

**YORK CONDOMINIUM CORPORATION NO.323**

Minutes of the Board of Directors Meeting

Wednesday May 25, 2011

Present: Jock Galloway President  
Bill Henderson Vice President  
Frank Delling Director  
Sean Cumming Secretary

Regrets: Ed Leies Treasurer

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 6:34 pm.

**1.0. Approval of the Minutes**

1.1 The Board reviewed the Minutes of the Board meeting held on April 20, 2011. It was resolved to approve the Minutes of the April 20, 2011 meeting as amended.

MOVED BY Bill Henderson

SECONDED BY Frank Delling

All were in favour and the motion was CARRIED.

**2.0. Approval of the Draft Financial Statements for April 30, 2011**

2.1 The Board discussed the Draft Financial Statements for March 31 and April 30, 2011. They were approved subject to the final audited statements.

MOVED BY Sean Cumming

SECONDED BY Jock Galloway

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. Energy Audits- Incentive Programs: There are incentives from Enbridge for installing High Efficiency Condensing Boilers for our heating system. These incentives could amount to \$15,000 for the boilers in this building plus a fuel consumption saving of around 20%. The cost of the new boilers would be approximately \$200,000. This expense would probably be recovered by fuel savings within 4 years. The work is scheduled for several years from now but it seems financially effective to do it now. The Board decided to start getting quotes for this work immediately and go ahead with it this summer.

MOVED BY Sean Cumming

SECONDED BY Bill Henderson

All were in favour and the motion was CARRIED.

There are also incentives from Toronto Hydro for retrofitting Variable Speed Drives on our Air Make-Up Units. The financial value of doing this work is not as clear but the companies who will quote for the above work will also be asked to quote on this work. However, no contract will be arranged until this is discussed again by the board.

MOVED BY Sean Cumming

SECONDED BY Frank Delling

All were in favour and the motion was CARRIED.

3.1.2. Security Audit: Three companies are providing security audits.

3.1.3. Cleaning and Flashing Catch Basins: Quotes were obtained for this work to be done in the fall at the same time as the kitchen stack cleaning.

3.1.4. Replace 4PRV's on Chiller: Johnson Controls will replace these at the time they start the chiller.

### **3.2. Contracts and Proposals**

3.2.1. Cleaning of Hallway Carpets: Since the hallway carpets are made of wool, they require special cleaning and the total cost of those plus cleaning all other floor coverings. Metro ChemDry has not increased the price for us in several years. The Board agreed to hire this company and go ahead with the cleaning.

MOVED BY Frank Delling

SECONDED BY Jock Galloway

All were in favour and the motion was CARRIED.

3.2.2. Annual Fire Inspection: As recommended by the Property Manager, the Board approved the hiring of Lockwood Fire Protection to perform the annual fire inspection, the same price as last year.

MOVED BY Bill Henderson

SECONDED BY Frank Delling

All were in favour and the motion was CARRIED.

3.2.3. Repair or Replacement of Townhouses Fence: Three quotes were obtained for fence replacement because they are in very poor repair. The Board agreed to have the whole fence replaced with a cedar fence by Park Place.

MOVED BY Frank Delling

SECONDED BY Sean Cumming

All were in favour and the motion was CARRIED.

3.2.4. Engineering Services: Belanger submitted a quote for engineering services for the project of replacement or remediation of windows, balcony doors and balcony wall panels. The Board accepted this quote and will work with Belanger.

Frank will liaise with the engineer and the Energy Committee

MOVED BY Sean Cumming

SECONDED BY Bill Henderson

All were in favour and the motion was CARRIED.

Belanger also submitted a quote for engineering services related to energy audits. This will be discussed by the Energy Committee before coming back to the Board.

3.2.5. Superintendents Performance Review: The work of both Radu and Carlos is always above and beyond requirements. The Board approved a bonus for Radu and for Carlos.

MOVED BY Jock Galloway

SECONDED BY Bill Henderson

All were in favour and the motion was CARRIED.

### **3.3. Items Completed**

3.3.1. Power Wash the Underground Garage

3.3.2. Inaccessible Window Cleaning

3.3.3. Wall Paper Repair

3.3.1. Seal of A/C drip pans

### **4. 0. Other Matters for Discussion Items deferred from last meeting**

4.1. Approval of HR Policy, Committee Structure Policy, Vision, Values and Code of Conduct – The HR Policy will be presented by Fern Stimpson at a special Board meeting.

4.2. Review of Key Reserve Fund Items: A special Board meeting will be scheduled to prepare a Reserve Fund Plan.

4.3. Update on Gas Contract Issue: Given our lawyer's strong recommendation the Board agreed that no further action should be taken on this issue other than negotiating the best price possible.

4.4. Review of actions taken (or still to be taken) to address issues by an owner –Cleaning in the building was discussed and it was generally agreed than perhaps a day cleaner could be brought in with more regularity to do extra cleaning. Bill will draft a response to owner.

4.5. Review of Energy Saving Projects: See 3.1.1 above.

4.6. Meet the Board – Sean met with residents recently and will circulate notes.

4.7. Landscaping Committee – The Board agreed to appoint Bob Howell to this committee.

MOVED BY Bill Henderson

SECONDED BY Frank Delling

All were in favour and the motion was CARRIED.

The Board also agreed to approve in concept the Landscape Committee's 3-year plan for landscaping and will ask the Committee to take future building repairs into account and also to consider extending the plan to include the area along Gothic south from the garage driveway.

MOVED BY Bill Henderson

SECONDED BY Frank Delling

All were in favour and the motion was CARRIED.

4.8. Correspondence – There is a letter from an owner about a neighbour making noise with appliances outside of permitted hours.

4.9. Renovation Request- There are 4 units that want to replace their flooring with hardwood. The Board agreed.

MOVED BY Sean Cumming

SECONDED BY Frank Delling

All were in favour and the motion was CARRIED.

4.10 The Health and Safety Committee has made some suggestions to the Board and would like some feedback. They have, for example, suggested that YCC 323 acquire a defibrillator and train some staff to use it. They also suggested that the driveway be made one-way and that a sign be placed in front stating that all deliveries be made at the Gothic entrance. The Board asked Isan to investigate all these possibilities.

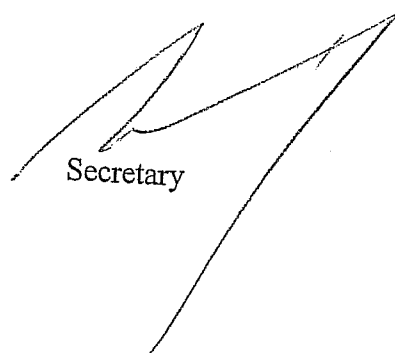
## 5.0. Adjournment

The meeting was adjourned at 9:03 p.m.

**Next meeting: Wednesday, June 22, 2011, 6:30 pm.**



President



Secretary