

**YORK CONDOMINIUM CORPORATION NO.323**  
Minutes of the Board of Directors Meeting  
Wednesday, February 2, 2011

Present:	Jock Galloway	President
	Bill Henderson	Vice President
	Ed Leies	Treasurer
	Sean Cumming	Secretary
	Frank Delling	Director
By invitation:	Isan Murat	Property Manager, Brookfield
	Holly Price	Minute-taker

**OPENING OF THE MEETING**

There being a quorum present, Jock Galloway called the meeting to order at 7:00 P.M.

**1.0 APPROVAL OF MINUTES**

1.1 The Board reviewed the Minutes of the Board meeting held on January 12, 2011. It was resolved to approve the Minutes of the January 12, 2011 meeting.

MOVED BY Frank Delling  
SECONDED BY Bill Henderson

All who voted were in favour and the motion was CARRIED. Ed and Sean abstained because they were absent for that meeting.

1.2 The Board agreed that the AGM draft minutes be available to residents upon request.

**2.0 APPROVAL OF FINANCIAL STATEMENTS**

2.1 The Board reviewed the financial statements for the month ended December 31, 2010. Reserve Fund investment was discussed and it was agreed that Ed will collect information on a "laddered" approach to the investments.

The financial statement of December 31, 2010 was approved.

MOVED BY Ed Leies  
SECONDED BY Sean Cumming

All were in favour and the motion was CARRIED.

**3.0 MANAGEMENT REPORT**

Isan Murat presented the Report.

### **3.1 MATTERS ARISING FROM PAST MINUTES**

3.1.1 Noise in one unit: Frank has reviewed the work and invoice from J.E. Coulter. The Board agreed to pay the invoice and conclude the matter when Coulter provides the Noise Measurement Charts for June and September 2010.

MOVED BY Sean Cumming  
SECONDED BY Bill Henderson

Ed Leies abstained from voting. The motion was CARRIED.

3.1.2 HVAC Drip Pans: The Board agreed to Isan's suggestion to seal the drip pans with an epoxy product called Pancrete, which will last a very long time. The Board had previously agreed to this job using a different material. Pancrete will cost somewhat more but will last much longer and will be easier to clean.

3.1.3 Engineering Services: John Skaff from NAMCAN has been interviewed, and Bélanger will be interviewed next week. Further discussion will follow that interview and a new engineer of record for YCC 323 will be chosen.

### **3.2 CONTRACTS AND PROPOSALS**

3.2.1 Landscaping and Snow Removal contract: The Board has three companies who have quoted on this work. The Board agreed to renew with Park Place in principle, subject to a satisfactory review of the contract details.

MOVED BY Sean Cumming  
SECONDED BY Frank Delling

All were in favour and the motion was CARRIED.

3.2.2 Gas Contract: We are currently locked into an unfavourable contract with Superior. Superior has agreed to provide a replacement gas contract. Further negotiations with Superior are necessary to clarify certain details and to improve the contract. In these negotiations Ed Leies and Sean Cumming will represent the board.

3.2.3 Heating Boiler Leak and Repair – This was an emergency repair which was done recently by Johnson Controls. This expense was approved by the Board.

MOVED BY Sean Cumming  
SECONDED BY Ed Leies

All were in favour and the motion was CARRIED.

### **4.0 OTHER MATTERS FOR DISCUSSION**

4.1 Policy and Procedures: Financial Policy – will be discussed at a separate meeting on Tuesday February 8 at 8 pm .

Privacy Policy – The draft has been previously approved by the Board and the final version now needs final approval.

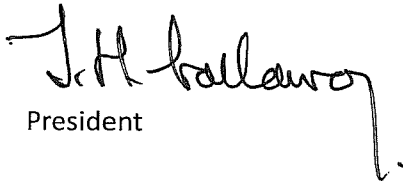
4.2 HR Policy and Committee Structure: – will be discussed at a separate meeting.

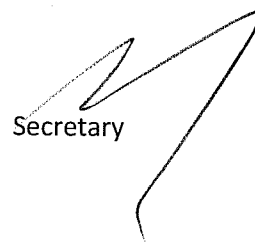
4.3 Gas Refund from MDSA: The small claims court process is underway.

#### 5.0 Adjournment

The meeting was adjourned at 8:55 p.m.

**Next meeting: Wednesday, February 23 , 2011, 6:30 pm.**

  
President

  
Secretary