

**METROPOLITAN TORONTO CONDOMINIUM CORPORATION NO. 1295**

**“St. James”**

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

Multipurpose Room, 39 Jarvis Street, Toronto, ON

Tuesday, October 24, 2017 at 7:00 p.m.

**Board Members Present**

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

**Regrets**

Jamie Alexander	Vice-President
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**By Invitation**

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, E. Blanchard presided as Chairperson 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 presented.*

**3.0 APPROVAL OF MINUTES**

**3.1 Board Meeting Minutes of August 31, 2017**

The Board reviewed the minutes of the previous Board of Directors’ meeting held on August 31, 2017.

*On a **MOTION** by E. Blanchard, and **seconded** by A. McCabe, **it was resolved** to approve the minutes of the Board of Directors’ meeting held on August 31, 2017, as presented.*

***The motion was carried.***

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

##### **4.1 Special Meeting of July 19, 2017**

The Board reviewed the minutes of Special Meeting of the Board of Directors' meeting held on July 19, 2017.

Approval of the minutes was deferred until the next Board meeting.

#### **5.0 FINANCIAL REPORTS**

##### **5.1 Review of Financial Statements for the Period Ended September 30, 2017.**

Management reviewed the unaudited financial statements for the period ended September 30, 2017. Management indicated that there was one (1) unit in arrears that would be adjusted. Management reviewed the variance report, which showed that there was a negative variance in legal fees (\$11,404). This was due to the legal action taken against SCULLHOUSE. Management reported that as at September 30, 2017, the Corporation had an accumulated surplus in the Operating Fund of \$28,813.61 and a total accumulated surplus of \$64,178.36. The balance in the Reserve Fund was \$469,624.44 with an anticipated balance at the end of the fiscal year of \$513,000.

*It was the consensus of the Board to accept the unaudited financial statements for the period ended September 30, 2017 as presented.*

#### **6.0 MANAGEMENT REPORT**

##### **6.1 Elevator Refreshment**

Management presented the Board with a revised quote from KP Drywall and Painting which would just include replacement of the two (2) wall panels. KP Drywall and Painting provided a revised quote of \$29,880 (taxes included) for both elevators. Management indicated that the elevator refreshment was recommended in the Reserve Fund Study in 2018.

*On a MOTION by E. Blanchard, and seconded by L. Peterson, it was resolved to approve replacement of the two (2) wall panels in both elevators by KP Drywall and Painting at a cost of \$29,880 (taxes included).*

*The motion was carried.*

##### **6.2 New Treadmill**

Management reported its findings for repair and/or replacement of one (1) treadmill. A quote from Results Lifestyle for a new treadmill of comparable quality was \$6,045.94 (taxes included). Research into a comparable commercial treadmill found that the quality and warranty was not comparable. A refurbished treadmill of comparable quality would be \$1,745 (taxes included) with a 30-day warranty. Replacement of the treadmill was not contemplated in the Reserve Fund Study until 2020. Management indicated that there was approximately \$1,700 in the Under General

Amenities and Recreation account that could be allocated for the purchase of the treadmill.

*On a MOTION by M. Smith, and seconded by E. Blanchard, it was resolved to approve purchase of treadmill at a cost of \$1,745 (taxes included).*

*The motion was carried.*

### **6.3 Management Office Computer Repair**

Management had hired Toronto Tech Guy to determine the cost of repairs to the laptop and file retrieval.

*On a MOTION by M. Smith, and seconded by E. Blanchard, it was resolved to ratify approval of replacing the hard drive of the office laptop at a cost of \$1,495.96 (taxes included).*

*The motion was carried.*

### **6.4 Cleaning - Dryer, Two (2) Bathroom Vents**

Management stated the Corporation's HVAC contractor had undertaken the semi-annual cleaning of dryer vents/exhaust and two (2) bathroom exhaust fans.

### **6.5 Cell Phone for Concierge Desk**

Management notified the Board that security personnel did not have an alternative telephone number that owners could use to contact the Concierge on duty. Management suggested that the Management Office cell phone could be used. The service costs of the Management Office cell phone were \$40 per month. Management also stated that a camera would be installed at the concierge desk at no cost to monitor activity around the concierge desk space. The Board agreed to the use of the Management Office cell by security personnel and installation of the security camera.

**ACTION:** Management to inform security personnel that they would be responsible for any cell phone costs above regular charges.

**ACTION:** Management to determine the frequency of patrols conducted by security personnel.

### **6.6 Plumbing Project**

Management reported that the plumbing project being undertaken by Brial Mechanical was proceeding ahead of schedule with very little disruption experienced by residents. Management provided a timeline between September 26 and October 12 of the tasks completed. Management reported that the project was on budget.

### **6.7 Update SCULLHOUSE**

The Board discussed the ongoing noise disruptions since First Gulf insulated the ceiling and filled in holes. Management notified First Gulf about the additional incidents and no noise complaints have been received subsequently.

**ACTION:** Management to arrange a meeting with the contractor and First Gulf property manager, Thu Lam, to explore options for resolving the noise disruptions.

**ACTION:** Management to keep the Board up to date.

#### **6.8 Painting – Common Element Interiors**

“Revised” – Management is to review each floor to determine what common element interiors require refreshment touchups. Management to proceed to retrieve three quotes and provide to the board for their approval.

#### **6.9 Fifth Floor Refreshment Project**

The Board discussed the design features and process for the refreshment of the fifth floor. The Board agreed that the design features of the fifth floor should be consistent with the look and feel of the multipurpose room.

*On a **MOTION** by M. Smith, and **seconded** by L. Peterson, **it was resolved** to approve initiating the fifth floor refreshment project.*

*The motion was carried.*

**ACTION:** Management to obtain quotes from Krijoh and Toronto Decorating as well as request design boards that reflect the look and feel of the multipurpose room.

**ACTION:** Management to draft a notice to owners regarding plans for refreshment of the fifth floor.

#### **6.10 Crossbridge Seminar for Directors**

Management reported that Crossbridge Condominium Services would be hosting a seminar on November 22, 2017 for directors and property managers focused on discussing new condominium legislative reforms.

#### **6.11 Incident Reports**

Minutes were taken in camera.

#### **6.12 Legal Fees**

Management informed the Board that the budget for legal fees in 2018 was \$9,600 and that \$5,776.31 of the budget legal costs for 2017 was not used. Legal expenses for June 2017, July 2017 and August 2017 totaled \$12,781.11 with an additional \$3,615.14 in billings expected. The majority of the costs related to use of legal counsel on matters related to SCULLHOUSE as well as a number of unit issues. Management estimated that legal costs for 2018 could approach \$23,000.

#### **6.13 Cleaning Contract Renewal**

Management reported that the current cleaning contract with Keep Clean was expiring on November 30, 2017.

**ACTION:** Management to obtain a second quote for cleaning services.

**7.0 NEW BUSINESS**

**7.1 Staff Annual Bonuses**

The Board to discuss further.

**7.2 Snow Removal Tractor Tune Up**

Management reported that the snow removal tractor needed a service tune-up and attachment of a snow blade.

*On a MOTION by E. Blanchard, and seconded by A. McCabe, it was resolved to approve servicing of the snow removal tractor.*

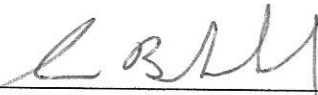
*The motion was carried.*

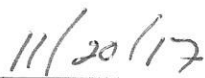
**8.0 DATE OF NEXT MEETING**

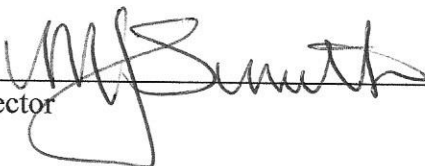
The date of the next meeting was scheduled for Tuesday, November 21, 2017 at 7:00 p.m.

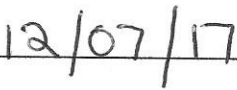
**9.0 CLOSE OF MEETING**

There being no further business to discuss, the meeting was closed at 9:10 pm.

  
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Director

  
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Date

  
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Director

  
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Date