METROPOLITAN Toronto Condominium Corporation No. 1295

“St. James”

#### Minutes of the Board of Directors’ Meeting

Peloso Alexander Interiors, Board Room, 225 King Street East, Toronto, ON

Wednesday, August 17, 2016 at 7:00 pm

**Board Members Present**

Eric Blanchard President

Mary Jo Smith Treasurer

Nicolette Zampara Director

Tania Thomson Director

Jamie Alexander Director

**By Invitation**

Armand Conant Solicitor, Shibley Righton LLP

Anna Oreshyna Property Manager, Brookfield Condominium Services Ltd.

Andrew Canali Recording Secretary, INaMINUTE Ltd.

1. **CALL TO ORDER**

There being a quorum present, E. Blanchard presided as Chairperson and called the meeting to order at 7:07 p.m.

1. **APPROVAL OF AGENDA**

The agenda was approved and adopted as presented with some items planned to be raised under ‘New Business’.

1. **DISCUSSION WITH ARMAND CONANT**

The Board invited the solicitor of the Corporation, Armand Conant, to discuss some legal matters. The minutes for these unit-specific matters were taken in camera.

A. Conant was thanked for his presentation and departed the meeting at 8:20 pm.

**4.0 APPROVAL OF PREVIOUS MINUTES**

The minutes of the previous Board meeting held on July 18, 2016 were previously distributed for review. Several amendments were noted and deferral was approved pending revisions.

1. **FINANCIAL MATTERS**

The Board reviewed the July 31, 2016 financial statement and noted a small surplus which was said to be the result of a delayed bill payment. In reality, the Corporation was expected to be in a deficit position of about $12,000.

A discussion ensued with respect to the financial health of the Corporation.

**MOTION** to accept the July 31, 2016 financial statements as presented. **Motion** by M.J. Smith, **seconded** by E. Blanchard.

 ***Motion carried.***

1. **SECURITY REPORTS**

A review of the incident report log ensued and Management responded to queries as required.

**7.0 PROPERTY 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.*

**7.1 Hot Water Tank Repairs**

Management advised that the hot water tank repairs were not yet complete as they were determined to be extremely clogged when they were recently serviced. A discussion ensued with respect to the recent water shutdown that resulted in a weekend of no water for residents. It was suggested that in future better notices be provided to residents and in the event of a failure such as the one that occurred, communication and updates be sent to residents during the failure.

**ACTION:** Management to have the outstanding repair scheduled during business hours during the week and develop a plan for failure should the water not be restored. Regarding the notice, it is to include reference to additional work being required based on discoveries during the last shutdown and subsequent failure.

**7.2 Camera Repair Quotes**

Management presented a quote in the amount of $2,000 plus HST from Tim Contracting for repainting a ceiling.

**7.3 Elevator**

Management was previously requested to ask ThyssenKrupp about replacement of the ceiling and specifications or restrictions regarding the ceiling and other finishes.

**ACTION:** Management to be provided a list of questions by J. Alexander to ask ThyssenKrupp and also raise the matter of the recent violation regarding rope weight as per the TSSA.

**7.4 BBQ & Gas Line**

Management presented a quote for the installation of a BBQ on the ground level outdoor space at a cost of $1,400 plus HST. Discussion was deferred pending receipt of the cost for the gas line installation component of the work.

**7.5 Rooftop Umbrella**

It was noted that the rooftop umbrella was broken once again. A permanent awning was presented as an idea to replace the umbrella.

**ACTION:** Management to obtain pricing for the awning option.

**7.6 Corporation Documents**

A Director requested that important condominium documents, such as contracts, be posted to an easy-to-access service such as Google Drive.

**7.7 AGM Package**

M.J. Smith provided feedback on Management’s proposed AGM package. It was requested that the First Gulf presentation be reviewed in advance of the AGM by Management and the Board.

An informal meeting of the Board to discuss the materials in advance of the AGM will be arranged.

**7.8 Balcony Rail Compliance**

Unit-specific concerns regarding balcony railing compliance of a minimum height from the ground of 42” was discussed in camera.

**ACTION:** Management to provide all residents a general communication on compliance with balcony railings and the building code impact of replacement of balcony decking.

**8.0 NEW BUSINESS**

**8.1 Reserve Funding**

A discussion ensued regarding the long-term funding of both operations and the Reserve Fund.

**8.2 Election**

N. Zampara advised that she would not seek election at the Annual General Meeting but offered to continue her assistance with the website.

**9.0** **DATE OF NEXT MEETINGS**

The next meeting would be the Annual General Meeting on September 13, 2016.

The Corporation’s social event was scheduled for September 10, 2016.

**10.0** **CLOSE OF MEETING**

There being no further business to discuss, the meeting was closed at 9:57 pm.

President Date

Secretary Date