

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

Meeting Room
Thursday, August 19, 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 6:09 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 July 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 July 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 – July 31, 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 July 31, 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. **Aluminum Window Design Installations Inc. (AWD)** for phase 4 for plus HST was approved by the board.

*On motion by G. Legault and seconded by F. Djorgonski the board approved a contract with **Aluminum Window Design Installations Inc.** to install 1 bedroom window in suites 2 and 7, and to install 2-bedroom windows in suite 3 and 5 at a cost of plus HST*

The motion was carried

Window measurements were completed to replace windows in the games room, meeting room, office, and hallway. **Aluminum Window Design Installations Inc.** quoted plus HST. The board approved this contract.

On motion by G. Legault and seconded by F. Djorgonski the board approved a contract with **Aluminum Window Design Installations Inc.** to replace windows on the main floor (excluding lobby) at cost of _____ plus HST

The motion was carried

Window measurements were completed to replace windows in the lobby excluding the sliding doors. **Aluminum Window Design Installations Inc.** quoted _____ plus HST. The board has deferred a decision on the lobby window update.

6.2.2 Metal Panels:

Replacement of the bedroom windows will allow access to the interior of the metal panels. The board has approved a review by an engineer to assess the internal structure of the panel interiors and report to the Board.

6.2.3 Construction Survey:

The survey has been completed and the final report is pending.

6.2.3 Stairwell painting and light fixture replacement:

After a lengthy discussion, the board agreed to limit this project to lighting issues and minor repairs in the stairwell where required. The property manager will investigate various lighting options such as reduced output when an area is vacant. The fire code will be reviewed to ensure update lighting matches or exceeds fire regulations.

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 presented at the September 23 board meeting with a representative from by **WTA (Weinstein Taylor & Associates)**

6.2.6 HVAC – Mechanical Evaluation:

It is expected the mechanical evaluation will be presented with the fan coil update (see 6.2.5 above)

6.2.7 Annual General Meeting:

To avoid COVID complications, the AGM will be done virtually. The Board approved a contract with **GetQuorum** for _____ plus HST. The preferred meeting date is October 7 with October 5 and October 14 alternate dates.

*On motion by B. MacDonald and seconded by F. Djorgonski the board approved a contract with **GetQuorum** to coordinate the Annual General Meeting virtually, at cost of \$ _____ plus HST
The motion was carried*

6.2.8 Clarke Office/Reap Contract:

Intermittent problems with the office printer and scanner encouraged the property manager to explore alternatives. **Clarke Office Concepts Ltd.** presented a new contract for consideration. The current equipment would be replaced with a refurbished unit operating at faster speeds and reduced monthly operating costs. The board expressed some concern that the replacement is a refurbished model and not new. The property manager will do further investigating but has received OK to update the printer.

6.3 Items in Progress / Completed

6.3.1 Smoke Control Quarterly:

Will be placed on September 14th with notification to residents of the new protocol.

6.3.2 Bike Pumps:

Ordered

6.3.3 Generator Contract

To be signed.

6.3.4 Gothic Townhouse 27:

Waiting for confirmation from **Park Place Landscaping** for tentative start date.

6.3.5 Fire Panel:

The Electrical Safety Authority certificate has now been received. The final step is for the fire inspector to do a final review and authorize the permit.

6.3.6 Balcony Ponding:

Work has been started. Awaiting quote for units not initially included in the contract.

6.3.7 Window Testing:

Tests have now been completed. Windows, seals, frame and measurements, air pressurized leakage is within building code requirements. They have been installed properly.

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

In camera discussions.

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. Topics included:

- Chiller vibrations
- EV charger query
- Delta Covid problems
- FOB usage
- Balcony painting

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**

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(s).

NEXT MEETING

The next meeting of the Board of Directors was scheduled for Thursday, September 23rd, 2021, at 6:00 p.m.

13.0 CLOSE OF MEETING

It was the consensus of the Board to close the meeting at 8:38 p.m., as there was no further business to discuss.

Director

Date

Director

Date

Redacted