

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

**MINUTES OF THE BOARD OF DIRECTORS MEETING
NOVEMBER 3, 2022, 6:00 P.M.**

BOARD MEMBERS:

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

GUESTS:

Genevieve Polk	Property Manager, Crossbridge Condominium Services
Devis Sekani	Regional Manager, Crossbridge Condominium Services (via teleconference)
Nadia Tagoe	Recording Secretary, Minutes Solutions Inc.

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. BOARD POSITIONS

The Board maintained the officer positions as follows:

Brian MacDonald, President
Loretta Ycas, Vice President
Gary Legault, Treasurer
Bojan Grbic, Secretary
Oleg Masnyk, Director-at-Large

3. APPROVAL OF THE AGENDA

On a motion made by Brian MacDonald, seconded by Bojan, it was resolved to approve the agenda for the November 3, 2022, Board of Directors meeting, as presented. Motion carried.

4. CONFLICT OF INTEREST

There were no conflicts of interest to report.

5. REVIEW AND APPROVAL OF PREVIOUS MINUTES

The Board deferred approval of the minutes of the Board meeting held on September 22, 2022 pending the incorporation of requested amendments by Management.

6. APPROVAL OF THE UNAUDITED FINANCIAL STATEMENTS

On a motion made by Gary Legault, seconded by Bojan Grbic, it was resolved to accept the unaudited financial statements for the period ending September 30, 2022. Motion carried.

The Board reviewed the unaudited financial statements for the period ending July 31, 2022. Gary Legault presented the Treasurer's Report, and highlighted the following items:

- Utilities were favourable as a result of the Corporation's efforts toward energy efficiency. The gas bill will be monitored closely in winter, as natural gas prices are expected to increase.
- The unfavourable variance in Wages and Benefits was due to temporary staff filling in for vacations.
- Some drywall repairs were incorrectly charged to Specific Expenditures, and have since been moved to In-Suite Repairs.
- Engineering consulting fees for the blow-out wall on the 16th floor were incorrectly charged to Specific Expenditures, and will be moved to the reserve account.
- There was an approximately \$1,500 reduction from Rogers following the recent service outage.
- The unfavourable variance in General Admin was due to the Corporation paying more in legal fees than anticipated.

Gary Legault noted that the cash flow in the reserve account remained healthy, and that he will complete a five-year projection of the reserve fund once the final balance is paid for the chiller replacement.

7. MANAGEMENT REPORT

Items requiring elaboration are documented below.

7.1 Items Requiring Board Ratification/Approval/Further Discussion

7.1.1 Hallways Project: ACTION – Management will arrange a two-hour meeting with the Board and Folio Interiors, during which the designers will present three distinct design options for the hallways project.

Loretta Ycas provided a status update on the hallways project following a recent meeting with Folio Interiors that she attended with Brian MacDonald and Management. Loretta Ycas noted that the design presented was not at a sufficient level of detail to present to owners, highlighting that staff changes and vacations at Folio Interiors caused delays and communication issues. The project was put on hold. Loretta Ycas proposed adding new wall sconces with brighter LED fixtures, the installation of ceramic tile in front of suite entrances to reduce the amount of carpeting.

Management recommended assessing standard pricing per reserve fund parameters before proceeding with specific design options to present to owners. The Board desired more input on design decisions, as the cost of the project is significant. The Board requested another meeting with Folio Interiors so that they may present comprehensive design packages to the Board.

7.1.2 Chiller and Cooling Tower Replacement: Management listed the items recently completed, including the replacement of the door leading out to the roof. The entire project is estimated to be completed by mid-December of 2022. Gary Legault suggested that the Board visit the area to assess the progress of the project during the next Board of Directors meeting.

7.1.3 Cracked Pipes on P1 and P2: Quotes for the repair of the cracked pipes were pending receipt.

7.1.4 See Restricted Records.

7.1.5 See Restricted Records.

7.1.6 Concrete Repairs: Management was in the process of preparing a list of minor cracks and a separate list of cracks that must be assessed by an engineer.

7.1.7 Main Riser Valves Inspection: An inspection of all main riser valves concluded that a total of 87 valves were either not holding or seized. Management recommended that the valves be exercised on an annual basis going forward in order to prevent further issues. Management was in the process of obtaining quotes for the replacement of the broken valves, to be paid out of the reserve fund.

7.1.8 Feed and Bleed System:

On a motion made by Bojan Grbic, seconded by Gary Legault, it was resolved to ratify approval for the CES quote to install a new feed and bleed system in the mechanical room at a cost of \$11,996.32, plus HST. Motion carried.

7.1.9 Carpet Cleaning:

On a motion made by Brian MacDonald, seconded by Loretta Yeas, it was resolved to approve the Platinum quote for carpet cleaning at a cost of \$1,200, plus HST. Motion carried.

Although the carpet cleaning was typically done in winter, the Board agreed to proceed with carpet cleaning as soon as possible in order to avoid having the timing coincide with the start of the hallways project.

7.1.10 Engineering Study for the Make Up Air: The Board decided not to approve the quote presented from C. Martin Engineering, preferring to wait until comments were obtained

from our make up air service provider. Gary Legault proposed aligning make up air unit replacement with the boiler replacement, since both may require use of a crane.

7.1.11 Back Door Heater: *ACTION - Management will assess the condition of the heaters at the side door and on P1, and if they require part replacement, will align work with the replacement of the back door heater.*

7.1.12 Garage Drain Covers:

On a motion made by Oleg Masnyk, seconded by Brian MacDonald, it was resolved to approve the DEL Plumbing quote for the replacement of ten drain covers in the garage at a cost of \$, including HST.

7.1.13 Fire Deficiencies Report: *ACTION - Management will call Torbram Fire Protection to request details on the recall of the restorable heat detectors and for clarification on the items included on the deficiency report.*

Management noted that the door deficiencies listed on the report are not of concern; the closers are impacted by wind, and all have since been tested and adjusted where applicable. Management was awaiting a quote for the pinhole leak on the sprinkler line, noting that the area is currently clamped.

Management reported that Torbram Fire Protection will return to assess areas that it could not access during the initial inspection. The Board desired further investigation by Management, as a high volume of deficiencies were identified.

7.1.14 Garage Door Housing the Garbage Bins:

On a motion made by Oleg Masnyk, seconded by Gary Legault, it was resolved to approve the quote from Jeremy's Overhead Garage Doors for the replacement of the garage door housing the garbage bins at a cost of \$ including HST. Motion carried.

7.1.15 Remaining Push Buttons Replacement:

On a motion made by Gary Legault, seconded by Oleg Masnyk, it was resolved to approve the Roel Security quote to replace the six remaining door push buttons with wave access buttons at a cost of \$, including HST. Motion carried.

7.1.16 Back Flow Preventor: *ACTION- Management will seek one additional quote for the replacement of the back flow preventor.*

7.2 Items Completed/In Progress

7.2.1 Exterior Light Posts: *ACTION- Management will arrange for the old light posts to be repainted in the spring of 2023, including the white interior of the light boxes that have corroded.*

ACTION – Management will investigate the burnt-out light on one of the light posts.

The Board decided to dispose of the four spare light posts that were removed.

- 7.2.2 Rogers:** *ACTION – Management will send a communication to residents notifying them that if they do not make an appointment to switch their Rogers box by December 15, 2022 they will be charged; the communication will include a note that any issues should be directed to Rogers instead of the Superintendent.*

Management reported that a letter was issued to residents this week but recommended further communication to ensure that residents understand how to proceed.

- 7.2.3 Canopy Lights:** Management reported that the first payment was issued, and the installation schedule is pending while the contractor awaits the delivery of parts.
- 7.2.4 Winter Runners:** *ACTION – Management will arrange for the replacement of the winter runners since the existing ones are badly stained.*
- 7.2.5 Signage:** Management was awaiting additional options that were more aligned with the Board's vision for the entry and exit signs. The signs would not be installed until the spring of 2023. Gary Legault suggested including the word "condominiums" on the sign in order to attract those who are in the market for a residence.
- 7.2.6 P2 Entry from Garage:** Management reported that an additional repair is needed on the P1 entrance, since the drywall in the area is deteriorating.

8. MEET THE BOARD

The Meet the Board was not scheduled at this time.

9. COMMITTEE LIAISON REPORTS

- 9.1 HPGR Report:** The Committee was awaiting the completion of the engineer's report.
- 9.2 Health and Safety Committee:** Brian MacDonald reported that COVID-19 monitoring is ongoing.
- 9.3 Neighbours Committee:** Loretta Ycas reported that several planned activities were deferred to the spring of 2023. She reported that exercise sessions in the party rooms have decreased their numbers to two or three participants per session. She added that the Coffee Club commenced on October 28, 2022.
- 9.4 Landscaping Committee:** The Board agreed to continue with the same Christmas arrangements as last year. Gary Legault reported that the Committee completed a walkaround the week of October 31, 2022. He reported that a corner of the hedges around the pool had died, and the Committee will create a proposal to install a Japanese maple in its place.

9.5 **Art Committee:** Loretta Yeas reported that the next art show will open on November 13, 2022. The holiday party was scheduled for December 15, 2022.

10. **CORRESPONDENCE**

10.1 **Wi-Fi in Party Room:** Management reported that two residents inquired about Wi-Fi access in the party room. The Board declined the requests, noting that residents are encouraged to use their own Wi-Fi hotspot if they require internet use in the party room.

11. **NEW CONDO ACT**

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

12. **STAFF REPORT**

Management proposed hiring temporary staff every one to three months to do heavy duty cleaning that the Superintendent and cleaner do not have the capacity to complete. The Board was in favour of hiring occasional temporary staff for this purpose.

13. **NEW BUSINESS**

13.1 **Management Spending Limit:**

On a motion made by Gary Legault, seconded by Brian MacDonald, it was resolved to approve increasing Management's discretionary spending limit from
Motion carried.

13.2 **Garage Painting:** Brian MacDonald suggested hiring a painter to relieve the Superintendent from the task of painting the garage. The Board decided to pause the Superintendent's painting work over the winter.

14. **DATE OF NEXT MEETING**

The next Board of Directors meeting will be held on December 8, 2022, at 6:00 p.m.

15. **ADJOURNMENT**

On a motion made by Brian MacDonald, seconded by Bojan Grbic, it was agreed that there was no further business of the Corporation to transact; the meeting was closed at 8:57 p.m.

DISCLAIMER