

**METROPOLITAN TORONTO CONDOMINIUM CORPORATION NO. 1295**  
**“St. James”**

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

Multipurpose Room, 39 Jarvis Street, Toronto, ON

Tuesday, July 3, 2018 at 7:00 p.m.

**Board Members Present**

Eric Blanchard	President
Mary Jo Smith	Treasurer
Anil Ghandi	Director
Lisa Melody Peterson	Director ( <i>arrived at 7:50 p.m.</i> )

**Regrets**

Allister McCabe	Secretary
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**By Invitation**

Armand Conant	Legal Counsel, Shibley Righton ( <i>departed at 8:13 p.m.</i> )
John De Vellis	Legal Counsel, Shibley Righton ( <i>departed at 8:13 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 DISCUSSION WITH LEGAL COUNSEL**

Discussion was documented in the Private and Confidential Minutes.

**3.0 APPROVAL OF MINUTES**

**3.1 Board Meeting Minutes of May 29, 2018**

*It was the consensus of the Board to defer approval of the minutes of the Board of Directors' meeting held on May 29, 2018 until the next meeting.*

**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 May 31, 2018**

Management presented the Board with the unaudited financial statements for the period ending May 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 which stood at \$ 424,118.00

### **5.4 Variance Report Review**

The Board discussed the variances in hydro, gas, plumbing repairs and interior finishes expenses.

**ACTION:** Management to provide breakdown by project of costs that were being expensed to the Reserve Fund account.

**ACTION:** Management to obtain survey report from Brial Mechanical on valve location in MTCC 1295 units and obtain bids for valve replacement for review at the next Board meeting.

### **5.5 Arrears Report Review**

The Board reviewed the status of the outstanding accounts in the Arrears Report. Management indicated that there was one outstanding account which was a credit of \$2,431.80 to a former Owner.

*On a **MOTION** by E. Blanchard, and **seconded** by M. Smith, it was resolved to approve writing off an outstanding credit of \$2,431.80.*

***The motion was carried.***

*It was the consensus of the Board to accept the unaudited financial statements for the period ended May 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 Alarm System Repairs, Servicing and Replacement

In April 2018, Accurate Fire Protection and Safety (AFPS) inspected the mandatory annual in-suite life safety alarm inspection. AFPS provided the findings and required remedies before MTCC1295 received its Fire Inspection Certificate. Management provided the costs for addressing the deficiencies

The identified deficiencies in the common areas, portable equipment and sprinkler room were:

#### Common Areas

- ID Tag required in the fire alarm room
- Six (6) smoke detectors on the fifth floor were dirty from the renovations and needed to be replaced to avoid false alarms
- Seven (7) smoke detectors (C2W-BA) by Unit 807, Hall by Unit 810, Hall by Unit 811, by Unit 602, stairs by unit 407, by Unit 203, ground floor lobby west failed sensitivity testing and needed to be replaced
- Fire alarm batteries failed by standby, were underrated and needed to be replaced with new battery terminals/connectors

Total cost \$2,545.00

*On a **MOTION** by E. Blanchard, and **seconded** by L. Peterson, **it was resolved** to approve replacement of smoke detectors, fire alarm batteries and installation of ID tag as identified in the AFPS report at a total cost of \$2,545.00, taxes included.*

***The motion was carried.***

#### Portable Equipment

- Thirty (30) 5 lb, ABC Extinguishers were due for six (6) year service

Total Cost \$1,950.00

*On a **MOTION** by L. Peterson, and **seconded** by A. Ghandi, **it was resolved** to undertake servicing of ABC extinguishers as identified in the AFPS report at a total cost of \$2,545.00, taxes included.*

***The motion was carried.***

#### Sprinkler Room

- Twelve (12) air/water gauges sprinkler room (10), roof (1), fire pump (1) were old and need to be replaced
- S2-PTS tamper switches were needed because they did not activate until fully tripped
- Fire pump test connection needed an extension to test correctly
- Furnace pressure switch was sticking and needed to be replaced for EPP
- 2" angle valve on the main drain needed to be replaced

- Astra alarm check valve (4") with entire trim work needed to be replaced because it did not reset when tripped

Total Cost \$10,316.90

*On a **MOTION** by E. Blanchard, and **seconded** by M. Smith, it was resolved to approve installation of sprinkler room equipment as identified in the AFPS report at a total cost of \$10,316.90, taxes included.*

*The motion was carried.*

#### 6.1.2 Elevator Door Operators

Management reported that Thyssen Krupp had recommended replacing elevator door operators. Thyssen provided a quote of \$25,839.71, taxes included for the costs of replacement.

**ACTION:** Management to determine the Technical Standards and Safety Authority regulations for GAL MOVFR door operators and inform the Board via email.

#### 6.1.3 Elevator Refurbishment

The Board the bids from Premier Elevator and Pac Building Group

Premier Elevators has requested that MTCC1295 have ThyssenKrupp complete all the testing, were as PAC Building Group will incorporate into their final quote. Management has already reached out to ThyssenKrupp requesting the testing costs.

#### Bids for Elevator Refurbishment

##### Premier Elevator

- Includes plastic laminate panel design, including two mirrors

Cost - \$23,922.10(taxes included)

##### Mandatory Testing- ThyssenKrupp

- Pre-weight testing of both cabs and post full load testing once renovation is completed

Cost - \$17, 965.54 (taxes included)

Total Cost - \$41,889.48 (taxes included)

##### Pac Building Group

- includes plastic laminate panels design, including mirrors
- pre and post tests required
- Pac Building Group will be taking full responsibility on all the mandatory TSSA testing

Total cost \$44,041.75(taxes included)

*It was the consensus of the Board to defer a decision on the elevator refurbishment pending clarification of the regulatory requirements for GAL MOVFR door operators referenced in Section 6.1.2.*

#### 6.1.4 Terrace Repair

Discussion was documented in the Private and Confidential Minutes.

#### 6.1.5 Reserve Fund Study

Management reported that they had reached out to Brown & Beattie, the current engineering firm for MTCC1295 to undertake the next Reserve Fund Study which must be completed by February 2019. Brown & Beattie has provided a quote of \$2,750.00, plus HST to undertake the study. The Board could consider additional services such as meeting with the engineer at cost of \$550 and having plus tax to complete the study. Once the study is completed if the board wishes to meet with the engineer in person to discuss the study would cost an additional \$550.00 as well as elevator inspectors complete a detailed inspection for \$655, plus HST. The total costs of conducting the Reserve Fund Study, meeting with the engineer and completing an elevator inspection would be \$4,469.15, taxes included.

**ACTION:** Management to determine the specific date that the last Reserve Fund Study was undertaken.

## 6.2 ITEMS IN PROCESS

#### 6.2.1 Kitchen Stack Cleanout

Brial Mechanical would begin the kitchen stack cleanout in early July and would take seven (7) business days to complete. Access to some suites would be required.

#### 6.2.2 Cannabis Smoking Rule

Management reported that they had mailed the new Cannabis rule on June 11, 2018 to Owners. The rule would be officially enacted become enforceable on July 11, 2018 unless Owners requested a requisition meeting. Management stated that they had received one (1) inquiry from an Owner.

#### 6.2.3 5th Floor Refurbishment

Management stated that Bill Atanas has asked for a convenient day and time that the Board and Toronto Decorating could complete a walkaround. Completion of the walkaround would enable the final payment to be released.

**ACTION:** Management to coordinate a convenient day and time for the walkaround.

#### 6.2.4 Completion of Window Washing of Missed Windows

Management reported that areas missed by the window washers, two (2) drops missed from Unit 806 and Unit 809 as well as the upper terrace windows on all 8th floor terraces was completed on Monday June 25, 2018. Management had not released any payments at this

time.

**6.2.5 Periodical Information Certificate (PIC)Reminder**

Management advised that an updated PIC for the quarter ended May 31, 2018 was required to be send to Owners by July 31, 2018. Management would present the PIC to the Board prior to the PIC being distributed.

**6.2.6 Water Incursion**

Discussion was documented in the Private and Confidential Minutes.

**6.2.7 AGM - Tuesday, September 25, 2018.**

Management stated that there was one (1) Director position open and that they were waiting for the audited financial statements which would be shared with the Board.

**7.0 PRIVATE AND CONFIDENTIAL**

**7.1 Noise Complaint**

Discussion was documented in the Private and Confidential Minutes.

**7.2 Possible Hoarding Situation**

Discussion was documented in the Private and Confidential Minutes.

**8.0 NEW BUSINESS**

**8.1 Renovation Request**

Discussion was documented in the Private and Confidential Minutes.

**8.2 Cannabis Rule**

The Board discussed the Corporation's cannabis rule and agreed that the rule served the best interests for the majority of Owners and would preserve the long- term value of units.

**8.3 Caulking of Windows and Terraces**

The Board discussed undertaking caulking projects on windows and terraces as pre-emptive measures to prevent leaking.

**ACTION:** Management to investigate costs of last caulking project undertaken in building.

**8.4 Damaged Terrace Rail Glass**

Discussion was documented in the Private and Confidential Minutes.

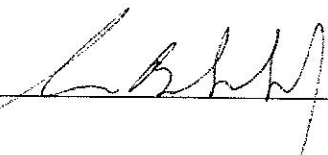
**9.0 DATE OF NEXT MEETING(S)**

The date of the next Board of Directors' meeting was scheduled for Tuesday, July 24, 2018 at 7:00 p.m.

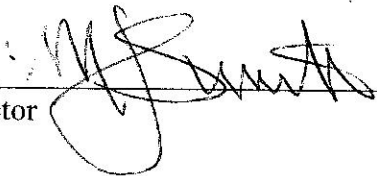
The AGM will be held on Tuesday, September 25, 2018 at 7:00 p.m.

**10.0 CLOSE OF MEETING**

There being no further business to discuss, the meeting was adjourned at 9:54 p.m.

Director 

Date 07/30/18

Director 

Date 08/01/18