

**METROPOLITAN TORONTO CONDOMINIUM CORPORATION NO. 1295**

**“St. James”**

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

Multipurpose Room, 39 Jarvis Street, Toronto, ON

Thursday, February 8, 2018 at 7:00 p.m.

**Board Members Present**

Lisa Melody Peterson	Director
Mary Jo Smith	Treasurer
Allister McCabe	Secretary

**With Regrets**

Jamie Alexander	Vice-President
Eric Blanchard	President

**By Invitation**

John Richard	Property Manager, Crossbridge Condominium Services Ltd.
Amanda McNeice	Recording Secretary, INaMINUTE Ltd.
Tracey Lung	Recording Secretary In Training, INaMINUTE Ltd.

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**1.0 CALL TO ORDER**

There being a quorum present, M. Smith presided as Chair and called the meeting to order at 7:25 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 November 21, 2017**

The Board reviewed the minutes of the Board of Directors’ meeting held on November 21, 2017.

*On a **MOTION** by L. Peterson, and **seconded** by A. McCabe, **it was resolved** to approve the minutes of the Board of Directors’ meeting held on November 21, 2017, as presented.*

***The motion was carried.***

**3.2 Budget Meeting Minutes of January 8, 2018**

The Board reviewed the minutes of the Board of Directors’ budget meeting held on January 8, 2018.

*On a **MOTION** by L. Peterson, and **seconded** by A. McCabe, **it was resolved** to approve the minutes of the Board of Directors’ budget meeting held on January 8, 2018, as presented.*

***The motion was carried.***

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

No items were discussed.

#### **5.0 FINANCIAL REPORTS**

##### **5.1 Review of Financial Statements for the Period Ended December 31, 2017**

Management presented the Board with the unaudited financial statements for the period ending December 31, 2017.

Management noted that three (3) Operating Fund accounts were to be redirected to the Reserve Fund account. A/C 5750 in the amount of \$22,015.60, AC/C 5901 in the amount of \$8,267.97 and A/C 5999 in the amount of \$7,500.

##### **5.2 Variance Report Review**

The Board reviewed the variance report with discussion.

##### **5.3 Arrears Report Review**

The Board reviewed the status of the outstanding accounts in the Arrears Report. Management noted that all payments detailed in the report have since been submitted and there were no arrears at this time.

Management reported that the projected surplus for year-end would be approximately \$108,000 after reimbursement of legal fees. The Board approved the transfer of \$50,000 from the surplus account into the Reserve Fund.

*It was the consensus of the Board to accept the unaudited financial statements for the period ended December 31, 2017 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 2017/2018 Budget**

The Board discussed the future 2018/2019 Operating Budget and increasing maintenance fees.

**ACTION:** Management to investigate other condominiums under Crossbridge management who have conducted a special assessment to compare increases.

*On a **MOTION** by M. Smith, and **seconded** by L. Peterson, **it was resolved** to approve the 2018/2019 Operating budget in the amount of \$1,230,390 with an 8.80% maintenance fee increase.*

***The motion was carried.***

#### 6.1.2 5<sup>th</sup> Floor Refurbishment

The Board reviewed wall treatment, carpet, paint and trim samples provided by Toronto Decorating for the upcoming 5<sup>th</sup> floor refurbishment project. The project was previously approved via email on January 11, 2018 in the amount of \$104,781.23 (including HST) and Management noted that it will be a Reserve Fund expense.

After a brief discussion, the Board approved design samples and M. Smith volunteered to contact the designer at Toronto Decorating to inform them of the selections.

#### 6.1.3 Minor Refurbishments on Other Floors

Management provided the Board with two (2) quotes for door and elevator area painting on all floors (excluding the 5<sup>th</sup> floor) from Krijoh in the amount of \$10,068.30 (including HST) and Serem Renovations in the amount of \$9,831 (including HST).

**ACTION:** Management to contact both Krijoh and Serem Renovations to request a timeline schedule and inquire when work can begin.

*On a **MOTION** by M. Smith, and **seconded** by A. McCabe, **it was resolved** to approve the quote provided by Serem Renovations in the amount of \$9,831 (including HST) for the minor refurbishment project all floors (excluding the 5<sup>th</sup> floor) pending that work can commence within the next two (2) weeks. This is to be an Operating fund expense.*

***The motion was carried.***

#### 6.1.4 Renewal of Safety Contract

The Board reviewed a fire safety contract renewal from AFPS in the amount of \$4,127.16 (including HST) for a one (1) year term.

*On a **MOTION** by M. Smith, and **seconded** by A. McCabe, **it was resolved** to approve the contract renewal from AFBS for fire safety inspections in the amount of \$4,127.16 for a one (1) year term.*

***The motion was carried.***

#### 6.1.5 HVAC Contract

Management provided the Board with three (3) quotes for HVAC service and maintenance from Brial Mechanical in the amount of \$29,552.40 (including HST), Complete Energy Solutions in the amount of \$31,500 (plus HST) and Trigrand in the amount of \$32,750 for five (5) year term agreements. Management noted that the current service provider, Prestige Mechanical Ltd. requires a 60 day cancellation notice for termination of contract.

*It was the consensus of the Board to defer this discussion to the next Board of Directors meeting.*

6.1.6 Elevator Refurbishment Declined Contractor

*It was the consensus of the Board to defer this discussion to the next Board of Directors meeting.*

6.1.7 Operating Account Budget

This item was discussed under item 6.1.1.

6.1.8 Means of Service Notices

Management reported that, as per the new *Condo Act*, Owners will be required to sign an agreement to receive electronic notices as per Regulation O. 180/17 subsection 12.7.

*It was the consensus of the Board to approve the resolution to make valid the agreement for Owners to receive electronic notices from the Corporation.*

**ACTION:** Management to send the agreement to receive electronic notices to all Owners.

Management reported that disclosure statements must also be signed by Board members and online training is required. This must be completed by April 30, 2018.

6.1.9 Corporation Records

Management reported that meeting minutes and AGM packages are posted on the private St. James website and advised that this could pose security issues if passwords are given to tenants. As per the new *Condo Act*, only Owners, Mortgagees and Purchasers are permitted to have access to meeting minutes and AGM packages.

The Board discussed the issue and it was *their consensus* that there were no security concerns with the St. James website at this time.

6.1.10 Periodic Information Certificate

Management reported that the Periodic Information Certificate has been sent to Owners on January 31, 2018.

6.1.11 Amendments to the Condominium Act, 1998 Regulation O. Reg 180/17

This item was discussed under item 6.1.8.

6.1.12 Current Natural Gas Agreement Expires January 31, 2018

Management reported that the Schedule B Agreement for natural gas signed by the Board of Directors was delivered to Active Energy Management.

6.1.13 Plumbing Project Update

The Board reviewed an update on the building plumbing project contained in the

Management package.

Management provided the Board with proposals from Stephenson and Synergy to perform the upcoming Reserve Fund Study and advised Directors to complete a full comprehensive study. M. Smith shared concerns regarding the Corporation switching engineers for a second time.

6.1.14 Update on the Scull House Ongoing Legal Action

The Board reviewed an update on the Scull House legal action contained in the Management package.

6.1.15 Scull House Main Water Connection

Management reported that he had started to investigate and document Scull House's water usage as it is connected to the residential line and will confirm the report with Toronto Hydro.

**ACTION:** Management to review water usage report with M. Smith before further action is taken.

6.1.16 Scull House External Ventilation Vents Installed

Management reported that the issues of unauthorized external ventilation vents installation conducted by Scull House were being reviewed by the Corporation's legal counsel.

**6.2 ITEMS FOR INFORMATION**

6.2.1 {Redacted} – Ongoing Noise Complaint

Discussion was documented in the Private and Confidential Minutes.

6.2.2 {Redacted} – Updated

Discussion was documented in the Private and Confidential Minutes.

6.2.3 Parking {Redacted}

Discussion was documented in the Private and Confidential Minutes.

6.2.4 {Redacted} – Court Ruling Infraction

Discussion was documented in the Private and Confidential Minutes.

6.2.5 {Redacted} – Only Lease for 10 Months

Discussion was documented in the Private and Confidential Minutes.

6.2.6 {Redacted} – Renovation Request

Discussion was documented in the Private and Confidential Minutes.

**7.0 NEW BUSINESS**

**7.1 Winter Carpets**

Management obtained quotes for the purchase of temporary winter carpets around the concierge desk, walkway and elevator areas. These will be steam cleaned and stored in the off seasons.

*On a MOTION by M. Smith, and seconded by L. Peterson, it was resolved to approve the quote by Keep Shine in the amount of \$2,267.23 (including HST) for the purchase of temporary winter carpets.*

*The motion was carried.*

**7.2 {Redacted} - Leak**

Discussion was documented in the Private and Confidential Minutes.

**7.3 Board Member Resignation**

Discussion was documented in the Private and Confidential Minutes.

**7.4 Budget Meeting**

Management inquired if the upcoming Owners meeting should be structured as a Budget meeting or an information session. *It was the consensus of the Board* to run the meeting as an information session.

**8.0 DATE OF NEXT MEETING**

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

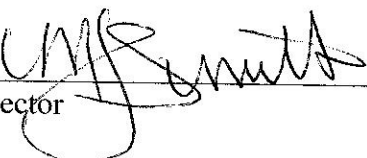
**ACTION:** Management to create a schedule of all future Board of Directors' meetings for the remainder of the year and send to the Board.

**9.0 CLOSE OF MEETING**

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

  
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Director

19- APRIL - 2018  
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Date

  
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Director

April 16, 2018  
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Date