METROPOLITAN Toronto Condominium Corporation No. 1295

“St. James”

#### Minutes of the Board of Director’s Meeting

Multipurpose Room – Main Floor, 39 Jarvis St., Toronto, ON

Tuesday, December 1, 2015 at 8:00 p.m.

**Board Members Present**

Mary Jo Smith Treasurer

Michael Elliott Director

Nicolette Zamparo Director

**Regrets**

Eric Blanchard PresidentPamela Jones Secretary

**Management**

Joe Jarzabek Property Manager, Brookfield Condominium Services Ltd.

**By Invitation**

Andrew Canali Recording Secretary, INaMINUTE Ltd.

**1.0 CALL TO ORDER**

There being a quorum present, M. J. Smith presided as Chairperson and called the meeting to order at 8:05 p.m.

**2.0** **REVIEW OF AGENDA**

The Board received the meeting agenda for their review and approval.

*It was the consensus of the Board* to approve the agenda as presented.

**3.0 APPROVAL OF PREVIOUS MINUTES**

**3.1 Minutes - October 26, 2015**

The minutes of the Board of Directors’ meeting held October 26, 2015 were reviewed for errors.

*On a* ***MOTION*** *by N. Zamparo and* ***seconded*** *by M. Elliott, it* ***was******resolved*** *to* *approve the minutes of the meeting held on October 26, 2015 as presented.*

***The motion was carried.***

**4.0 FINANCIALS**

**4.1** **Financials – Month Ending October 31, 2015**

The Property Manager reviewed the unaudited financial statements for the period ending October 31, 2015 and responded to queries as required.

M. J. Smith provided her analysis and opinion that the gas and hydro accounts may be in deficit by year end due to the previous oversight and error found in the utility budgets.

**4.2 Legal**

It was noted that the legal expense account has come in line with the budget.

**4.3 Common Element Fees**

The Board reviewed the aged receivables information provided.

*On a* ***MOTION*** *by N. Zamparo and* ***seconded*** *by M. Elliott,* ***it was******resolved*** *to* *accept the financial statement for the period ending October 31, 2015.*

***The motion was carried.***

**5.0 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.*

**5.1 Plumbing Issues**

A brief discussion ensued with respect to shutoff valves and ongoing plumbing issues in the building. It was suggested by Management that during the next fan coil maintenance a plumber catalogue the type and condition of the shutoff valves throughout the units.

It was requested that the plumbers attend the January meeting and discuss the overall plumbing situation in the building.

It was suggested by N. Zamparo that incentives be discussed with the plumbers at the January meeting.

**ACTION:** Management is to arrange the attendance of Brial Mechanical for the January Board meeting.

**5.2 Budget & RFS Funding**

It was agreed that the current Property Manager would begin work on the 2016 budget and provide the Excel-formatted file to M.J. Smith in advance of the Management change in January.

The RFS Funding Plan would be mailed out to the Owners before the end of December 2015.

**5.3 Mechanical Contractor**

It was noted that CBS Mechanical has been provided notice that the contract with them will be terminated effective December 31, 2015.

*On a* ***MOTION*** *by N. Zamparo and* ***seconded*** *by M. Elliott,* ***it was******resolved*** *to* *approve the contract with Prestige Mechanical effective January 1, 2016 at a cost $30,984.60 plus HST for mechanical services for a period of one-year.*

***The motion was carried.***

**5.4 Multipurpose Room Renovation**

Management sought ratification of the email approval of the multipurpose room renovation.

*On a* ***MOTION*** *by N. Zamparo and* ***seconded*** *by M. Elliott,* ***it was******resolved*** *to* *approve the following from Toronto Decorating Corporation for the refurbishments of the multipurpose room:*

 *Quote #15468R – Kitchen - $20,075.75 plus HST*

 *Quote #15468R2 – Column Drywall - $950 plus HST*

 *Quote #15574R – Wall Extension & Fireplace - $7,156.25 plus HST*

***The motion was carried.***

**5.5 A.S. Epoxy**

An update was provided with respect to the elevator pit drainage issues and it was determined not to be the result of the epoxy installation by A.S. Epoxy. A back flow preventer may be required for the elevator pits.

**5.6 New Tractor**

It was advised that the new tractor has been received.

**5.7 Standard Unit By-Law**

The standard unit by-law was deferred until the next fiscal year.

**6.0 NEW BUSINESS**

**6.1 Gym Storage**

It was suggested that a gym storage unit be investigated to ensure that the mats and other loose equipment can be stored neatly.

**ACTION:** Management is to investigate and propose gym storage solutions to the Board.

**6.2 Management**

A discussion ensued with respect to the transition to a half-time, on-site Property Manager effective January 1, 2016. It was agreed that the library be converted to a Management office with a desk,

Assistance from a resident, Jamie Alexander, who is a designer, was discussed and it was agreed that any offers of complimentary services would be considered.

It was reminded that the Property Manager, Joe Jarzabek, would no longer manage the property effective January 4, 2016.

**ACTION:** E. Blanchard is to communicate with Jamie Alexander and advise that he can provide pricing for office furniture, decorate the Christmas tree in the building if there is no cost to the Corporation and invite him to the January Board meeting.

**7.0 DATE OF NEXT MEETING**

The date of the next meeting was tentatively scheduled for Monday, January 25, 2016 at 7:00 pm.

The budget meeting was scheduled for Monday, January 11, 2016 at 7:00 pm.

**8.0 CLOSE OF MEETING**

The meeting was closed at 8:55 pm.

President Date

Secretary Date