

**YORK CONDOMINIUM CORPORATION NO. 323**

**Minutes of the Board of Directors Meeting  
Wednesday March 21, 2012**

**Present:** Frank Delling            President  
              Jean Cormier        Vice President  
              Ed Leies                    Treasurer  
              Sean Cumming        Secretary  
              Fern Stimpson        Director

**By Invitation:**    Isan Murat                    Property Manager, Brookfield

**OPENING OF THE MEETING:**

At 6:00 p.m., prior to the official opening of the meeting, Board Members toured the property and inspected the grounds, parking levels, utility room and roof to ensure that recently contracted work was completed to satisfaction and to clarify the scope of upcoming contract work.

There being a quorum present, the President called the formal Board meeting to order at 6:50 p.m.

**1. Review and Acceptance of Agenda - agreed**

**2. Approval of the Minutes**

**2.1. Approval of Signing Meeting Minutes from Feb 22, 2012**

The Board reviewed and approved the minutes of the meeting with Nesbitt Burns held on Feb. 22, 2012.

MOVED BY            Fern Stimpson  
SECONDED BY        Sean Cumming

All were in favour and the motion was CARRIED.

**2.2. Approval of Meeting Minutes from Feb 22, 2012**

The Board reviewed and approved the minutes from the Feb. 22, 2012 Board of Directors Meeting.

MOVED BY            Fern Stimpson  
SECONDED BY        Frank Delling

All were in favour and the motion was CARRIED.

### **3. Approval of the Financial Statements**

#### **3.1. Approval of Financial Statement for month of Jan 31, 2012**

The previously approved Financial Statement for the month ending Jan. 31, 2012 contained an error which has now been corrected. The Board reviewed and approved the Revised Statement.

MOVED BY            Ed Leies  
SECONDED BY        Sean Cumming

All were in favour and the motion was CARRIED.

#### **3.2. Approval of Financial Statement for the month Feb. 29, 2012**

The Board reviewed and approved the Financial Statement for the month ending Feb. 29, 2012.

MOVED BY            Ed Leies  
SECONDED BY        Sean Cumming

All were in favour and the motion was CARRIED.

#### **3.3. Annual Contracts Review**

The Board reviewed the Summary of Contracts Report tabled by the Property Manager. It was agreed that, in future, all expenditures presented to the Board for approval would denote the account charge number and if the expense will be charged to operating budget or to the reserve fund.

##### **3.3.1. Annual Fire Alarm & Emergency Equipment Inspection**

Lockwood Fire, building fire maintenance contractor, submitted a quote for 2012 inspection.

The Board agreed to accept this proposal.

MOVED BY            Sean Cumming  
SECONDED BY        Ed Leies

All were in favour and the motion was CARRIED.

##### **3.3.2. Window Cleaning**

Management received three quotes for Spring cleaning of inaccessible windows. The Board agreed to approve the quote from Excel Projects Window Cleaning.

Their work will be reviewed for consideration of entering into a longer term contract in the future.

MOVED BY            Frank Delling  
SECONDED BY        Ed Leies

All were in favour and the motion was CARRIED.

### **3.3.3. Garage Cleaning**

Management received a quote from Edifice Services to clean the garage. The Board approved a power sweep and wash in the Spring and a sweep only in the Fall.

MOVED BY            Ed Leies  
SECONDED BY      Frank Delling

All were in favour and the motion was CARRIED.

### **3.3.4. Carpet Cleaning**

Management looked for another company to perform carpet cleaning and had a test cleaning done of the 16<sup>th</sup> floor north side. The proposal by Best Carpet Cleaning (BCC) was reviewed. The Board approved the quote from BCC.

MOVED BY            Sean Cumming  
SECONDED BY      Fern Stimpson

All were in favour and the motion was CARRIED.

### **3.3.5. Building Insurance**

Atrons Council submitted the insurance renewal for 2012. The Board approved the new insurance coverage.

MOVED BY            Ed Leies  
SECONDED BY      Sean Cumming

All were in favour and the motion was CARRIED.

### **3.3.6. Infrared Thermal Scan**

Management received a price from A S Services, to perform an infrared thermal scan to all electrical equipment to identify any thermal patterns and temperatures that may indicate electrical wear failure. The Board approved the price from A S Services with a discount of 10% if order is placed before May, subject to A S Services providing a formal quote with the work scope fully defined.

MOVED BY            Ed Leies  
SECONDED BY      Sean Cumming

All were in favour and the motion was CARRIED.

### **3.3.7. Calibration of CO Detectors Sensors**

Management received two quotes to calibrate the 14 CO detectors and one CO sensor for the chiller, as required by TSSA. The Board approved the quote from A S Services.

MOVED BY            Frank Delling  
SECONDED BY        Sean Cumming

All were in favour and the motion was CARRIED.

### **3.4. Final Review and Approval of 2012/2013 Budget**

Based on the Board's pre-budget working session held on March 8<sup>th</sup>, the Treasurer presented the 2012/2013 Budget. The Board reviewed and approved the budget with a 2.98% increase in Common Expense Contributions (maintenance fees).

MOVED BY            Ed Leies  
SECONDED BY        Fern Stimpson

All were in favour and the motion was CARRIED.

## **4. Matters Arising from Past Minutes**

### **4.1. Garage Door Repair Replacement Proposal**

The Board studied two proposals for the replacement of the garage door and trolley operator. The Board requested the Property Manager negotiate with both Dodds and Atlas for more competitive prices on the replacement of both the garage door and the trolley operator.

MOVED BY            Frank Delling  
SECONDED BY        Sean Cumming

All were in favour and the motion was CARRIED.

### **4.2 i) Landscaping Committee Proposal – Phase 2, Year 1**

The Board studied the Landscaping Committee Proposal and inspected the grounds. The Board was in favour of approving the Phase 2 Year 1 recommendations, and considering approving the additional work prior to year 2 and year 3. Concern was raised regarding the tree that needs to be removed that requires a City permit. Sean Cumming will study the land survey to ensure that the work in the Landscaping Committee proposal is legally on YCC323-owned property and does not impose on the legal City Property Line.

#### 4.2ii) Davey Tree Removal proposal

The Board studied the Davey proposal and inspected the grounds. The Board agreed with the recommendation to prune and remove four (4) of the Austrian Pines situated at the south east corner of the property as these trees have been seriously affected by Dipodia Tip Bight.

Further, it was agreed to have Davey do the Deep Root Feeding in this area to protect the remaining trees.

Second, along Gothic Avenue there is another Austrian Pine that is 80% dead and requires removal; the removal of which requires a City Permit. The Property Manager was requested to proceed with requesting the City Permit. Further, it was agreed to have Davey do the Deep Root Feeding in this area to protect the remaining trees.

Third, at the north east corner of the building, between the building and the tennis courts, there is another Austrian Pine which has a dead top, likely due to construction activities. The Board requested the Property Manager to speak with Davey and determine what options are available to preserve this tree.

MOVED BY                      Frank Delling  
SECONDED BY                Fern Stimpson

All were in favour and the motion was CARRIED.

**4.3 Operations Planning** – will be a regular agenda item on Board Agendas

**4.4 Fob Reader – Refund of Key Deposits** – in progress – the Board agreed that key refunds should also be applicable to HPGR.

**4.5 Nesbit Burns Signing Authorities** – it was agreed that Sean Cumming would follow up with Nesbitt Burns Compliance Department regarding all paperwork.

**4.6 Meeting with Brookfield** – President, Secretary and Treasurer will meet on March 26 at 6:30 p.m. to review items to be discussed in the meeting with Brookfield representatives: Regional VP and VP Finance to review this item.

### 5 Contracts and Proposals

#### 5.2 Boiler replacement Project Engineering Study

The Board discussed the work that was performed by Mann Engineering. It was agreed to release the balance of the funds owing to Mann as their March 20, 2012 letter formally verifies the sufficiency of the current Boilers.

MOVED BY                      Sean Cumming  
SECONDED BY                Fern Stimpson

4 were in favour and 1 abstained and the motion was CARRIED.

### **5.3 Garage P2 Leakage and Ventilation Shaft repairs**

Brook Restoration completed the work in the Mechanical Penthouse including the waterproofing membrane.

## **6 Items Completed**

### **6.1 Tiling Instruction Package for Balcony**

Jun Kim from Brook Restoration will come to 50 Quebec Ave during the week of March 19 to investigate and quote for an extra layout of membrane. Finalization of the package for Owners is still in progress.

## **7 Committee Liaison Reports**

**7.1 Meet the Board Report** – Updates were reviewed

**7.2 Communication Committee - Website – Update**

The 50 Quebec Website will be launched and formally presented to Owners on April 19 following the Budget Meeting. Isan, Fern, John and Claire are to meet and develop a communication announcing the launch.

**7.3 Landscaping Committee - Update See item 4.2 i) and ii).**

## **8 Review of Action Item List**

Action Item List was not reviewed at this meeting.

## **9 Other Matters**

**9.1 Planning; Owners Budget Information Meeting on April 19**

In addition to the presentation of the 2012/2013 Budget, the President will extend thanks to the many volunteers.

**9.1 Letter asking owners to paint their balconies**

Fern will draft a letter for approval by the Board for inclusion into the Budget Briefing Meeting mailing.

**9.3 Request for approval for renovation** – An unit owner made a request including the installation of laminate flooring. The Board approved the request on the condition that all work meets YCC 323 renovation and building specifications.

MOVED BY            Frank Delling  
SECONDED BY        Sean Cumming

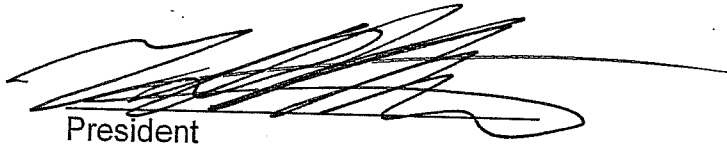
All were in favour and the motion was CARRIED.

**9.2 Request for Electricity Data** – The Board agreed to grant the request for access to our historical electricity data to the University of Toronto as part of the Green Condo Champions Initiative.

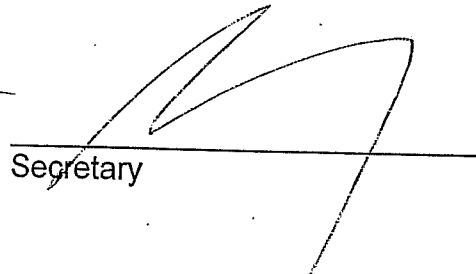
**10 Adjournment**

The meeting was adjourned at 10:06 p.m.

Signed:



President



Secretary