METROPOLITAN Toronto Condominium Corporation No. 1295

“St. James”

#### Minutes of the Board of Directors’ Meeting

Multipurpose Room, 39 Jarvis Street, Toronto, ON

Monday, September 26, 2016 at 7:00 pm

**Board Members Present**

Mary Jo Smith Treasurer

Lisa Melody Peterson Director at Large

Allister McCabe Secretary

Jamie Alexander Vice-President

**By Invitation**

Anna Oreshyna Property Manager, Brookfield Condominium Services Ltd.

Kim Wilhelm Recording Secretary

**Regrets**

Eric Blanchard President

1. **CALL TO ORDER**

J. Alexander noted that M.J. Smith would be joining the meeting around 8p.m.

There being a quorum present, Anna Oreshyna presided as Chairperson and called the meeting to order at 7:08 p.m.

1. **APPROVAL OF AGENDA**

The agenda was approved and adopted as presented with some items planned to be raised under ‘New Business’.

**3.0 APPROVAL OF PREVIOUS MINUTES**

The Board reviewed the minutes for the meeting on July 18, 2016.

**MOTION** to accept the July, 2016 revised minutes as presented. **Motion** by J. Alexander **seconded** by A. McCabe.

***Motion carried.***

The minutes of the Board meeting held on August 17, 2016 were previously distributed for review. It was noted that the minutes were received the night before the September 26, 2016 meeting. It was agreed that approval of the August 17, 2016 meeting minutes would be deferred to the October 2016 Board meeting.

**4.0** **FINANCIAL MATTERS**

The financial statements were received the night before the September 26, 2016 meeting. It was agreed that approval of the financial statement, ending August 31, 2016 would be deferred to the October 2016 Board meeting.

**5.0 PROPERTY 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.*

**5.1 Items Requiring Action/Decision**

Management had no updates to provide at the meeting.

**5.2 Items Completed**

5.2.1 Minutes were taken in camera.

5.2.2 Management provided an update on the permanent awning for the rooftop patio to replace the umbrella. There has been a meeting with one contractor who confirmed it is possible to place the awning in the recommended location.

**ACTION:** Management to obtain additional quotes for the permanent awning.

5.2.3 Management confirmed that Concierge and Management have completed the Building Link software training. The Board discussed the module options available for new signing pad and printers.

**ACTION:** Management to research the module options with costs and provide a breakdown of the various modules with costs to the Board.

5.2.4 Management confirmed that the building water pressure has been increased in response to resident complaints about the low water flow in the units. Management noted that there have been no further complaints since the fix was completed.

5.2.5 Management confirmed that Canadian Home plumbing completed the installation of the new toilets and provided a one-page status report to Management. Management provided the Board with a copy of the one-page status report and noted that Canadian Home plumbing will submit the full report at a later date.

**ACTION:** Management to provide the Board with a copy of the full report from Canadian Home plumbing once received.

5.2.6 Management confirmed that the new vacuum cleaner was purchased for Joel to replace the broken vacuum cleaner.

**5.3 NEW BUSINESS**

5.3.1 Management placed a security call to Icon Security related to an issue with the cameras connected to the old DVR system. Icon Security fixed the cameras and recommended the DVR be replaced in the future.

J. Alexander asked for an update on the status of the camera installation. Management confirmed that the camera installation is underway.

**5.4 ITEMS OF INFORMATION**

5.4.1 Management informed the Board that a HDMI cable went missing from the TV unit in the Multi-Purpose room and reviewed security footage but could not identify a suspect. A service call with Rogers Cable was placed and a new HDMI cable was provided. Management confirmed the TV is working in the Multi-Purpose room.

J. Alexander asked Management if a service call was charged to replace the HDMI cable. Management confirmed a $50.00 service call charge would be added to the next Rogers Cable bill.

5.4.2 Management reviewed the timeline of events related to the building’s water issue and power failure on September 8, 2016 and September 9, 2016. Management noted that there have been no further issues with the hot water since then.

Ronnie’s General Services were on site to replace the faulty battery and inspect the generator. A permanent battery replacement will be scheduled for a future date.

**ACTION:** Management to schedule a date to install the permanent battery with Ronnie’s General Services. Management to research purchase options to replace the batteries in the exit sign lights and emergency stairwell lights and share with the Board.

5.4.3 Minutes were taken in camera.

**ACTION:** Management to respond to the unit owner next week.

5.4.4 Management informed the Board that the previous Property Manager stopped conducting monthly fire checks. Management shared the inspection report, including a quote for costs and confirmed that additional quotes have been sought out.

**ACTION:**  Management to provide the Board with the submitted quotes at the October 2016 Board meeting.

**6.0 NEW BUSINESS**

Management provided the Board with a copy of the Incident Report for their review. The Board discussed a number of matters on the report.

J. Alexander asked Management to add an additional page to the Incident Report that tracks recurring issues and ongoing complaints.

It was suggested that the Board and Quinton work together to develop a rule related to use of the Master Key.

M.J. Smith arrived to the meeting at 8:06 p.m. and took over as the meeting Chair.

M.J. Smith asked for an update on the progress of the compliance letters. Management confirmed that final edits are underway.

M.J. Smith asked for an update on the status of the elevator upgrade. Management confirmed that quotes have been submitted and the tile replacement costs are reasonable. Management noted there is an unresolved issue regarding upgrades to the elevator ceiling. It was suggested that the Board look at installing a coffer ceiling with pot lights.

**ACTION:** Management to obtain options and quotes for upgrades to the elevator and provide to the Board at the October 2016 Board meeting.

M.J. Smith asked for an update on the A/C unit and if an internal solution was an option. Management noted that Stan is dealing with First Gulf but there have been some delays due to staffing changes at First Gulf.

**ACTION:** Management to follow-up with Stan and ask for an update on the A/C unit.

M.J. Smith shared with the Board that First Gulf has approached the condominium with a request to open a restaurant in the adjacent retail space. The Board discussed and agreed to offer First Gulf an opportunity to hold an information session for all owners and tenants at MTCC 1295.

The Board discussed the AGM meeting and any issues requiring follow-up.

**ACTION**: Management to obtain quotes for vent cleaning and provide to the Board.

**ACTION:** Management to obtain the in-suite inspection list from Prestige and follow-up with them on what items on the list have been completed and what items remain outstanding.

**ACTION:** Management to schedule an inspection date with Prestige for October 2016

The Board discussed the structural damage and repairs on the side of building. Management confirmed the engineers have provided their initial report.

**ACTION:** Management to provide A. McCabe a copy of the engineering report to review. Management and A. McCabe will obtain quotes and share with the Board.

The Board discussed the need to clean the building windows.

**ACTION:** Management to omit window cleaning in the fall due to construction on Jarvis Street.

The Board discussed options for reducing energy costs. Management noted Brookfield and Toronto Hydro recently announced a new initiative to help condominiums save costs.

A. McCabe noted the temperature in the gym area is too hot. Management informed the Board that there is an issue with the heat pumps and is looking into replacing the heat pumps in the gym area.

**ACTION:** Management to speak with Stan for ideas to reduce energy costs. Management will look into replacing the heat pumps in the gym.

**ASSIGNMENT OF BOARD POSITIONS**

It was noted that there was no vote on the terms for the new Board members at the AGM. The Board discussed and determined the positions and terms for continuing and new Board members.

The new Board members need to complete the forms for signing authority.

**ACTION:** Management to provide the new Board members with the paperwork to obtain signing authority. The new Board members are to complete and return all paperwork to Management.

**MOTION** to accept E. Blanchard as Board President of MTCC #1295. **Motion** by M.J. Smith **seconded** by L. Peterson.

***Motion carried.***

**MOTION** to accept J. Alexander as Board Vice-President of MTCC #1295 for a term of 2 years. **Motion** by M.J. Smith **seconded** by L. Peterson.

***Motion carried.***

**MOTION** to accept M.J. Smith as Board Treasurer of MTCC #1295. **Motion** by M.J. Smith **seconded** by L. Peterson.

***Motion carried.***

**MOTION** to accept A. McCabe as Board Secretary of MTCC #1295 for a term of 3 years. **Motion** by M.J. Smith **seconded** by L. Peterson.

***Motion carried.***

**MOTION** to accept L. Peterson as Board Director-at-Large of MTCC #1295 for a term of 3 years (owner occupied). **Motion** by M.J. Smith **seconded** by L. Peterson.

***Motion carried.***

**7.0** **DATE OF NEXT MEETINGS**

The next meeting was scheduled for October 13, 2016.

**ACTION:** Management to send a Board meeting schedule via email to the Board members. It was agreed the Board meetings should be scheduled for the third Monday of every month.

**9.0** **CLOSE OF MEETING**

There being no further business to discuss, the meeting was closed at 9:12 pm.

President Date

Secretary Date