

**YORK CONDOMINIUM CORPORATION NO.323**  
Minutes of the Board of Directors Meeting  
Thursday, May 24, 2012

Present: Frank Delling                      President  
          Jean Cormier                      Vice President                      (for part of the meeting)  
          Sean Cumming                      Secretary                              (for part of the meeting)  
          Ed Leies                              Treasurer  
          Fern Stimpson                      Director

By invitation: Isan Murat                      Property Manager, Brookfield  
                  Holly Price                        Minute-taker

**OPENING OF THE MEETING**

There being a quorum present, Frank Delling called the meeting to order at 6:32 pm.

**1.0 Review and Acceptance of Amended Agenda**

**2.0 Approval of the Minutes**

2.1 Review of Bylaw 6 with respect to what is to be included or exclude in board minutes – deferred to the next meeting.

2.2 The Board deferred review of the Minutes of the Board meeting held on April 26, 2012 until the next meeting.

**3.0 Approval of the Financial Statements**

3.1 The Board reviewed and approved the Preliminary Year End Financial Statements for April 30, 2012.

                  MOVED BY                      Sean Cumming  
                  SECONDED BY                      Ed Leies

All were in favour and the motion was CARRIED.

3.2 Transfer of Surplus Operating Funds and Reserve Fund Investments:

**Motion:**

All of the money currently in the Reserve Fund bank account will be invested in 1-year GICs at the best rates possible.

                  MOVED BY                      Sean Cumming  
                  SECONDED BY                      Frank Delling

All were in favour and the motion was CARRIED.

**Motion:**

\$150,000 of the surplus in the Operating Fund be transferred to the Reserve Fund in order to invest it at a higher rate.

MOVED BY Ed Leies  
SECONDED BY Fern Stimpson

Three were in favour, two abstained and the motion was CARRIED.

Jean Cormier left the meeting feeling unwell.

3.3 Auditor Contract: A letter of engagement has been received from the new auditor.

**Motion:**

The letter of engagement from Tapp and Company be approved and the President is authorized to sign it on behalf of the corporation.

MOVED BY Sean Cumming  
SECONDED BY Ed Leies

All were in favour and the motion was CARRIED.

3.4 Investment Management Documents: ScotiaMcLeod sent documents that need to be signed authorizing them to carry out investment operations on the corporation's behalf. Sean amended them.

**Motion:**

That the standard Scotia McLeod Corporate resolution in the form attached be enacted and that Frank, Sean and Ed be authorized to give instruction to ScotiaMcLeod with regard to investment decisions made by the board.

MOVED BY Ed Leies  
SECONDED BY Frank Delling

All were in favour and the motion was CARRIED.

**4.0 Matters Arising from Past Minutes**

4.1 Operation Planning: on hold

4.2 Building Envelope Project: Frank provided the original Request for Proposals, a log of the suggestions made by all board members and the subsequent changes to the document as well as a list of researched and ranked consulting companies. It was agreed to ask the top-rated 5 companies to submit proposals for project consultation. Additional suggestions were made for further changes to the Request for Proposals for incorporation into the final version.

4.3 Meeting with Brookfield: A letter to Brookfield will be drafted outlining the board's concerns.

4.4 Landscape City Permit Status: We are waiting for the city's final decision about removing a city tree near the garage entrance.

4.5 Landscaping Implementation Phasing Review: The landscapers will review the Landscape Committee's proposals and a modified proposal and quote will be brought to the Board.

4.6 Davey Tree Removal: The top of a tree near the tennis court was removed.

4.7 Fan Coil Inspection: During the spring fan coil maintenance some possible mould was identified in 10 fan coil units. Isan will get quotes from several companies for an assessment.

**Motion:**

Isan is authorized to retain a consultant to obtain a mould-related assessment of the affected units.

MOVED BY            Sean Cumming  
SECONDED BY        Fern Stimpson

All were in favour and the motion was CARRIED.

4.8 Skateboarding and Graffiti: Isan has obtained a quote for metal domes for the edge of the walkway in front of the building. This is designed to prevent skateboard use and would not hamper people walking on the walkway. Isan will collect more information on this and other alternatives.

4.9 Exterior Water Leak: There were water leaks in seven upper floor units which require repair. The board approved the required repairs by email because of the urgency and the repairs have already been carried out.

Sean Cumming left the meeting feeling unwell.

## **5.0 Contracts and Proposals**

5.1 Garage Door Replacement: This will be completed in early June.

5.2 Chiller Room Gas Sensor Replacement: Isan obtained two estimates for this urgent work and the board approved by email Startech Industries. The work is in progress now.

## **7.0 Committee Liaison Reports**

7.1 HPGR Board: There is a meeting on Monday at which the Easement Plan and amended HPGR Agreement will be discussed plus rules for the use of recreational facilities. Agreements from that meeting will be brought back to each corporation.

7.2 Meet the Board Report: Fern discussed issues raised at the recent meeting and will respond as necessary.

7.3 Communication Committee: Feedback on the website continues to be positive.

7.4 Energy Committee: No current issues.

7.5 Health Committee: Defibrillator and CPR training: There are about 25 people signed up so far

7.6 Landscaping Committee: See 4.5 above

7.7 Lobby Committee: No current issues

7.8 Policy Committee: Residents Guide revision proposals in process.

**8.0 Review of Action List:** Due to the advanced time and the fact that members had retired earlier the action list was not reviewed. The list no longer contained the dates of the actions raised and it was requested that they should be reinstated as appropriate.

## **9.0 Other Matters for Discussion**

9.1 Renovation Request – Hardwood floor replacements approved.

MOVED BY Frank Delling  
SECONDED BY Fern Stimpson

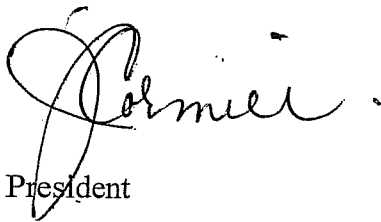
All were in favour and the motion was CARRIED.

9.2 Meeting Dates – It was agreed that the July Board meeting would be moved to Monday July 23 at 6:00 pm.

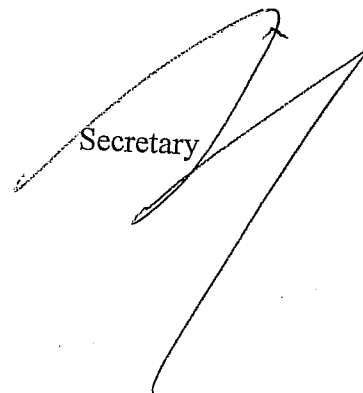
**10.0 Adjournment**

The meeting was adjourned at 9:50 p.m.

**Next Meeting:** The next regular Board meeting will be on **Wednesday June 27 at 6:30 pm.**



YCC President



Secretary