

METROPOLITAN TORONTO CONDOMINIUM CORPORATION NO. 1295
“St. James”
MINUTES OF THE BOARD OF DIRECTORS’ MEETING
Multipurpose Room, 39 Jarvis Street, Toronto, ON
Thursday, August 31, 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.

1.0 CALL TO ORDER

There being a quorum present, E. Blanchard presided as Chairperson and called the meeting to order at 7:15 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 June 19, 2017

The Board reviewed the minutes of the Board of Directors’ meeting held on June 19, 2017.

On a MOTION by E. Blanchard and seconded by L. Peterson, it was resolved to approve the minutes of the Board of Directors’ meeting held on June 19, 2017, as amended.

The motion was carried.

3.2 Special Meeting of July 31, 2017

The Board reviewed the minutes of Special Meeting of the Board of Directors’ meeting held on July 31, 2017.

The motion was carried.

6.2 Security Contract

Management obtained three (3) quotes from security services contractors (Regal Security, Elite Security, Paragon Security.) On July 10, 2017, the Board met with two (2) contractors and decided to award the contract to Elite Security. The contract costs were \$213,725.48 in Year 1 with a 1-1.5% increase in Year 2 and a 2% per cent increase in Year 3.

On a MOTION by M. Smith, and seconded by E. Blanchard, it was resolved to approve a three (3) year contract with Elite Security to provide security services at a cost of \$213,725.48 for Year 1 with a 1-1.5% increase in Year 2 and a 2% increase in Year 3.

The motion was carried.

6.3 Interior Repairs

Minutes were taken in camera.

6.4 Patio Door Replacement

Minutes were taken in camera.

6.5 AGM 2016-2017 Audit

On July 31, 2017, at a Special Meeting of the Board of Directors, the Board reviewed and signed the draft of the audited financial statements for fiscal 2017 prepared by Daurio & Franklin LLP.

On a MOTION by M. Smith, and seconded by E. Blanchard, it was resolved to ratify approval of the draft of the audited financial statements for fiscal 2017 prepared by Daurio & Franklin LLP.

The motion was carried.

6.6 Replacement of Access Control Computer

Management reported to the Board that that the Card Access Computer was malfunctioning. On July 27, 2017, the Board approved via email replacement of the card access system which included a Windows 7.64 Bit Operating System at a cost of \$1,672.20 (taxes included) with a one (1) year parts and labour warranty. Management indicated that the card access system replacement was a Reserve Fund expense.

On a MOTION by M. Smith, and seconded by E. Blanchard, it was resolved to ratify approval of replacement of the card access system at a cost of \$1,672.20 (taxes included).

The motion was carried.

6.7 Emergency Generator Contract

On July 31, 2017, the Board approved (via email), a one (1) year contract for \$2,509 plus HST, with

Ronnies Generator Service to conduct a semi-annual and full annual test of the emergency generator. The contract specified that Management would be onsite during the testing.

On a MOTION by M. Smith, and seconded by E. Blanchard, it was resolved to ratify approval of a one year contract for Ronnie's Generator Service to test the emergency generator at a cost of \$2,509 plus HST.

The motion was carried.

6.8 Carpet Cleaning Contract

On July 18, 2017, the Board approved (via email) a contract with Lakeshore Carpet Cleaning to clean all the carpets in the building at a cost of \$2,066.77 (taxes included).

On a MOTION by M. Smith, and seconded by A. McCabe, it was resolved to ratify approval of Lakeshore Carpet Cleaning to clean all carpets at a cost of \$2,066.77 (taxes included.)

The motion was carried.

6.9 Renovation Request

Minutes were taken in camera.

6.10 Renovation Request

Minutes were taken in camera.

6.11 SCULLHOUSE Rowing Update

Management reported that it had kept First Gulf and the Board informed about the ongoing complaints of noise generated from SCULLHOUSE Rowing as well as providing legal counsel with incident reports. First Gulf indicated that it would be making soundproofing changes in the area around the water heater on August 24, 2017. M. Smith reported that, as a contingency, the Board was considering undertaking the repairs.

ACTION: Management to obtain quotes for soundproofing the room in question which included insulating the pipes.

6.12 Elevator Refreshment

Management stated that \$60,000 was allocated in the Reserve Fund for elevator refurbishing. Management reported that they had obtained quotes from PAC Building Group and Premier Elevator and expected to receive a quote from KP Construction in a few days. The quote from PAC Building Group included two (2) options. One (1) option was for \$17,985 plus HST for each elevator car and another option was for \$18,915 per elevator car. The quote would include 3D drawings at meeting tests of the elevator cars. The quote from Premier Elevator was for \$14,695 but did not include testing. The Board was reviewing the quotes.

6.13 Chargeback

Minutes were taken in camera.

6.14 Dispute Resolution

Minutes were taken in camera.

7.0 NEW BUSINESS

Management reported that it was a city requirement that there be a contract for maintenance services of garage doors. Management indicated that they had awarded Dodd's Garage a one (1) year contract for providing garage door maintenance services at a cost of \$360 plus HST.

On a MOTION by M. Smith, and seconded by L. Peterson, it was resolved to approve a one (1) year contract with Dodd's Garage for garage maintenance services at a cost of \$360 plus HST.

The motion was carried.

7.1 Incident Reports – June 1, 2017 to July 10, 2017

Management presented the Board with an incident report.

8.0 DATE OF NEXT MEETING

The date of the next meeting will be determined at a later date.

9.0 CLOSE OF MEETING

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

Director 

Date Nov 15/17

Director 

Date 12/07/17