METROPOLITAN Toronto Condominium Corporation No. 1295

“St. James”

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

Multipurpose Room, 39 Jarvis Street, Toronto, ON

Tuesday, January 3, 2017 at 7:00 pm

**Board Members Present**

Eric Blanchard President

Mary Jo Smith Treasurer

Lisa Melody Peterson Director

**Regrets**

Allister McCabe Secretary

Jamie Alexander Vice-President

**By Invitation**

Tonia Rendell Tenant Coordinator, First Gulf *(departed at 7:54 p.m.)*

Roman Brailovski Senior Director, Property Operations, First Gulf *(departed at 7:54 p.m.)*

Armand G. R. Conant Partner, Shibley Righton LLP *(Departed at 8:36 p.m.)*

Adam Safadi Managing Principal, WSP *(Departed at 8:19 p.m.)*

Alessandro Cupillari WSP *(joined via teleconference 7:10 p.m., departed at 8:19 p.m.)*

Stan Morris Regional Manager, Brookfield Condominium Services Ltd. *(Departed at 8:49 p.m.)*

Anna Oreshyna Property Manager, Brookfield Condominium Services Ltd.

Jane Goodwin 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. **INFORMATION MEETING: SCULLHOUSE**

**2.1 Approval of Modifications of Common Element**

A. Safadi and A. Cupillari of WSP, T. Rendell and R. Brailovski of First Gulf, and A. Conant of Shibley Righton, were invited to the meeting to discuss the modifications of the common elements by Scullhouse.

A. Safadi and A. Cupillari provided an update on the impact of the proposed commercial tenant, Scullhouse.

With regards to electrical, a contractor had reviewed the electrical load of the previous tenant and compared this to the new tenant. The electrical load was expected to be less in terms of capacity. A separate metre would be used, and WSP predicted there would not be an impact on the residential aspect of the building.

With regards to domestic hot water supply, a 1.5-inch connection would be used and a new water metre would be installed. WSP predicted there would not be an impact on the residential aspect of the building.

With regards to natural gas, the gas line would be replaced with electric tank heaters. The commercial unit would have a separate meter.

With regards to the sprinkler, A. Safadi recommended that a signed and stamped engineer's letter be produced at the close out indicating one (1) sprinkler head has been added and was in conformance.

With regards to the drainage system, WSP received a letter from the tenant's engineer on January 3, 2017. The letter stated that the drainage system was undersized. The letter did not state by how much the system was undersized. WSP stated that they required this information in order to provide suggestions to the Board on this item. The letter advised that the tenant wished to add a further 66 fixture units to the existing 1696 fixture units.

Discussion ensued regarding back-up issues in the building seen in the past, which had attempted to be minimized through regular cleaning of the horizontals. The Board stated that because of these issues they were sensitive to any major changes being done to the drainage system. Further discussion ensued regarding a 4-inch sanitary pipe being routed into the existing system by connecting it to the current sanitary pipe as close as possible to the main in order to minimize impact on the existing pipe.

The Board expressed concern that the integrity of the underground garage could be damaged through the drilling of holes in the ceiling. A. Conant inquired if an engineer inspected the drilled areas to ensure no damage has been done. T. Rendell advised that the areas of drilling were scanned and visually inspected to ensure no damage occurred.

**ACTION:** A. Cupillari to report to the Board on the total number of holes that will be drilled in the garage as well as their sizes and locations.

A. Safadi and A. Cupillari advised that the next step would be for the tenant's engineer to provide the calculations on how they reached the conclusion that the drainage system was maxed out. As this was currently unknown, WSP could not provide a recommendation to the Corporation.

**ACTION:** T. Rendell to provide WSP with the required on information from the tenant's engineer on their conclusion that that building's drainage system was undersized by January 6, 2017.

**ACTION:** Once WSP has reviewed the requested information from the tenant's engineer they will provide a report to the Board.

Should WSP review the requested information and should provide their recommendation to proceed with the project, the Board would have to have a special meeting to approve of the common element modifications and sign the Section 98 Agreement, which A. Conant could prepare rapidly. New engineering drawings and a new engineering letter would be created.

Discussion ensued regarding the possibility of increasing the drainage system. S. Morris advised that the building would have to be inspected to ensure it was adequately equipped for the extra drainage. Further discussion ensued that if the drainage were increased, the horizontals would require to be cleaned more often, which would result in an increased maintenance cost.

The Board discussed that a Section 97 Agreement may need to be entered into, as the cost of the 4-inch pipe installation could change the cost of the project to a figure, which would require Owners to be notified.

**ACTION:** T. Rendell to determine the cost of the 4-inch pipe installation and provide her findings to the Board.

A. Safadi, A. Cupillari, T. Rendell, and R. Brailovski would hold a conference call with the tenant's engineer on January 4, 2017.

T. Rendell advised that the tenant's timeline for opening was February 5, 2017.

The Board inquired about the noise insulation of Scullhouse. T. Rendel advised that a noise vibration study would be completed. Discussion ensued that only during the space being used would be it realistic to determine the noise level. A. Safadi recommended that the piping near the units abutting the space be insulated in order to minimize noise.

*With no further business to discuss, T. Rendell and R. Brailovski departed the meeting at 7:54 p.m.*

*It was the consensus of the Board* that WSP complete the calculations and recommendations for the building's drainage system.

**ACTION:** A. Safadi and A. Cupillari to co-ordinate on-site inspections of the drainage system the week of January 9, 2017.

**ACTION:** S. Morris to inform First Gulf that WSP would be performing the drainage system inspections.

*With no further business to discuss, A. Safadi and A. Cupillari departed the meeting at 8:19 p.m.*

The Board discussed if the replacement of the in suite shut off valves were a Reserve Fund expense. A. Conant advised that the Declaration must be consulted in order to determine this.

**ACTION:** A. Conant to consult the Declaration to determine if the shut off valves were considered common element.

*With no further business to discuss A. Conant departed the meeting at 8:36 p.m.*

The Board expressed concern that the valves were not as fully inspected as they should have been during the toilet retrofit. The Board stated that one of the main reasons for the retrofit had been to perform a valve survey and determine which valves required replacing. Management advised the valves behind the wall and the old valves could not be inspected. The Board stated that that this fact should have been made known to them prior to the retrofit.

**ACTION:**  Management to send S. Morris the valve inspection report that had been created during the toilet retrofit.

M. Smith advised that she would like to do a substantial preliminary review of the budget prior to the budget approval meeting in February 2017.

**ACTION:** A preliminary review of the budget will be held towards the end of January 2017.

The Board discussed that First Gulf would be covering the legal fees associated with the Scullhouse project.

*With no further business to discuss S. Morris departed the meeting at 8:49 p.m.*

1. **APPROVAL OF AGENDA**

The following item was added to the agenda:

* Multi-Purpose Room Chairs, discussed under item 6.3.1

The agenda was approved and adopted as amended:

**4.0 APPROVAL OF PREVIOUS MINUTES**

The Board reviewed the minutes for the meeting held on November 21, 2016. Edited minutes will be provided to Management.

*On a* ***MOTION*** *by M. Smith,* ***seconded*** *by E. Blanchard,* ***it was resolved*** *to approve the minutes of the meeting held on November 21, 2016, as amended.* ***The motion was carried.***

**5.0** **FINANCIAL REPORTS**

**5.1 Unaudited Financial Statements for the period ending November 30, 2016.**

Management reviewed the November 30, 2016 unaudited financial statements with the Board.

**5.2 Common Charge Status**

The Board reviewed the common charge status as of December 14, 2016, as presented.

**5.3 Variance Report**

The Board reviewed the monthly variance report for November 30, 2016.

Management advised that the $2,000 recovered from Hydro was not yet reflected in the statements but it would be, and would be shown as a credit.

With regards to the issue of stale dated invoices, Management advised the Board that all the invoices from the month were, as best they could, reflected in the appropriate monthly financials.

With regards to the telephone lines being higher than budgeted, Management advised that this was due to services having been added.

**ACTION:** Management to confer with Accounting to determine if the annual fee from Building link could be adjusted to match the Corporation's fiscal year-end.

Management advised that the draft budget was nearly complete. She stated that she would also add the "wish list" items to the draft budget.

*On a* ***MOTION*** *by M. Smith,* ***seconded*** *by L. Peterson,* ***it was resolved*** *to accept the unaudited financial statements for the period ending November 30, 2016.*

***The motion was carried.***

**6.0 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.*

**6.1 Items Requiring Action/Decision**

6.1.1 Unit - Settlement Fees

Minutes were taken in camera.

6.1.2 Elevator

Management advised the Board of a required category 5 test on the elevators. This test was a load test that must be performed every five (5) years. This expense would be allocated to the Reserve Fund.

*On a* ***MOTION*** *by M. Smith,* ***seconded*** *by E. Blanchard,* ***it was resolved*** *to approve the quote from Thyssen Elevators to perform the category 5 traction test on two (2) elevators at a cost of $10,000 plus tax.*

***The motion was carried.***

**6.2 Items Completed**

The Board reviewed the list of Items Completed without comment.

**6.3 New Business**

6.3.1 Multi-Purpose Room Cleaning

Minutes were taken in camera.

6.3.2 Unit - Correspondence

Minutes were taken in camera.

6.3.3 Unit - Complaint about the Building Website

Minutes were taken in camera.

**6.4 ITEMS OF INFORMATION**

The Board reviewed the list of Items of Information without comment except.

**7.0 NEW BUSINESS**

No new business was discussed.

**8.0** **DATE OF NEXT MEETING**

The next Board meeting was scheduled for Monday, January 16, 2017 at 7:00 p.m.

The Board discussed that if the information discussed under item 2.0 from First Gulf was not received, this meeting would not take place.

**ACTION:** Management to email all Board members advising them that the agenda item for this meeting would be to review the update from WSP and First Gulf.

**9.0** **CLOSE OF MEETING**

There being no further business to discuss, the meeting was closed at 9:37 pm.

President Date

Secretary Date