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

Wednesday, June 29, 2016 at 7:00 p.m.

**Board Members Present**

Eric Blanchard President

Nicolette Zampara Director

Tania Thomson Director

Jamie Alexander Director

**Regrets**

Mary Jo Smith Treasurer

**By Invitation**

Anna Oreshyna Property Manager, Brookfield Condominium Services Ltd.

Catharine Beatty Auditor, Daurio & Franklin LLP *(arrived at 7:08 p.m., departed 7:42 p.m.)*

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 7:03 p.m.

**2.0 APPROVAL OF AGENDA**

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

**3.0 APPOINTMENT OF OFFICER POSITIONS**

Following some resignations and appointments to the Board of Directors, it was necessary to review and reassign officer positions for the ensuing year and it was *the consensus of the Board* that they be approved as follows:

 E. Blanchard – President

 M.J. Smith – Treasurer

 N. Zampara – Secretary

 T. Thomson – Director

J. Alexander - Director

**4.0 APPROVAL OF PREVIOUS MINUTES**

The minutes of the previous Board meeting held on May 17, 2016 were previously distributed for review. There were no amendments required.

*On a* ***MOTION*** *by E. Blanchard and seconded by N. Zampara, it was resolved to approve the minutes of the May 17, 2016 Board of Directors’ meeting as presented.*

 ***The motion was carried.***

**5.0 PRESENTATION BY AUDITOR**

Catharine Beatty, Auditor from Daurio & Franklin LLP, joined the meeting to discuss the draft audited statements with the Board.

The audited draft statement was reviewed and the Auditor commented that the audit process went well thanks to Brookfield’s accounting department and the audit was a clean one with no adjusting entries required this year.

The Auditor reviewed Note 3 regarding spending beyond what the RFS called for in some categories. Large amounts paid to Spectrum for flood remediation repairs along with the high cost of handling insurable flood damage were noted. A small year-end surplus was arrived at with a suggested future goal of having about 2-3 months’ worth of common expenses as the total accumulated surplus.

The Auditor advised that Note 6 discloses the relationship with Samsonshield, the Corporation’s security contractor, and an Owner of a unit in the building.

Investment opportunities were discussed with the Board.

*The auditor was provided a signed copy of the draft statement, thanked for her attendance, and departed the meeting at 7:42 pm.*

**6.0 PROPERTY MANAGER’S 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 Heat Pump Units**

A discussion ensued with respect to the lifespan, operation and replacement of the individual heat pump units inside of suites. It was suggested that a shortlist of appropriate, compatible units be developed in advance of Owners opting to or having to replace them.

**ACTION:** Management is to investigate compatible units or the replacement of in-suite heat pumps.

**6.2 Toilet Proposal from Canadian Home Plumbing**

The proposal from Canadian Home Plumbing was to audit the building’s toilets and potentially install a device which would whistle and alert residents to toilet leaks as well as carry out installation of a patented device that would reduce the amount of water being wasted in the building in the toilets.

E. Blanchard suggested that Owners be provided the option of either installing the device by Canadian Home Plumbing at the Corporation’s cost or having the Corporation cover the cost of labour involved to install a specified new toilet in the suite.

**ACTION:** Management is to obtain a price from Canadian Home Plumbing for a bulk cost per unit of replacing the toilet (labour). Management is to ask the contractor if they could expand the scope of the audit to include inspection of accessible (trap doors) valves in suites.

**6.3 Insurance**

Management advised that the Corporation’s insurance policy requires renewal. A discussion ensued with respect to insurance coverage and insurance brokerage.

*It was the consensus of the Board* to renew the insurance policy as brokered by Atrens-Counsel at a cost of $17,875 plus 8% tax and the additional policy for legal coverage at a cost of $218 plus 8% taxes.

**6.4 Commercial Unit’s Air Conditioning**

The commercial unit is looking to replace their air conditioner. An independent study drafted by WSP was distributed earlier in the day on the subject of the air conditioner noise transfer from the commercial unit. They looked into the exterior air conditioner unit and determined that the replacement of the unit is inevitable, insulation deficiencies exist, and an internal air conditioner unit could be installed and suggestions were provided in the report.

**ACTION:** Management to request that WSP investigate all possible solutions for placement of an air conditioning unit on the interior of the building. Alternatively, if an exterior unit is required, WSP to provide suggestions for additional work to conceal the unit to maintain the building esthetics.

**6.5 Guardrails on Patios**

It was noted that engineers have reviewed the matter of guard rails on the suites where decks were installed and railings are now less than 42-inches from the ground and in violation of the applicable by-laws and Building Code. Contractors will not price raising the railings so the Board discussed how to approach enforcing the legal requirements of the railings. Information was provided about a company called the Deck Store where a product could be purchased to easily lower the decking installations for some residents.

**ACTION:** Management is to relay information regarding The Deck Store as a suggestion to achieve code compliance by the deadline of October 1, 2016. A mass communication regarding maintaining minimum guard rail height is to be sent by Management. Residents should be reminded that they must obtain permission to do renovations.

**6.6 Carpet at Entrance**

The carpeting at the entrance was said to be a tripping hazard and Management recommended a logo mat as a possible replacement. Upon reviewing the cost, the Board decided to forego the logo option at this time.

**ACTION:** Management is to source a simple, standard style of mat for replacement of the current one.

**6.7 Motion Sensors**

A suggestion to install motion sensors in the change rooms in the 9 locker rooms was made to conserve electricity and cost. It was suggested that LED lights may achieve more cost savings than timers.

**ACTION:** Management is to provide E. Blanchard information regarding the fixtures so that he can calculate the cost savings of LEDs versus timers.

**6.8 Parking Garage**

A proposal to review the concrete and garage membrane in the garage at a cost of $4,800 was presented.

**ACTION:** Management is to bring this item forward for next year’s budget discussions.

**6.9 Electric Charging**

A request was received to install a 220-volt plug for a resident who wants to purchase an electric Volvo. The cost of metering an outlet would be paid for by the Owner. A discussion ensued regarding the value of metering.

*It was the consensus of the Board* to approve the installation of a 220-volt plug for electric vehicle charging at the requesting Owner’s expense. The Owner is to also provide payment towards a check-meter that will be occasionally reviewed and electricity billed back to the unit Owner.

**ACTION:** Management is to begin to develop an electrical vehicle policy.

T. Thomson departed the meeting at 9:06 pm.

**6.10 In-Suite Hardwood Flooring Issue**

Management brought a request to cover the cost of hardwood flooring replacement and the Board declined the request as this was an upgrade by Owner and outside of the standard unit definition.

**ACTION:** Management is to advise the resident that the request was declined and Management is to have the Owner address the apparent mould issues in their suite right away.

**6.11 Recycling Charity Proposal**

A proposal to install a recycling bin for the purpose of collecting various items to be donated to charity was presented. The Board was agreeable to install a bin in the recycling bin area.

**6.12 Use of Charging Outlet**

A complaint was received regarding a resident who occasionally uses an existing outlet in the garage. The Board advised Management that this would follow the above noted policy where an outlet would be offered to be installed at a cost along with a check meter and the Owner is to pay for installation and consumption accordingly.

**6.13 Barbecue Request**

A request was received to install a barbecue in the space adjacent to the multipurpose room. Previous discussion points on this subject were brought forward.

**ACTION:** Management is to obtain a price for the installation of a gas line adjacent to the multipurpose room.

**6.14 Outdoor Storage Box**

Management was authorized to install an outdoor storage box to keep cushions in the space adjacent to the multipurpose room.

**6.15 Investment Strategy**

N. Zampara suggested someone from Scotiabank be brought in to discuss the Reserve Fund investment strategies.

**ACTION:** Management is to obtain rate information from Scotiabank and arrange a meeting in the future.

**6.16 Exterior Column**

A decorative column that is leaning was discussed. The matter is being handled as an insurance claim based on the scope of the potential investigation and repair. The matter is currently in the investigative stages and Management will update the Board when more information is known.

**6.17 Bed Bugs**

Management requested the reimbursement of a unit Owner who was proactive in the treatment of bedbugs in her unit. The Board decided that as the Owner was not requesting reimbursement that none ought to be provided at this time.

**6.18 Luggage Cart**

The luggage cart trolley has broken and requires replacement at a cost of around $1,000.

**ACTION:** Management was authorized to proceed with replacement of the luggage cart.

**7.0 NEW BUSINESS**

**7.1 Furniture Purchase**

A discussion ensued regarding the cheque for payment for furniture for the multipurpose room. A question was raised regarding if there was a double-billing for taxes.

**ACTION:** J. Alexander to review the information provided by Toronto Decorating on the subject of furniture purchased for the multipurpose room and provide the Board his assessment.

**7.2 Elevator**

Upon inquiry, it was confirmed that recent elevator issues were resolved.

**7.3 Dryer Duct Cleaning**

A query arose regarding dryer duct cleaning and Management provided clarification.

**7.4 DHW Tank Lining**

Management was requested to review the suggestion of hot water tank lining alternatives with Prestige.

**7.5 Elevator Pit**

Management advised that there is oil in the elevator pits and this would be cleaned up by Thyssen soon.

**7.6 Summer Planters**

The summer planters were said to be lackluster and Management was requested to discuss this with the landscaping company.

**7.7 Hot Water Issues**

E. Blanchard noted issues with hot water in his suite and Management agreed to investigate.

**7.8 Summer Social Event**

A resident requested permission to host a summer courtyard party for residents.

**ACTION:** Management is to obtain more information on the proposal and communicate this to this to the Board via email.

**8.0 DATE OF NEXT MEETING**

The next meeting of the Board of Directors is to be held on a date to be determined.

**9.0 CLOSE OF MEETING**

There being no further business to discuss, the meeting was closed at 10:00 p.m.

Director Date

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