

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

Meeting Room  
Thursday, March 31st , 2022 , 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.
Devis Cerhani	Regional Manager, Crossbridge Condominium Services Ltd.

**By Invitation**

John Hardie	Recording Secretary
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**CALL TO ORDER**

There being a quorum of Directors present, B. MacDonald presided as Chair and called the meeting to order at 6:02 p.m.

**4.0 APPROVAL OF MINUTES**

The Board reviewed the minutes of the January 20<sup>th</sup>, 2022, Board of Directors' meeting.

*On a **MOTION** by B. MacDonald **seconded** by B.Grbic, **it was resolved** to approve the minutes of the Board meeting held on January 20<sup>th</sup>, 2022 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 earlier minutes included in the Management Report.

**6.0 FINANCIAL REPORTS**

**6.1.1 Unaudited Monthly Financial Statement – February 28, 2022**

The Board of Directors received the unaudited financial statements for the period ended February 28th. 2022. 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 February 28<sup>th</sup>, 2022.*

***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 Management Contract:**

After discussion the board approved an amendment to the Condominium Management Contract dated May 1, 2004 ...”*agreement shall be for a period of three (3) years from May1, 2022 to April 30, 2025*”. The approval represents a increased annually for the Manger's Compensation.

*On a **MOTION** by G. Legault, **seconded** by L. Ycas , **it was resolved** to accept the modified amendment to the Condominium Management Contract dated May 1, 2004 to be extended to April 30, 2025 and the increased fees for each period.*

***The motion was carried***

### **6.2.2 Reserve Fund Study:**

The buildings comprehensive reserve study was completed in August, 2019. The Condominium Act requires an update every three years. After discussion the board agreed a Class 3 update to be completed by August 2022 by **R & C Engineering Inc.** at a cost of

*On a **MOTION** by G. Legault and **seconded** by B.Grbic, **it was resolved** to complete a Class 3 reserve study **R & C Engineering Inc.** at a cost of to be completed by August, 2022.*

***The motion was carried***

### **6.2.3 Hallways Project:**

The board reviewed various submissions for design and contract tendering on the hallway refurbishment. After discussion it was agreed to invite **Lux Interior Designs Inc.** and **Folio Interiors** to present their vision for the building and why their organization would be the best to meet the buildings needs.

**6.2.4 Covid-19:**

New COVID-19 guidelines were introduced by the province. The property manager circulated a in depth report to all residents indicating the modifications have on residents. The lessening of mask use and reduction in space requirements provided some concerns for a limited number of residents. New changes required are recommendations and do not require those with concerns to abandon their own safety standards.

**6.2.5 WTA – Chiller and Cooling Tower Replacement:**

The replacement project is proceeding as planned. To date there is no indication of missing the opening start of air conditioning in late May.

**6.2.6 Booster Pump:**

A booster pump in the P1 pump room has failed. The pump is under warranty, but the installer has gone into bankruptcy. The property manager continues to seek solutions for a replacement pump under the warranty and obtaining quotes to replace the burned-out motor.

**6.2.7 PRV Calibration Maintenance:**

Pressure relief valves should be calibrated and adjusted annually. The board approved a contract with **Lisi Services** for plus HST to perform the annual review.

*On a **MOTION** by G. Legault and **seconded** by B.Grbic, it was agreed to a contract with **Lisi Services** to calibrate an adjust the pressure relief valves at a cost of PLUS HST*

*The motion was carried*

**6.2.8 Exterior Light Posts:**

Deferred until next meeting.

**6.2.9 Proposed 2022 Budget**

The treasurer provided extensive information supporting his proposed 2022 – 2023 budget that utilizes a 1.5% increase and allows for the utilization of a portion of the operating reserve account.

Owners will have an opportunity to review the results with the Treasurer in an electronic meeting scheduled for April 26, 2022

*On a **MOTION** by B. MacDonald and **seconded** by B.Grbic, the 2022-2023 annual budget was approved and will be implemented May 1, 2022.*

*The motion was carried*

**6.2.10 Balcony ponding:**

**Artech General Contracting Inc.** presented a quote of plus HST to repair balcony floor flooding to units 207, 1504, 2008, 2302, 2403, and 1608. The quote is in line for the recently completed repairs.

*On a **MOTION** by B. MacDonald and **seconded** by B.Grbic, it was resolved to approve balcony remediation contract with **Artech General Contracting Inc.** for units 207, 1504, 2008, 2302, 2403, and 1608 to be started when weather conditions permit.*

*The motion was carried*

### **6.2.11 Landscaping**

**Park Place Grounds Maintenance** provided a detailed schedule for the plantings required around the building in spring and summer. The proposal agreed to by the board noting the estimated costs will be \$            and subject to costs from suppliers.

### **6.3 Items in Progress / Completed**

#### **6.3.1 Elevator Fans replacement:**

Completed.

#### **6.3.2 Gothic Townhome 27:**

Definite start date has not been confirmed. Note: Owners of 27 Gothic are undergoing renovations with construction equipment impeding access to retaining wall.

*[note: Owners have made a request related to the appearance of the pool decking and surrounding trees. This is common area and will require input from HPGR]*

#### **6.3.3 Elevator Pads:**

Have been cleaned and treated with fire retardant. Will be returned shortly.

#### **6.3.4 Runner Mats (P1,P2):**

New mats purchased and installed on P1.

#### **6.3.5 Schedule:**

- Carpet cleaning – May 17
- Window Cleaning – Mid April providing no conflict with chiller replacement
- Garage cleaning – May 25<sup>th</sup> (tentative due to YCC435 construction project)
- Garage drains, pit, and basins – May 24
- Compactor Chute clean – June 1

#### **6.3.6 New Window Film:**

New film has been installed on the main floor by **Apex Films** at a cost of plus HST.

### **6.4 Correspondence Issued / Received :**

#### **6.4.1 Suite :**

Provided comments and concerns on the relaxation of COVID-19 rules and regulations. (See 6.2.4 above).

#### **6.4.2 Suite :**

Request for new policy regarding unit renovations to include common courtesy when one is upgrading a unit. The property manager does provide general guidelines to those requesting approval. Common sense, however, is difficult to put into a policy.

#### **6.4.3 Suite**

Spring newsletter pending and requesting information and articles.

**6.4.4 Suite** :

Possibility of storing small boat in parking space from May to October. Rules and regulation prohibit placing such items in garage.

**6.4.5 NORC – Ageing in Place**

A group from YCC323 and a group from YCC435 have been accepted into the program. The board reiterated that YCC323 does not recognize the group as a committee but is allowing the group to use common areas under the same conditions' others follow – booking the meeting room etc.

**6.4.6 Suite** :

Housekeeping matters to be addressed by the Management Office.

**6.4.7 Information:**

Update on sales listed for sale, sold to new owners, or rented out.

**6.4.8 Suite** :

The board approved a letter be sent to the unit owner setting out the owner's responsibility to pay for repairs internal to the suite and paid by YCC323.

**7. Meet the Board:**

Query about cable TV channels and why some stations are not readily available – specialty channels are by subscription and not through the buildings control.

DUE TO PANDEMIC EMERGENCY DECLARATIONS NO GATHERINGS OF THE FOLLOWING TOOK PLACE: Exception [Neighbours Committee](#)

**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:**

Becoming active and researching programs that might be re-activated or new programs suggested by owners.

**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**

Nothing to report.

**10.0 Staff 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 managed the situation(s).

**NEXT MEETING**

The next meeting of the Board of Directors was scheduled for Thursday, April 28th , 2022, 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.*

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Director

\_\_\_\_\_  
Date

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Director

\_\_\_\_\_  
Date