

METROPOLITAN TORONTO CONDOMINIUM CORPORATION NO. 1295

“St. James”

MINUTES OF THE BOARD OF DIRECTORS’ MEETING

Multipurpose Room, 39 Jarvis Street, Toronto, ON
Tuesday, November 21, 2017 at 7:00 p.m.

Board Members Present

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| Eric Blanchard | President |
| Mary Jo Smith | Treasurer |
| Allister McCabe | Secretary |

Regrets

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| Jamie Alexander | Vice-President |
| Lisa Melody Peterson | Director |

By Invitation

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|--------------|---------------------------------------------------------|
| John Richard | Property Manager, Crossbridge Condominium Services Ltd. |
| Michi Komori | Recording Secretary, INaMINUTE Ltd. |

1.0 CALL TO ORDER

There being a quorum present, E. Blanchard presided as Chair and called the meeting to order at 7: 10 p.m.

2.0 APPROVAL OF AGENDA

It was the consensus of the Board to accept the agenda as presented.

3.0 APPROVAL OF MINUTES

3.1 Board Meeting Minutes of October 24, 2017

The Board reviewed the minutes of the previous Board of Directors’ meeting held on October 24, 2017.

On a MOTION by E. Blanchard, and seconded by M. Smith, it was resolved to approve the minutes of the Board of Directors’ meeting held on October 24, 2017, as amended.

The motion was carried.

3.2 Revised Board Meeting minutes of June 19, 2017

The Board reviewed the revised minutes of the Board of Directors’ meeting held on June 19, 2017. *On a MOTION by A. McCabe, and seconded by M. Smith, it was resolved to approve the minutes of the Board of Directors’ meeting held on June 19, 2017, as presented.*

The motion was carried.

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

No items were discussed.

5.0 FINANCIAL REPORTS

5.1 Review of Financial Statements for the Period Ended October 31, 2017

Management reviewed the unaudited financial statements for the period ended October 31, 2017.

ACTION: Management to clarify the source on the Balance Sheet of the \$1,500 entry for Deposits Payable.

5.2 Variance Report Review

The Board reviewed the variance report.

ACTION: Management to provide information related to dates of work undertaken, the scope of work completed, the units/common elements affected, and costs for fiscal 2018 on the following accounts:

- #5750 – In Suite Plumbing
- #5901 – General Mechanical and
- #5999 – Plumbing Miscellaneous

5.3 Arrears Report Review

Management reviewed the status of the outstanding accounts.

It was the consensus of the Board to accept the unaudited financial statements for the period ended October 31, 2017 as presented.

6.0 MANAGEMENT REPORT

The Board of Directors received, for their information only, a detailed written Management Report that was prepared by Property Management. This Report is filed separately and only those items requiring discussion at the Meeting are documented below.

6.1 ITEMS IN PROGRESS

6.1.1 Cleaning Contract

The Board reviewed four (4) quotes for cleaning services.

*On a **MOTION** by M. Smith, and **seconded** by E. Blanchard, it was resolved to approve Keep Shine to provide cleaning/Superintendent services for three (3) years at a cost of \$6,364.11 (taxes included) per month for a total of 76,369.38 (taxes included) per year.*

The motion was carried.

6.1.2 Painting – Common Elements Interiors

The Board reviewed quotes from two (2) suppliers to undertake two (2) painting strategies for the four (4) entrance way pillars with an additional option of the archway over the front door. The quotes included costs for using a waterproof silicone elastomeric coating, which provided long term impact, protection from the weather, brighter finish, and was easy to clean than using a basic exterior paint.

*On a **MOTION** by A. McCabe, and **seconded** by M. Smith, it was resolved to approve Serem Renovations to paint the common elements entrance way pillars and the archway over the front door with waterproof silicone elastomeric coating at a cost of \$3,548.20 (taxes included)*

The motion was carried.

6.1.3 Replacement – Fob Access System

The Board had approved via email on November 6, 2017 the purchase of system control boards that enabled the fob access system, which was malfunctioning and needed replacement. The replacement cost was \$1,610.25 (taxes included)

*On a **MOTION** by M. Smith, and **seconded** by A. McCabe, it was resolved to ratify approval of the purchase of system control boards at a cost of \$1,610.25*

The motion was carried.

6.1.4 Amendments to Condominium Act, 1998 and New Regulation O. Reg 180/17

Management reviewed Board decisions required from the amendments and regulation changes in Regulation O. Reg 180/17. The changes included Directors' signatures on disclosure forms, as well as electronic communication options to Owners. The Board deferred additional discussion and decisions until the next meeting.

6.1.5 Plumbing Project

Management reported that Brial Mechanical had indicated that the current boilers in the mechanical room were functioning between 50% - 55% of capacity and were at the end of their life expectancy. Brial Mechanical had recommended that the boilers be replaced with energy efficient boilers in advance of the re-piping of the mechanical room in January 2018. Management indicated that they were obtaining quotes from three (3) suppliers. As the board had been previously advised by the contractor that the current boilers still had a couple of years of life left, the Board has declined the addition at this time but will review at a later date.

6.1.6 Water Leak

Management reported that the concierge had noted a water leak on the fifth floor. The leak was stopped and repaired immediately by Insight Restoration.

6.1.7 Update SCULLHOUSE

Management reported that on November 9, they had met with Thu Lam, Property Manager at First Gulf, regarding resolution of the ongoing noise disruptions from SCULLHOUSE. Management reported that First Gulf had been sent information on the Corporation's legal costs generated from the noise disruptions and Great Gulf had indicated that they were prepared to compensate MTCC 1295 for its legal expenses. Management indicated that legal counsel was waiting for additional direction from Great Gulf's legal counsel.

ACTION: Management to provide a breakdown by issue of the Corporation's legal expenses for the current fiscal year.

6.1.8 SCULLHOUSE Main Water Connection

Management reported that a review of the water shut off revealed that an improper water connection to SCULLHOUSE had resulted in SCULLHOUSE using the residential water supply of MTCC 1295. Management had informed First Gulf that it would be charged for all their water consumption since the incorrect connection was made based on the invoices of MTCC 1295. Management indicated that with the proper water connection SCULLHOUSE'S water consumption would be metered.

6.1.9 Quotes for Fifth Floor Refreshment Project

Management provided the Board with an update on the Fifth Floor Refreshment project, which included meeting with two (2) suppliers and another meeting planned with a third supplier. Each supplier was asked to provide quotes on three (3) scopes:

- o Option 1 – carpet, wallcoverings, ceilings, lighting
- o Option 1 and repair and painting of thresholds, doors, retaining existing hardware
- o Option 1 and repair and painting of thresholds and doors and new hardware

ACTION: The Board to meet via teleconference on Thursday, November 23, 2017 at 2:00 p.m. to review quotes.

6.1.10 Dryer and Bathroom Vent Clean Out

Management reported that Prestige would be onsite on December 1, 2017 to complete the semi-annual heat pump maintenance and vent clean out. The maintenance program would take about four (4) days.

6.1.11 Window Washing

Management reported that the Corporation's window washer would be cleaning the windows in mid-December (weather permitting) at a cost of \$5,830.

6.1.12 Christmas Holiday Hours – Crossbridge Condominium Services Head Office

Management provided the hours for Crossbridge Condominium Services between Monday, December 25 and Tuesday, January 2, 2018. Management Office would follow the same schedule.

6.1.13 Management Office - Holiday Vacation

Management indicated that they would be on vacation between December 25, 2017 and January 3, 2018.

6.1.14 Ongoing Noise Issues

Minutes taken in camera.

6.1.15 Water Back Up

Minutes taken in camera.

6.1.16 Tractor Servicing

Management reported that servicing of the tractor was complete.

6.1.17 Drain Back Up Repairs

Minutes taken in camera.

6.1.18 Parking Spot Use on P1

Minutes taken in camera.

7.0 NEW BUSINESS

7.1 Staff Annual Bonuses


Minutes taken in camera.

8.0 DATE OF NEXT MEETING

The date of the next Board of Directors' meeting will be on Tuesday, January 9, 2018 at 7:00 p.m.

9.0 CLOSE OF MEETING


There being no further business to discuss, the meeting was closed at 9:40 p.m.



Director

08 - FEBRUARY - 2018.

Date



Director

08 Feb 2018

Date