**METROPOLITAN Toronto Condominium Corporation No. 1295**

***The Saint James***

**Minutes of the Board of Directors’ Meeting**

225 King Street East-Peloso Alexander Interiors

Thursday, February 16, 2017 at 6:00 p.m.

**Board Members**

Mary Jo Smith Treasurer

Jamie Alexander Director

Lisa Melody Peterson Director

**Regrets**

Eric Blanchard President

**By Invitation**

Anna Oreshyna Property Manager, Brookfield Condominium Services Ltd.

Anne Parker Recording Secretary, INaMINUTE Ltd.

1. **CALL TO ORDER**

As there was a quorum of Directors present, which duly constituted a meeting, the meeting was called to order 6:21 p.m.

1. **APPROVAL OF AGENDA**

The Board reviewed the Agenda and accepted as presented.

**3.0 REVIEW OF 2017- 2018 OPERATING BUDGET**

Management stated that all actuals in the January 31, 2017 unaudited financial statements are current except for utilities which are accruals. The Treasurer noted that there was an additional $3,000 which had not been accounted for in Miscellaneous which would bring the deficit up to $25,315.

The history of surpluses and deficits in the operating budget was discussed. Several years ago, the surplus was $90,000. The current deficit of $25,000 is not the largest deficit that has occurred. Legal issues and plumbing repairs have significantly contributed to the current deficit.

The Corporation is currently in the process of examining what needs to be addressed to resolve the ongoing plumbing issues. Repairs will likely be covered under the reserve fund.

In the communication with the Owners, it will be important to stress that the increase to the Reserve Fund is 6%. The building is twenty (20) years old and the Reserve Fund contributions are projected to be high over the next three (3) years.

The amount required to cover the deficit in the Operating budget for the current year represents a 2.7% increase.

An increase of 2.5% is required to replace the in-suite valves.

The above increases total 11.2%. This is before any other budget lines are addressed.

The Board acknowledged that it is important to build some room into the budget to address unexpected building issues that may occur throughout the year.

M.J. Smith reported that she had met with the plumbers and that other valves could be an issue, along with the in-suite valves which are scheduled for replacement. The Corporation will likely need a comprehensive valve replacement in the near future, partly due to a design issue and the overall age of the valves. It is important that the plumbing be addressed in stages.

The Treasurer noted that a Special Assessment would be one (1) method of keeping the increase in maintenance fees low.

The following changes to the 2017-2018 budget were agreed by the Board:

* Increase the prior year deficit to $25,000
* Reduce the decorating budget to $5,000
* Reduce plumbing-miscellaneous to $25,000
* Reduce contingency to $10,000
* Reduce legal fees to $9,600, the previous year’s budget. There was recognition that this line item will likely need to be increased next year and in subsequent years given the changing demographics in the building.

The amendments to the budget resulted in an increase of 14.94% in the Operating Expenditures.

*On a* ***MOTION*** *by J. Alexander, and* ***seconded*** *by* L. Melody Peterson*,* ***it was resolved*** *to approve an increase of 14.94% in the Operating Expenditures of the Corporation.*

***The motion was carried.***

It was agreed that a hard copy of the approved 2017-2018 budget would be forwarded to the Owners, with the exception of the note section. The package will also include a letter to explain the budget, along with a date to meet with the Owners to discuss the budget.

It was agreed that, if possible, all Board members would be present, and that each Board member be given two (2) minutes to give his/her take on the new budget and respond to questions.

The original date for the Owner Budget Meeting was set for March 6, 2017. This date is problematic for some members. A new date of Thursday, March 9 has been set pending availability of the President.

**4.0 CLOSE OF MEETING**

There being no further items to discuss, the meeting was adjourned at 7:25 p.m.

Director Date

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