METROPOLITAN TORONTO CONDOMINIUM CORPORATION NO. 1295
The Saint James
MINUTES OF THE BOARD OF DIRECTORS' MEETING
39 Jarvis Street Meeting Room
Monday, April 24, 2017 at 7:00 p.m.

Board Members	
Eric Blanchard	President
Mary Jo Smith	Treasurer
Allister McCabe	Director
Lisa Melody Peterson	Director
Regrets	
Jamie Alexander	Director
By Invitation	
Fraser Scott	Property Mgr., & Minute Taker Brookfield Condominium Services Ltd.

1.0 CALL TO ORDER

As there was a quorum of Directors present, which duly constituted a meeting, the meeting was called to order 7:10 p.m.

2.0 APPROVAL OF AGENDA

The agenda was approved and adopted as presented.

3.0 APPROVAL OF PREVIOUS MINUTES

The board reviewed the minutes of the meetings held on of Jan 3, Jan 16, Feb 8, Feb 16, Feb 21, Apr 3, 2017. Director Smith will fully review the minutes for any changes and would report back to the board.

A MOTION to approve the minutes of the meetings held on of Jan 3, Jan 16, Feb 8, Feb 16, Feb 21, Apr 3, 2017--subject to any changes---was duly moved, seconded and approved.

UNANIMOUS

4.0 BUSINESS ARISING FROM THE PREVIOUS MINUTES

There was no business arising from the minutes.

5.0 FINANCIAL REPORTS

5.1 The board reviewed the proposed reclassification of prior year expenses for valve/restoration charges as per the legal opinion. The board approved the transfer of $50,722.32 from operating to reserve fund for the prior fiscal year.

A MOTION to approve the reclassification of the valve/restoration expenses from operating to reserve fund expenses for the prior fiscal year was duly moved, seconded and approved.

UNANIMOUS

5.2 Management reviewed the outstanding common charge arrears. Management discussed 3 outstanding arrears related to charge backs. The board discussed the past due charge backs and determined that they should be written off as follows; suite 212 $1,011.92, suite 711 $940.73 and suite 807 $593.25.
Management reported that the remaining arrears for units 211, 306, 310, 317 were sent letters and a follow up form 14 would be issued if no results were obtained to collect the monies.

A MOTION to approve the arrears report and to write off the past due charge backs was duly moved, seconded and approved.

UNANIMOUS

5.3 Management reviewed the financial statements to the end of March 2017. There were some positive variances related to budget timing.

A MOTION to approve the financial statements to the end of March 2017 was duly moved, seconded and approved.

UNANIMOUS

6.0 MANAGEMENT REPORT

6.1 Management discussed pending contracts.

6.2 Urban Garden maintenance and spring planting.

A MOTION to approve Urban Green contracts for maintenance for $4,195 and spring planting for $5,526.61 plus HST was duly moved, seconded and approved.

UNANIMOUS

6.3 Wix web site renewal.

A MOTION to approve Wix web site renewal for $111 US dollars converted to $CDN plus HST was duly moved, seconded and approved.

UNANIMOUS

6.4 Krijoh quote for recent flood from suite 406 which affected 306 & 202 was discussed. The expense is below the insurance deductible and would be considered a reserve fund expense related to the faulty valves.

A MOTION to approve Krijoh quote of $2,984.88 plus HST as a reserve fund expense was duly moved, seconded and approved.

UNANIMOUS

6.5 Dodds garage door system quote was discussed.

Direction to Management
Get Dodds and a second quote for a rubber roller door. Investigate problem with garage clickers which are no longer available.

6.6 AFPS annual fire alarm report of deficiencies totaling $7,000.

A MOTION to approve repair work to rectify all deficiencies to obtain the Certificate of Inspection was duly moved, seconded and approved.

UNANIMOUS

Direction to Management
Get a second quote for the repair work.

6.7 Emergency generator annual and load test from Ronnies Generator Services Ltd.

Direction to Management
Get a second quote for the emergency generator inspection and load test.

6.8 Premier Elevator cab upgrade quote.

Direction to Management
Get a quote to freshen up the elevator interior and tile replacement. — Jamie Alexander to commence hallway upgrade

6.9 Results Lifestyle gym equipment quote.

Direction to Management
Get a quote to determine the costs to replace vs. the cost quoted to repair.
Send a notice to all owners that any personal equipment should be removed from the gym and make a direct request to the board for any additional equipment the board should purchase for the gym. Management to remove any items after the deadline.

6.10 Prestige Mechanical quote for cooling towers.

A MOTION to approve repair work for the cooling tower for $24,483 plus taxes was duly moved, seconded and approved.

UNANIMOUS

Direction to Management
Get second quote to determine if the pricing provide by Prestige is competitive. Check the maintenance contract to determine if the suite HVAC units are being inspected, the condensation trays cleaned and a visual inspection as part of the filter change contract is being done. Obtain pricing for dryer vent cleaning.

6.11 Brial Mechanical quote for a fully comprehensive maintenance contract.

Direction to Management
Do a price comparison with Prestige to evaluate quote.

6.12 Management reported that the window washing would start May 4, the landscaping May 1, window washing the end of May.
Carpet and garage cleaning would also be arranged for this spring.
Updates to the Stephenson engineering report were pending.

Direction to Management
Keep board updated as new info is obtained.
Draft notice for all 2nd floor residents affected by the Skullhouse noise.

6.13 Board discussed Standard Unit By-law and an Insurance Deductible By-law. Director Smith would speak to the corporation's lawyer about drafting the new by-laws for the upcoming AGM.

6.14 Management suggested that a backup for the office computer be purchased. Please note that currently the computer is backing up to Microsoft ONE cloud.

7.0 NEW BUSINESS

7.1 Elevator button to 5th floor is blue instead of white. Get fixed.

7.2 Replace terrace door for unit 609.

A MOTION to approve reserve fund terrace door replacement by Stadia for $3500-4500 and $1500 for custom paint job plus HST was duly moved, seconded and approved.

UNANIMOUS

7.3 Suite 709 terrace installation of awning and heaters. The board has approved the project.

Direction to Management
Ensure that the Sect 98 agreements cover the awnings and the heaters.

7.4 Suite 803 renovation work. The board approves the work.

7.5 Resident complained about the hand sanitizer in the lobby.

Direction to Management
Move the sanitizer.

7.6 5th floor residents wanted to know what was happening with the plumbing.

Direction to Management
Draft letter for 5th floor residents informing them of the work taking place.

7.7 Front entryway looks shabby.

Direction to Management
Get quotes to repair concrete curb and clean up/power wash the area when the garage is power washed. – All common areas.

7.8 811 has a leak from the roof.
Direction to Management
Get Viana roofing to do a water test on the roof. See director Blanchard for location.

7.9 Skullhouse update.
Direction to Management
Draft letter to residents affected that a litigation lawyer has been hired and the necessary steps are taking place to resolve this matter. The board is very involved and concerned with this issue.

7.10 Art exhibition
Direction to Management
Connect with resident to ok his proposal to have an art show in the party room.

7.11 Legal letter from suite 806. Director McCabe recused himself and the board discussed the letter from 806's lawyer.
Direction to Management
Director Smith would contact the corporation's lawyer to review the letter and to have the lawyers give an opinion on next steps.

7.12 Masonry column investigation.
Direction to Management
Determine if the column can be removed.

8.0 DATE OF NEXT MEETING

The boards set the date for the next meeting for Monday May 15, 2017 @7pm.

9.0 CLOSE OF MEETING

There being no further items to discuss, the meeting was adjourned at 8:35 p.m.

Director _____ Date May 15/2017

Director _____ Date May 15 2017