relectric** at cost of \$ plus HST*

The motion was carried

6.2.8 Annual Deficiency Fire Protection:

Torbram Fire Protection provided a detailed list of discrepancies noted from their most recent annual testing. Some items on the list will be corrected by staff. The board approved addressing all items, with the exclusion of smoke detector and strobe light in one unit, at cost of \$ plus HST

*On motion by B. MacDonald and seconded by B. Grbic the board approved a contract with **Torbram Fire Protection** to address deficiencies noted during the recent annual fire alarm test at cost of \$ plus HST.*

The motion was carried

6.2.9 Lobby Planters:

A survey of various planters and accompanying plants was presented for comment. The board approved the suggested replacements and requested the property manager to proceed with the purchases.

6.3 Items in Progress / Completed

6.3.1 Locker Repairs:

completed

6.3.2 Caulking:

Test unit has received caulking on exterior panels and mold proofing caulking in the interior. Owner to monitor and advise

6.3.3 Vent Clean out:

completed

6.3.4 New Printer:

In place

6.3.5 Additional Railing:

In production – 2 or 3 weeks.

6.3.6 Fire Panel:

Certificate verifying completion now received – permit closed

6.3.7 Gothic Townhouse:

Work differed, as requested by owner.

6.3. Stairwells and Light Fixtures:

New bulbs have been installed.

6.3.6 Balcony Ponding:

Waterproofing waiting for favorable weather conditions. Outstanding units now scheduled for the spring. No quote on work has been received.

6.4 Correspondence Issued / Received :

Suite :

Property Manager to provide a “Thank you” for information provided on chiller and cooling tower.

7. Meet the Board

No meeting arranged.

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):

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 handled the situation(s).

10.2 Green Bin Contract:

The property Manager reported the green bin handling company is ceasing business. Alternatives are being investigated.

10.3 Front Building Light Standards:

The property Manager to review replacement of the light standards on the exterior grounds of the building (9 poles)

NEXT MEETING

The next meeting of the Board of Directors was scheduled for Thursday, November 25th, 2021, at 6:00 p.m.

13.0 CLOSE OF MEETING

It was the consensus of the Board to close the meeting at 9:10 p.m., as there was no further business to discuss.

Director

Date

Director

Date

Redacted