

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

Meeting Room
Thursday, September 23rd , 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

Prior to the meeting, **WTA (*Weinstein Taylor & Associates*)** provided an overview of their research on the HVAC systems at 50 Quebec. Detailed information to follow. The overall conclusion was no major problems detected. The chiller is now under scrutiny and a report should be available at the next meeting.

1.0 CALL TO ORDER

There being a quorum of Directors present, B. MacDonald presided as Chair and called the meeting to order at 6:45 p.m.

2.0 CONFIRMATION OF AGENDA

2.1 Approval of Agenda

The Board reviewed the meeting agenda. The agenda was 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 August 19th, 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 August 19th, 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 included in the Management Report.

6.0 FINANCIAL REPORTS

6.1.1 Unaudited Monthly Financial Statement – August 31, 2021

The Board of Directors received the unaudited financial statements for the period ended August 31, 2021. The Treasurer provided the Board with a financial review.

*On a **MOTION** by G. Legault, **seconded** by F. Djorgonski, **it was resolved** to accept the unaudited financial statements for the period ended August 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 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.

Window replacement schedule for replacement on the ground floor (meeting room, office etc.) has not been established.

6.2.2 Metal Panels:

An evaluation on the metal panels was completed. Any decision on next steps is being deferred until the window replacement project has been completed. The report completed by **R & C Engineering**, at a cost of _____ plus HST was verbally approved.

*On motion by B. MacDonald and seconded by F. Djorgonski the board approved a contract with **R & C Engineering** to review insulation concerns on Interior suites at cost of _____ plus HST
The motion was carried*

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.

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. Specifically, the board agreed to replace all the lights in the stairwells to provide a consistent level of brightness throughout and providing the light output meets fire department specifications.

6.2.4 COVID-19:

The board approved a COVID policy that mandates all staff provide proof of immunization or provide negative test results three times a week. Failure to provide proof will be grounds for dismissal.

All contractors approved by the board must provide a copy of their COVID procedures on vaccination requirements.

Policy documents are to be drafted and, if deemed necessary, be reviewed by the corporation's lawyer.

Residents employing a contractor are encouraged to follow the buildings policy.

6.2.5 HVAC – FAN COIL PROJECT:

WTA Engineering completed their evaluation of the HVAC systems in the building. The engineers were pleased with the condition of the HVAC system noting the high standard use of building materials in the original construction – e.g., copper pipe and fittings. The disciplined maintenance programs employed by the building avoided any major damages and prolonged the life cycle for an estimated additional five years. At the request of the board, the engineers provided ideas for enhancing the HVAC. The board will review and discuss these options.

6.2.6 HVAC – Mechanical Evaluation:

The chiller and cooling tower evaluation are scheduled for late September. The assessment will require an eight-hour shutdown **WTA (Weinstein Taylor & Associates)**

will conduct the test.

6.2.7 Additional Railing Driveway:

The board tentatively approved a quote from **Top Gun Welding** to manufacture and install a custom seven-foot extension steel railing on the south walkway. The vent (see 6.2.8) cleanout adjacent to the new railing is scheduled for repair. The repair may eliminate the need for the new railing.

*On motion by B. MacDonald and seconded by G. Legault the board tentatively approved a contract with **Top Gun Welding** to manufacture and install a seven-foot steel railing, at cost of \$ plus HST*
The motion was carried

6.2.8 Vent Pit Clean Out:

Two vent pits are not accessible from the interior of the building. Over the years debris has accumulated with one now growing a tree. The board approved **Top Gun Welding** to enter the pits and remove the collected debris. Wire mesh will be placed over the opening and the current grates will be reinstalled at a cost of \$ 599 plus HST.

*On motion by B. MacDonald and seconded by G. Legault the board approved a contract with **Top Gun Welding** to access two outside pits for cleaning and installation of wire mesh to reduce future debris gathering at cost of plus HST.*

The motion was carried

6.2.9 Locker Audit:

A review of the locker rooms by management indicated that certain lockers require repair in rooms 7, 6 and 12. The board approved the repairs to be conducted by **Top Gun Welding** at a cost of \$ 3,111 plus HST.

*On motion by G. Legault and seconded by L. Ycas the board approved a contract with **Top Gun Welding** to repair lockers in rooms 6, 7 and 12 at cost of plus HST.*

The motion was carried

6.2.10 Window Washing:

Deferred until spring, 2022

6.2.11 AGM:

Scheduled for October 7 at 7:00 PM.

6.2.12 Clarke Office/Recap Contract:

New contract with improved equipment has been approved.

6.3 **Items in Progress / Completed**

6.3.1 **Bike Pumps:**

Waiting for secure chains for bike rooms 1 and 2

6.3.2 **Gothic Townhouse 27:**

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

6.3.3 **Balcony Ponding:**

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

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

Suite :

Information provided deferred until next meeting related to the Chiller and cooling tower report.

Suite :

Ground Water under tennis courts – HPGR responsibility

7. **Meet the Board**

Due to pending AGM 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).

NEXT MEETING

The next meeting of the Board of Directors was scheduled for Thursday, October 28th , 2021, at 6:00 p.m.

13.0 CLOSE OF MEETING

It was the consensus of the Board to close the meeting at 9:32 p.m., as there was no further business to discuss.

Director

Date

Director

Date