

**METROPOLITAN TORONTO CONDOMINIUM CORPORATION NO. 1295**

**"St. James"**

**MINUTES OF THE BOARD OF DIRECTORS' MEETING**

Multipurpose Room, 39 Jarvis Street, Toronto, ON

Wednesday, April 4, 2018 at 7:00 p.m.

**Board Members Present**

Eric Blanchard	President
Mary Jo Smith	Treasurer
Allister McCabe	Secretary
Lisa Melody Peterson	Director
Anil Ghandi	New Director

**Regrets**

Allister McCabe	Secretary
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**By Invitation**

Duane Kent	Chief Technical Director, Brial Mechanical Inc.
Ben Todi	CEO, Brial Mechanical Inc.
Kris Todi	Vice President, Brial Mechanical Inc.
John Richard	Property Manager, Crossbridge Condominium Services Ltd.
Michi Komori	Recording Secretary, INaMINUTE Ltd.

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**1.0 CALL TO ORDER**

There being a quorum present, J. Richard presided as Chair and called the meeting to order at 7:15 p.m.

**2.0 INTRODUCTION – NEW DIRECTOR APPOINTMENT**

Board confirmed Anil Ghandi as a Director and welcomed him to the Board, effective immediately.

*On a **MOTION** by M. Smith and **seconded** by E. Blanchard, it was resolved to approve the appointment of Anil Ghandi as a Director, effective immediately.*

***The motion was carried.***

**ACTION:** Management to draft announcement to Owners for review by the Board

**3.0 REVIEW OF PLUMBING PROJECT WITH BRIAL MECHANICAL INC.**

The Board reviewed the plumbing project with Brial Mechanical Inc., the contractor managing the project. The Board and Brial Mechanical agreed that the project had been successful. The Board and Brial Mechanical discussed pre-emptive strategies that might mitigate undertaking major repairs in the future and save operating expenses. Brial Mechanical indicated that an energy audit would be a strategy to identify savings, which Brial Mechanical would be prepared to undertake at no cost to

the Corporation. D. Kent stated that installation of electric valves on the new pipes would ensure, in the event of the need to shut down risers, that the entire building would not water supply.

**ACTION:** Management to ask Briar Mechanical Inc. to prepare, at no cost to the Corporation, an energy audit proposal.

#### **4.0 APPROVAL OF AGENDA**

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

#### **5.0 APPROVAL OF MINUTES**

##### **5.1 Board Meeting Minutes of February 8, 2018**

The Board reviewed the minutes of the previous Board of Directors' meeting held on February 8, 2018.

*On a **MOTION** by M. Smith and **seconded** by L. Peterson, **it was resolved** to approve the minutes of the Board of Directors' meeting held on February 8, 2018, as amended.*

*The motion was carried.*

##### **5.2 Owners' Budget Meeting Minutes of March 22, 2018**

Approval of the minutes of the Owners' budget meeting held on March 22, 2018 was deferred until next meeting.

#### **6.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

Discussions documented in the Management Report.

#### **7.0 FINANCIAL REPORTS**

##### **7.1 Review of Financial Statements for the Year Ended February 28, 2018**

Management reviewed the unaudited financial statements for the period ended February 28, 2018.

##### **7.2 Summary of Operating Statement**

J. Richard reported that on a rolling basis, utilities expenses had remained relatively stable for the past six (6) years and that participation in the Crossbridge bulk buying program had been helpful. J. Richard stated that while there had been steps taken to lower water consumption, such as installation of low flow toilets, there had been minimal cost savings.

##### **7.3 Reserve Fund Balance**

J. Richard stated that the Reserve Fund balance was \$550,000, which was lower than the balance recommended in the Reserve Fund Study. M. Smith stated that there had been a number of Reserve Fund expenses such as unit repairs and garage repairs which were not included in the Reserve Fund study.

#### **7.4 Variance Report Review**

J. Richard stated that audited financial statements would demonstrate that \$50,000 of the surplus was transferred into the Reserve Fund account.

#### **7.5 Arrears Report Review**

Management indicated that each of the outstanding accounts had been resolved and identified the accounts that should be removed since the Owners were no longer residents.

*On a **MOTION** by M. Smith and **seconded** by E. Blanchard, **it was resolved** to approve the unaudited financial statements for the period ended February 28, 2018.*

***The motion was carried.***

### **8.0 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.*

#### **8.1 ITEMS IN PROGRESS**

##### **8.1.1 Update -Scull House Noise Disturbances**

Discussion was documented in the private and confidential minutes.

##### **8.1.2 Approval -Scull House Section 98 Agreement**

The Board reviewed, for signature, the completed Section 98 Agreement submitted by First Gulf for installation of new vents at Scull House.

*It was the consensus of the Board to defer a decision on the Scull House Section 98 Agreement until the noise issues were resolved.*

##### **8.1.3 Landscaping Contract Renewal**

The Board reviewed bids from two (2) suppliers, Urban Gardens and Wild Rose Gardening, for site maintenance as well as seasonal planting responsibilities.

*On a **MOTION** by M. Smith, **seconded** by L. Peterson, **it was resolved** to approve the landscaping contract with Urban Gardens for site maintenance and seasonal planting at a*

*total cost of \$11,765, taxes included.*

***The motion was carried.***

#### 8.1.4 HVAC Contract

The Board reviewed bids from three (3) contractors, Briar Mechanical Inc., Complete Energy Systems and Trigrand, for a five (5) year HVAC services contract. The contract with Prestige Mechanical Ltd., the Corporation's current provider, was signed on January 1, 2016 and would expire on December 31, 2021 at an annual cost of \$32,552.40, taxes included, in the third, fourth and fifth years.

The bids from the three (3) contractors for a five (5) year contract beginning in 2018, with comparable scope of services of the current provider were:

- Briar Mechanical Inc. – \$29,493, taxes included, per year with no increases
- Complete Energy Systems - \$31,500, taxes included, per year with no increases
- Trigrand - \$32,750, taxes included, per year with no increases

*It was the consensus of the Board to defer a decision to change the HVAC services supplier until an energy audit was completed.*

#### 8.1.5 Elevator Refurbishment

The Board reviewed a bid from PAC Building Group and Premier for elevator refurbishment as well as pre and post weight testing.

*It was the consensus of the Board to defer a decision on pre and post weight testing until the next Board meeting.*

**ACTION:** Management to invite suppliers to meet with the Board to discuss and explain the refurbishment process.

**ACTION:** Management to confirm whether elevator suppliers other than Thyssen could undertake pre and post weight testing.

#### 8.1.6 St. Lawrence Neighbourhood Association Membership Renewal

The Board discussed membership renewal with the St. Lawrence Neighbourhood Association at a cost of \$283.25.

*On a **MOTION** by A. Ghandi, **seconded** by E. Blanchard, **it was resolved** to approve renewal of the membership with the St. Lawrence Neighbourhood Association at a cost of \$283.25.*

***The motion was carried.***

#### 8.1.7 Column Replacement

The Board revisited approval from June 19, 2017 for column removal and replacement which was delayed due to the valve replacement project on the fifth floor. Management recommended that the column removal and replacement project be postponed until after the Reserve Fund Study was completed next year which might provide insight on the

urgency of the project.

*It was the consensus of the Board to defer, indefinitely, a decision on column replacement.*

#### 8.1.8 Determining Water Consumption by Scull House

Management reported on the challenge for isolating the rate of water consumption by Scull House since the Corporation's only water meter and water bill included residential and commercial units in aggregate. Management stated that Scull House was using additional water and had installed an additional waste line.

**ACTION:** Management to inform First Gulf, via letter, that since there was no accurate method to isolate the rate of water consumption by Scull House, that MTCC 1295 would, based on a two (2) times multiple to residential consumption, charge back Scull House \$1,000 a year.

#### 8.1.9 Audit 2017-2018

Management informed the Board that, as of February 2, 2018, the name of the Corporation's Auditor changed from Dayrul & Franklin to Rapkin Wein LLP. The Board signed the engagement letter to facilitate the financial audit to proceed.

#### 8.1.10 Fifth Floor Refurbishment

Management met with Toronto Decorating on March 12, 2018 to review the scope of the refurbishment, as well as, the process. Refurbishment work by Toronto Decorating on the fifth floor began on Monday, March 12, 2018 and was expected to be complete by May 7, 2018. The work would be undertaken by two (2) people who would be working Monday to Friday between 9:00 a.m. and 4:00 p.m. Appropriate signage would be posted in the entire building.

Toronto Decorating would be depositing refuse in a bin, located in the property's yard, which would be on site for two (2) to three (3) weeks. Management indicated that Brial Mechanical removed three (3) drain plugs that were hanging below the original ceiling height and placed them higher to maintain the original ceiling height. Toronto Decorating determined that there would be no baseboards around each door frame but that there would be new baseboards in the common areas. Management spoke to Toronto Decorating regarding the high cost of \$2,906 for removal and disposal of the existing baseboards on the fifth floor corridor, supplying, installing and applying primer to new wooden baseboards on the fifth floor. Toronto Decorating agreed to undertake the baseboard work for \$2,506. The Board provided Toronto Decorating with a new choice of light fixtures by the elevators since the original light fixtures were not available.

## 9.0 OTHER BUSINESS

### 9.1 Periodic Information Certificate

In compliance with the provision in the updated Condominium Act that a Periodic Information ACT (PIC) be sent to Owners sixty days after the first quarter of the fiscal year, as well as, sixty days after the third quarter, the first PIC was sent to Owners on January 31, 2018. There was an error in the PIC which included the name of Jaime Alexander instead of Mary Jo Smith. The error has since been corrected. The Board asked that going forward, it have an opportunity to review and approve the content included in the PIC before it was sent to Owners. The next PIC would be sent in July 2018.

## **9.2 Condo Act Amendments**

As of November 1, 2017, under Ontario regulation 48/01 of the Condominium Act, all Board members were required to complete Director training within six (6) months of being appointed, elected or re-elected to the Board. A Director who was appointed, elected or re-elected after November 1, 2017, who had not completed the Director training within six (6) months would immediately cease to be a Director. Newly appointed Directors standing for election at the next Annual General Meeting would be required to complete the disclosure document, as well as, Director training.

## **9.3 Update – Plumbing Project**

Management reported that the contractor was removing and replacing all piping in the roof top mechanical room. The contractor had begun tagging and mapping the new valves as a reference for servicing. There had been several small leaks on the fifth floor which had been caused by the new valve shut offs. The plumber was tightening all plug screws.

On March 16, 2018, no water was available in the building. Investigations by plumbers and HVAC contractors determined that air pockets in the hot water line were preventing the hot water from being recirculated. Going forward, Management would advise residents above the fifth floor to run the hot water for between fifteen (15) and twenty (20) minutes to remove air pockets.

Management indicated that \$46,153.50 remained to be paid to the plumbing contractor.

## **9.4 Ongoing Noise Disturbances from Commercial Unit – Third Floor**

Management reported that identifying the source of noises experienced in the unit continued. Investigations had eliminated the noise disruptions as emanating from the residential unit, CO2 fans in the parking garage levels, the sprinkler room, the Second Cup, fans and heat pumps in the other commercial units. Management would be reviewing the mechanical drawings with the HVAC contractors to identify possible sources of the noise.

## **10.0 PRIVATE and CONFIDENTIAL**

### **10.1 Unit Entry**

Discussion was documented in the private and confidential minutes.

**10.2 Rule Infraction**

Discussion was documented in the private and confidential minutes.

**10.3 Renovation Request**

Discussion was documented in the private and confidential minutes.

**10.4 Sewage Back Up Clean Up**

Discussion was documented in the private and confidential minutes.

**11.0 NEW BUSINESS**

The Board discussed whether there was an opportunity to strengthen the signal of Rogers communication lines into the building and asked Management whether that would impact the terms of the current contract.

**ACTION:** Management to arrange for Rogers to upgrade connections.

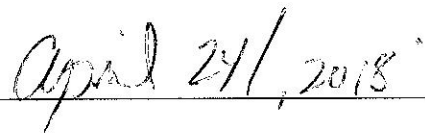
**12.0 DATE OF NEXT MEETING**

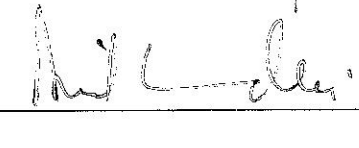
The date of the next meeting will be Tuesday, April 24, 2018 at 7:00 p.m.

**13.0 CLOSE OF MEETING**

There being no further business to discuss, the meeting was closed at 9:50 p.m.

  
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Director

  
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Date

  
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Director

  
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Date