

METROPOLITAN TORONTO CONDOMINIUM CORPORATION NO. 1295

"St. James"

MINUTES OF THE BOARD OF DIRECTORS' MEETING

Multipurpose Room, 39 Jarvis Street, Toronto, ON

Tuesday, October 30, 2018 at 7:00 p.m.

Board Members Present

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

By Invitation

John Richard	Condominium Manager, Crossbridge Condominium Services Ltd.
Michi Komori	Recording Secretary, INaMINUTE Ltd.

1.0 CALL TO ORDER

There being a quorum present, E. Blanchard presided as Chair and called the meeting to order at 7:00 p.m.

2.0 APPROVAL OF AGENDA

There were no changes to the agenda.

3.0 APPROVAL OF MINUTES

3.1 Board Meeting Minutes of August 28, 2018

The Board reviewed the standard and private and confidential minutes of the August 28, 2018 meeting.

It was the consensus of the Board to defer approval of the standard as well as private and confidential minutes until the next meeting.

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

Discussion was documented in the Management Report.

5.0 FINANCIAL REPORTS

5.1 Review of Financial Statements for the Period Ended September 30, 2018

Management presented the Board with the unaudited financial statements for the period ending September 30, 2018.

5.2 Summary of Operating Statement

The Board reviewed the Operating Statement. Management advised that the \$50,000 transferred to the Reserve Fund account was returned to the operating account to correct the current years' accounts.

Management advised that with the removal of carbon tax charges as of October 1, 2018, the Corporation's monthly gas expenses would be reduced by 12%.

5.3 Reserve Fund Balance

The Board reviewed the Reserve Fund balance which included specific expenses for the most recent month.

5.4 Variance Report Review

Management reviewed the variance report for the period ended September 30, 2018.

5.5 Arrears Report Review

The Board reviewed the status of the outstanding accounts in the Arrears Report. Management indicated that several chargebacks which were in process or resolved.

It was the consensus of the Board to accept the unaudited financial statements for the period ending September 30, 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 Reserve Fund Study

Management obtained quotes from:

- Brown & Beattie - \$3,107.50 including tax
- Stephenson Engineering - \$4,407 including tax
- Synergy - \$8,814 including tax

On a MOTION by E. Blanchard, and seconded by M. Smith, it was resolved that Brown & Beattie undertake the Reserve Fund study at a cost of \$3,107.50, taxes included.

The motion was carried.

ACTION: Management to provide Brown & Beattie with estimates of hall refurbishments options outlined in section 6.2.9 which were to be included in the Reserve Fund study.

6.1.2 Heat Pump Failure

The discussion was documented in the private and confidential minutes.

6.1.3 AGM Board Positions

At the September 26, 2018 AGM, Anil Gandhi was duly elected to the Board of Directors by acclamation for a three (3) year term.

The Board determined the roles and responsibilities of the Directors for fiscal 2019 as follows:

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

6.2 Items in Process

6.2.1 In Suite accessible Water Valves Replacement

Management indicated that at the end of November BMI would begin replacement of all hot and cold water in-suite valves that were accessible. Management had advised BMI that since the budget for the valve replacement was \$40,000, taxes included, that those valves in the poorest condition were the highest priority to be followed by the remaining valves. BMI would be using the plumbers' inspection chart completed last year as a reference guide.

6.2.2 Elevator Refurbishment

Management indicated that elevator refurbishment began on October 9, 2018 in cab #1, the service elevator, with the expectation that the project would be complete by October 15, 2018 and back in service on October 16, 2018. Due to some unforeseen safety issues, the elevator was taken out of service and returned to service on October 23 after the post safety test completed. ThyssenKrupp completed the pre-load test on cab #2. Cab #2 refurbishment began on October 24, 2018 with a scheduled completion date of October 29, 2018. ThyssenKrupp would complete the post safety test on October 31, 2018. As per the original contract, Pac Building provided an upfront invoice for half of the cost of \$22,810, taxes included.

6.2.3 5th Floor Refurbishment

Management indicated that Brial was on-site October 24, 2018 to rewrap the valves on the

5th floor due to solder stains on tiles. Toronto Decorating was advised that they could return to work on the baseboards and replace the affected tiles. The cost of the tiles would be \$600, plus HST. With completion of tile replacement, the final invoice for \$10,478.12 would be released to Toronto Decorating.

6.2.4 Cost of Caulking Terraces

Management would obtain two (2) quotes to complete the re-caulking of the 8th floor terraces as well as glazing of lower windows and doors. Management indicated that they would provide the suppliers with dimensions of small and large windows to develop cost projections for the caulking. The project would be a Reserve Fund expense.

6.2.5 Hot Water Recirculation Pump Replacement

Management reported that during the weekend of September 23, 2018, a hot water re-circulation pump located in the sprinkler room was making noises. The noises dissipated and returned on September 24. An investigation by Prestige found that the pump motor was in poor condition and needed replacement. The pump was shut down and removed. Since there were two (2) pumps, there was no impact to Units. Management advised that the Reserve Fund Study recommended replacement of hot water re-circulation pumps in 2020. Prestige would be providing information on the cost of replacement.

6.2.6 City of Toronto Fire Inspection

Management reported that The City of Toronto Fire Safety Inspector was on site October 24, 2018 to complete a fire safety inspection. Management would send the findings to Directors when the report was received.

6.2.7 In Suite HVAC

Management indicated that the in-suite HVAC winter inspection and filter change was scheduled for mid-November and that Owners would be notified when a date for the inspection was confirmed.

ACTION: Management to provide Owners with an information package on maintaining HVAC systems, service costs, suppliers and Owners' maintenance responsibilities.

6.2.8 Notice to Owners Regarding a Rule Infraction

Management indicated that they had sent out a rule reminder on October 18 to all residents regarding management of pets in the common areas.

6.2.9 Next Floors for Hallway Refurbishment

Management prepared the scope of work and would be obtaining quotes from three (3) contractors to undertake the refurbishment under three (3) scenarios –

- Hallways on floors 8, 6
- Hallways on floors 8, 6, 2
- All floors – 6 floors

There would be an additional quote obtained for refreshing the lobby.

The contractors will be:

- Toronto Decorating
- Pac Building Group
- Horizon Renovation

6.2.10 Incident Reports

Management agreed to engage the President on significant incidents.

7.0 PRIVATE AND CONFIDENTIAL

7.1 Noise Complaint

Discussion was documented in the private and confidential minutes.

7.2 Hoarding

Discussion was documented in the and confidential minutes.

7.3 Broken Glass on Terrace Chargeback

Discussion was documented in the private and confidential minutes.

7.4 Water Incursion

Discussion was documented in the private and confidential minutes.

7.5 Renovation Request

Discussion was documented in the private and confidential minutes.

7.6 Renovation Request

Discussion was documented in the private and confidential minutes.

7.7 Holiday Staff Bonuses

The Board would undertake discussion at the next meeting.

8.0 NEW BUSINESS

8.1 Management Out of Office

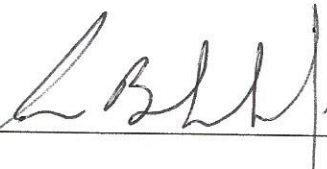
Management advised that they would be out of office November 1, 2018.

9.0 DATE OF NEXT MEETING

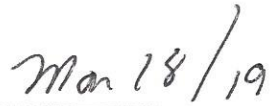
The next Board of Directors' meeting was scheduled for Tuesday, November 27, 2018 at 7:00 p.m.

10.0 CLOSE OF MEETING

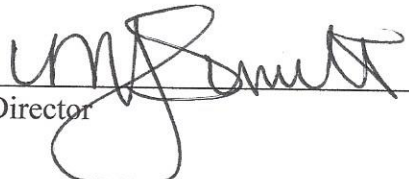
There being no further business to discuss, the meeting was closed at 9:02 p.m.



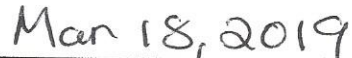
Director



Date



Director



Date