

**YORK CONDOMINIUM CORPORATION NO.323**  
Minutes of the Board of Directors Meeting  
Thursday, September 29, 2011

Present: Jock Galloway President  
Bill Henderson Vice President  
Sean Cumming Secretary  
Ed Leies Treasurer  
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 6:45 pm.

**1.0. Approval of the Minutes**

1.1. The Board reviewed and approved the Minutes of the Board meeting held on August 25, 2011 as amended.

MOVED BY Sean Cumming  
SECONDED BY Bill Henderson  
All were in favour and the motion was CARRIED.

**2.0. Approval of the Financial Statements**

2.1. The Board reviewed and approved the Financial Statements for August 31, 2011.

MOVED BY Ed Leies  
SECONDED BY Sean Cumming  
All were in favour and the motion was CARRIED.

2.2. The Board approved the transfer from the Reserve Fund Bank Account to the Nesbit Burns Investment Account for the purchase of a short-term cashable GIC.

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. Boiler Project: The boiler installation is finished and the new boilers are running well. Further insulation and drainage work will be completed shortly.
- 3.1.2. Balcony Warranties: Repairs need to be done according to Nancy Gillespie's report, and Brook will have to provide a repair schedule, start very soon and complete repairs by the end of October. Nancy Gillespie will be asked to inspect the completed repairs of the concrete and membrane.
- 3.1.3. Smoking Bylaw: The corrected bylaw wording was reviewed by the Board to be put forward at the AGM.
- 3.1.4. AGM Package: The package contents were discussed and agreed upon. It was also agreed that candidates for board vacancies will be asked to prepare a resume for inclusion in the AGM package and be available for an evening where owners can meet them before the AGM.
- 3.1.5. Flushing of Kitchen Stacks: This is now completed.
- 3.1.6. Fan Coil Condensate Drain Cleanouts: This will be done within the next week.

### 3.2. Contracts and Proposals

- 3.2.1. Auditor Report: The Board reviewed and approved the Auditor's Report for the year ending April 30, 2011 and authorized the Treasurer to sign the letter of representation to the auditor dated August 13, 2011.

MOVED BY Sean Cumming

SECONDED BY Bill Henderson

All were in favour and the motion was CARRIED.

- 3.2.2. Quotes from Auditors: The quotes were reviewed and discussed. It was agreed that the Board will interview one candidate within the next week.
- 3.2.3. Power Sweep in Garage: The Board approved the hiring of Edifice to do a power sweep in the garage this fall.

MOVED BY Ed Leies

SECONDED BY Jock Galloway

All were in favour and the motion was CARRIED.

- 3.2.4. Window Cleaning: The Board approved the hiring of Skyview Window Cleaning to clean inaccessible windows in the building and the Gothic town houses.

MOVED BY Frank Delling

SECONDED BY Ed Leies

All were in favour and the motion was CARRIED.

3.2.5. Engineering Proposal for Garage Leakage: The Board agreed to ask Belanger to call for quotes with respect to the garage leakage repairs as set out in his letter of September 16, 2011.

MOVED BY Ed Leies

SECONDED BY Jock Galloway

All were in favour and the motion was CARRIED.

3.2.6. Engineering Proposal for Roof Slab Membrane: The Board agreed to ask Belanger for a rough written estimate of the total cost of these repairs.

### 3.3 Items completed

3.3.1. Replace and Install New Cameras

3.3.2. Purchase Treadmill

### 4.0 Other Matters for Discussion

4.1. Signing Authority for Investment: The Board agreed that the Board's Treasurer and Secretary will be the designated signers to implement all investment decisions approved by the Board.

MOVED BY Bill Henderson

SECONDED BY Frank Delling

All were in favour and the motion was CARRIED.

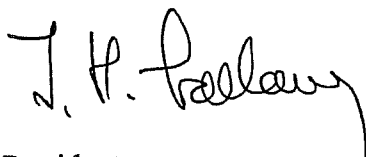
4.2. Building Website: The website is in progress. The Board will require an opportunity to review and approve the website before it becomes operational. Items such as approved Board minutes may be included.

### 5.0. Adjournment

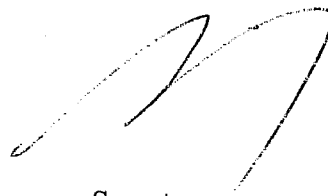
The meeting was adjourned at 9:05 p.m.

MOVED BY Sean Cumming

Next meeting: Thursday, October 20, 2011, 6:30 pm.



President



Secretary