

**METROPOLITAN TORONTO CONDOMINIUM CORPORATION NO. 1295**

**“St. James”**

**MINUTES OF THE BOARD OF DIRECTORS’ MEETING**

Multipurpose Room, 39 Jarvis Street, Toronto, ON

Tuesday, April 24, 2018 at 7:00 p.m.

**Board Members Present**

Eric Blanchard	President
Allister McCabe	Secretary
Anil Ghandi	Director

**With Regrets**

Mary Jo Smith	Treasurer
Lisa Melody Peterson	Director

**By Invitation**

Armand Conant	Legal Counsel, Shibley Righton LLP ( <i>departed at 8:10 p.m.</i> )
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, John Richard presided as Chair and called the meeting to order at 7:07 p.m.

**2.0 APPROVAL OF AGENDA**

*It was the consensus of the Board to accept the agenda as amended. The items added to the agenda were:*

- 7.1 Cannabis Smoking Rule
- 7.2 Date of AGM
- 7.3 Boiler Retrofit

**3.0 APPROVAL OF MINUTES**

**3.1 Board Meeting Minutes of April 4, 2018**

The Board reviewed the minutes of the Board of Directors’ meeting held on April 4, 2018.

*On a **MOTION** by E. Blanchard, and **seconded** by A. Ghandi, **it was resolved** to approve the minutes of the Board of Directors’ meeting held on April 4, 2018, as presented.*

***The motion was carried.***

#### **4.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

Discussions documented in the Management Report.

#### **5.0 FINANCIAL REPORTS**

##### **5.1 Review of Financial Statements for the Period Ended March 31, 2018**

Management presented the Board with the unaudited financial statements for the period ending March 31, 2018.

##### **5.2 Summary of Operating Statement**

The Board reviewed the Operating Statement.

##### **5.3 Reserve Fund Balance**

The Board reviewed the Reserve Fund Balance.

##### **5.4 Variance Report Review**

The Board reviewed the variance report with Management highlighting that the combined surplus as at March 31, 2018 was \$101,782.31. Management indicated that the transfer of \$28,270.63 to the Reserve Fund account would be reflected in the audited financials for the year ending February 2018. The surplus for fiscal 2019 beginning March 2018 was \$73,511.68. Management indicated that they were working with Crossbridge Condominium Services head office to facilitate the transfer of \$50,000 from the Operating Fund to the Reserve Fund account. Management indicated that the transfer of \$50,000 may not be reflected in the year end audited financials.

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

The Board reviewed the status of the outstanding accounts in the Arrears Report. Management recommended that arrears as of April 17, 2018 for four (4) units be written off.

*On a **MOTION** by E. Blanchard, and **seconded** by A. McCabe, **it was resolved** to approve that outstanding arrears of \$25.00, \$14.85, \$14.85, \$141.16 be written off in the Arrears Report of April 17, 2018.*

***The motion was carried.***

*It was the consensus of the Board to accept the unaudited financial statements for the period ended March 31, 2018 as presented.*

## 6.0 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.*

### 6.1 ITEMS FOR REVIEW OR APPROVAL

#### 6.1.1 Emergency Generator Contract

The Board reviewed the proposal from Ronnie's Generator Systems Ltd. to renew its services contract which would expire on May 1, 2018. The services would include a semi-annual and annual inspection of the emergency generator for three (3) years, at a cost of \$2,529, plus HST, with no annual increases.

*On a **MOTION** by A. McCabe, and **seconded** by E. Blanchard, **it was resolved** to approve the three (3) year emergency generator contract with Ronnie's Generator Systems Ltd. in the annual amount of \$2,529, plus HST.*

***The motion was carried.***

#### 6.1.2 Scull House Update

Discussion document in private and confidential minutes.

#### 6.1.3 First Gulf - Scull House Main Water Connection

Management reported that they had sent First Gulf a letter regarding water consumption by Scull House and the provisions in the Alteration Agreement. A review of the Section 98 Agreement indicated that First Gulf would cover the costs as outlined below.

#### Recovery of Costs (Section 9)

"Any and all costs, charges, damages or expenses (including legal costs on a complete indemnity and disbursements) incurred by the Corporation with respect to the Alteration Agreement together with interest at the rate specified in the Corporation's by-law for non-payment of common expenses, shall be the responsibility of the Owner, including, without limitation, costs related to the following:

- 33 1/3% of the annual cost of cleaning the horizontal six (6) inch pipes located in the Corporation's underground parking garage
- The installation and reading of the water check meter as further described in Schedule A1 attached hereto, and all costs, charges and expenses charged by the supplier of water to the Unit or in connection with the supply of water to the Unit, including any delivery or infrastructure charges; and the Schedule A states that a check meter will be installed to monitor water consumption of the Unit."

Management indicated that since First Gulf had not installed a check meter, that the Corporation would proceed with charging \$1,000 a year for water consumption and a chargeback 33 1/3% per year for the costs of the horizontal clean outs.

Management advised that First Gulf would submit payment to the Corporation for \$1,000 for the period February 2017 to February 2018.

#### 6.1.4 Plumbing Project Update

Management reported that the re-piping of the mechanical room was completed on Thursday, April 5, 2018. Installation of the ceiling tiles would be undertaken after the fire contractor, AFPS had reinstalled the alarm speakers and heat detectors on Friday, April 20, 2018. The doors had been painted and the door hardware was installed on Friday, April 20, 2018. The suite entrance thresholds had been removed and the new thresholds were painted and ready for installation. The remaining tasks included wall papering, carpeting, suite numbering, lighting and clean up.

Management had confirmed with Toronto Decoration that the current door signs, and floor direction signs would be replaced to match the new door hardware.

Management reported that the second payment invoice has been submitted for \$28,290.94 and that total payments were \$66,012.18. The third payment would be \$28,290.94 and holdback payment of \$10,478.12. The total costs of the plumbing project, a Reserve Fund expense, would be \$104,781.20.

#### 6.1.5 Elevator Refurbishment Contractors

Management stated that they had contacted two (2) contractors for the refurbishment project to explore with the Board, the scope and nature of their design plans. Management has targeted the first week of May for the meeting with the contractors.

#### 6.1.6 In-Suite Alarm Testing

Management reported that the annual fire alarm in-suite testing was scheduled for April 25, 2018, April 26, 2018 and April 27, 2018. All residents were advised that access into suites was required. ThyssenKrupp would be required to provide access to the elevator pits.

#### 6.1.7 Semi-Annual Window Washing

Management indicated that the first window washing was scheduled to begin on Monday, May 7, 2018 through to May 16, 2018. Solar would be using proper scaffolding for the project which necessitated access to suites on the sixth, seventh and eighth floors.

#### 6.1.8 Rogers Signal Strength

Management had contacted Rogers to have a technician upgrade the signal transmission of the televisions in the gym.

#### 6.1.9 HVAC Contract

Management reported that an information package from Brial Mechanical on conducting a Building Energy Audit, would need to be reviewed by the Regional Manager and the Crossbridge Energy Team, before going forward.

## **6.2 PRIVATE AND CONFIDENTIAL**

### **6.2.1 Unit Entry**

Discussion was documented in the Private and Confidential Minutes.

### **6.2.2 Water Incursion**

Discussion was documented in the Private and Confidential Minutes.

### **6.2.3 Personnel Complaint**

Discussion was documented in the Private and Confidential Minutes.

### **6.2.4 Ongoing Noise from Commercial Unit**

Discussion was documented in the Private and Confidential Minutes.

## **7.0 NEW BUSINESS**

### **7.1 Cannabis Smoking Rule**

The Board discussed passing a rule that prohibited the smoking of cannabis in the building with the exception of the use of medical cannabis.

*On a **MOTION** by E. Blanchard, and **seconded** by A. McCabe, **it was resolved** to approve Shibley Righton to draft a smoking rule prohibiting the smoking of cannabis in the building with the exception of the use of medical cannabis.*

***The motion was carried.***

### **7.2 Date of AGM**

The Board determined the date of the AGM for Tuesday, September 25, 2018.

### **7.3 Boiler Retrofit**

Management reported that Enbridge had an incentive program for a boiler retrofit. New boilers would need to be ordered by the end of June.

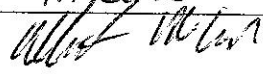
**ACTION:** Management to request Brial Mechanical to determine the cost savings over the next three (3) to five (5) years if the current boilers were replaced.

## **8.0 DATE OF NEXT MEETING**

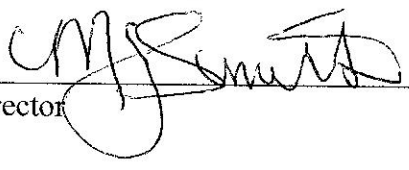
The date of the next Board of Directors' meeting was scheduled for Tuesday, May 28, 2018 at 7:00 p.m.

9.0 CLOSE OF MEETING

There being no further business to discuss, the meeting was closed at 9:05 p.m.

Allister McCabe  
Director 

May 29 2018  
Date

  
Director

May 29, 2018  
Date