

**YORK CONDOMINIUM CORPORATION NO. 323
50 QUEBEC AVENUE
TORONTO, ONTARIO**

**MINUTES OF THE BOARD OF DIRECTORS MEETING
DECEMBER 8, 2022, 6:00 P.M.**

BOARD MEMBERS:

Brian MacDonald	President
Gary Legault	Treasurer
Bojan Grbic	Secretary
Oleg Masnyk	Director-at-Large

GUESTS:

Genevieve Polk	Property Manager, Crossbridge Condominium Services
Nadia Tagoe	Recording Secretary, Minutes Solutions Inc.

REGRETS:

Loretta Ycas	Vice President
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1. CALL TO ORDER

There being a quorum present, and the Directors having been given adequate and proper notice of the meeting, the meeting was called to order at 6:06 p.m.

2. APPROVAL OF THE AGENDA

On a motion made by Brian MacDonald, seconded by Oleg Masnyk, it was resolved to approve the agenda for the December 8, 2022, Board of Directors meeting, as amended. Motion carried.

The Board added the following item under New Business:

- Bike Room

3. CONFLICT OF INTEREST

There were no conflicts of interest to report.

4. REVIEW AND APPROVAL OF PREVIOUS MINUTES

On a motion made by Gary Legault, seconded by Brian MacDonald, it was resolved to approve the minutes of the Board of Directors meeting held on September 22, 2022, as presented. Motion carried.

On a motion made by Oleg Masnyk, seconded by Bojan Grbic, it was resolved to approve the minutes of the annual general meeting held on October 6, 2022, in principle, as amended. Motion carried.

On a motion made by Brian MacDonald, seconded by Oleg Masnyk, it was resolved to approve the minutes of the Board of Directors meeting held on November 3, 2022, as presented. Motion carried.

ACTION – Management will email the meeting minutes from September, 2022, onwards to residents and post them on the Corporation’s website. Management will include a reminder in the initial email to residents to contact Management with any HVAC issues in their unit if applicable.

The Board requested a minor amendment to the minutes of the October 6, 2022, AGM.

5. APPROVAL OF THE UNAUDITED FINANCIAL STATEMENTS

On a motion made by Gary Legault, seconded by Oleg Masnyk, it was resolved to accept the unaudited financial statements for the period ending October 31, 2022. Motion carried.

ACTION – Management will determine if the roof repair consultation can be changed to a reserve fund expense.

The Board reviewed the unaudited financial statements for the period ending October 31, 2022. Gary Legault presented the treasurer’s report and noted no significant issues. The Board noted that the consultation for the roof repairs were recorded as a routine inspection and incorrectly allocated to the operating fund.

6. MANAGEMENT REPORT

Items requiring elaboration are documented below.

6.1 Items Requiring Board Ratification/Approval/Further Discussion

6.1.1 Hallways Project: The Board will meet with Folio Interiors in January of 2023 to go over samples and design options for the hallways project.

6.1.2 Chiller and Cooling Tower Replacement: Management reported that the pumps had been installed for the chiller and cooling tower replacement. Some electrical work will remain outstanding until spring of 2023.

6.1.3 Cracked Pipes on P1 and P2: A pipe elbow above Spot 91 began dripping rust onto residents’ cars. Management recommended repairing the cracked sections of piping that pose immediate risk to residents’ cars as soon as possible but noted that a full replacement of the pipes would be costly and difficult to arrange with several other ongoing projects. The Board agreed to address the most urgent repairs as they arise and to investigate a long-term solution when it is feasible. Management is in the process of acquiring quotes to repair the cracked sections of piping.

6.1.4 See Restricted Records.

6.1.5 See Restricted Records.

6.1.6 Concrete Repairs: Management was awaiting two more quotes. The Board agreed to wait until spring, 2023, to complete the concrete repairs in warmer weather.

6.1.7 Main Riser Valves Inspection: Management presented quotes from Direct Plumbing and DEL Plumbing to replace broken valves. The Board decided that, due to the large difference between the two quoted prices, they would wait to make a selection until a third quote, which Management had requested, was available.

6.1.8 Engineering Study for the Make-Up Air: *ACTION - Management will request that CES investigate the domestic hot water boiler during their site visit on December 9, 2022, to access the make-up air unit and to provide a cost estimate to replace the make-up air unit with a smaller model.*

Management noted that one of the domestic hot water boilers is in subpar condition.

6.1.9 Back Door Heater:

On a motion made by Oleg Masnyk, seconded by Gary Legault, it was resolved to approve the Royal Services quote to supply and install one small fan coil unit for the back door heater at a cost of _____, plus HST. Motion carried.

Management presented two quotes for the replacement of the small fan coil unit at the back door. Management asked if the Board would like to replace the two other similar units on the property. The Board decided to only replace the broken unit by the back door since the devices would be easy to replace on an as needed basis.

6.1.10 Fire Deficiencies Report:

On a motion made by Gary Legault, seconded by Oleg Masnyk, it was resolved to approve the Torbram Fire Protection quote for fire deficiency repairs at a cost of _____ including HST. Motion carried.

ACTION - Management will verify with the fire marshal's office if the Corporation is permitted to remove its old emergency phones.

ACTION - Management will seek proposals from alternate fire deficiency repair companies for consideration in 2023.

ACTION- Management will seek two more quotes to address the pinhole leak in the sprinkler line.

Management verified that the Corporation was responsible for the expense for the recalled heat detectors. The Board decided to proceed with Torbram Fire Protection for the current fire deficiency repairs but will investigate other companies for future repairs.

6.1.11 Backflow Preventor:

On a motion made by Bojan Grbic, seconded by Brian MacDonald, it was resolved to approve the Ambient quote to replace the backflow preventor valve at a cost of plus HST. Motion carried.

Management scheduled the annual backflow preventor test to be administered by the city. The test would verify if Ambient was correct in deeming the existing preventer to be too small for the building.

6.1.12 Mechanical Drain: One of the two mechanical drains is cracked and water is seeping on to the hallway of Floor PH. Management is sourcing separate contractors for concrete repairs and plumbing to complete the work simultaneously.

6.1.13 Piping: The pipe that circulates water to Pump 2 had corroded. Management began gathering quotes to replace the entire affected section of original piping.

6.1.14 Reserve Fund Study:

On a motion made by Gary Legault, seconded by Brian MacDonald, it was resolved to ratify approval of the reserve fund study dated November 21, 2022. Motion carried.

6.2 Items Completed/In Progress

- Kitchen stack flushing schedule for 2023 is pending
- Two quotes are pending for the new front signage
- Pump 2 remains turned off pending repairs
- The heat exchanger on the domestic hot water boiler was replaced on November 12, 2022
- The carpet cleaning was completed on November 24, 2022
- The Wave sensors were installed, and the superintendent is completing outstanding touch-ups

6.3 Correspondence

6.3.1 Meet the Board: A resident asked if Meet the Board could be held in-person. The Board decided to keep Meet the Board sessions virtual during the cold and flu season and would address inquiries to hold the meeting in-person by encouraging residents without access to email to submit their questions at the Management office. The Board will revisit the format in 2023.

6.3.2 Wire Mesh in Locker Room 7: *ACTION- Management will bend back the wires that are sticking out on the wire mesh in Locker Room 7.*

7. MEET THE BOARD

The Meet the Board was not scheduled at this time.

8. COMMITTEE LIAISON REPORTS

8.1 **HPGR Report:** The HPGR Committee plans to meet in-person in January, 2023, to discuss several major upcoming budget items.

8.2 **Communication Committee:** Brian MacDonald noted that the holiday message from the Board was in progress.

9. **NEW CONDO ACT**

There was nothing to report on this item at the meeting.

10. **STAFF REPORT**

There was nothing to report on this item at the meeting.

11. **NEW BUSINESS**

11.1 **Bike Room:** *ACTION*— Management will do a walkaround of the P1 bike room to assess how much available space is remaining.

11.2 **Building Intruders:** *ACTION* – Management will investigate options for reinforcing the lock on the door to the spa.

Management reported that a homeless man entered the building and broke into the men's spa. Management posted a notice in the elevator to remind residents not to let strangers into the building and to report incidents of intruders breaking in.

11.3 **Reserve Study for Tennis Courts:** Management presented the first 15 pages of the reserve study for the tennis courts, which summarized options for a partial and complete refurbishment. The Board will review the material to make a decision at a future meeting.

12. **DATE OF NEXT MEETING**

The next Board of Directors meeting will be held on January 26, 2022, at 6:00 p.m.

13. **ADJOURNMENT**

On a motion made by Brian MacDonald, seconded by Gary Legault, it was agreed that there was no further business of the Corporation to transact; the meeting was closed at 8:17 p.m. Motion carried.

DISCLAIMER

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

Director

Director

Date

Date

Redacted