

METROPOLITAN TORONTO CONDOMINIUM CORPORATION NO. 1295
“St. James”
MINUTES OF THE BOARD OF DIRECTORS’ MEETING
Multipurpose Room, 39 Jarvis Street, Toronto, ON
Tuesday, July 24, 2018 at 7:00 p.m.

Board Members Present

Eric Blanchard	President
Mary Jo Smith	Treasurer
Lisa Melody Peterson	Director

Regrets

Anil Ghandi	Director
Allister McCabe	Secretary

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, John Richard presided as Chair and called the meeting to order at 7: 05 p.m.

2.0 APPROVAL OF AGENDA

Management added one item under 8.0 New Business.

3.0 APPROVAL OF MINUTES

3.1 Board Meeting Minutes of May 29, 2018

The Board reviewed the standard and private and confidential minutes of the May 29, 2018 meeting.

*On a **MOTION** by M. Smith, and **seconded** by E. Blanchard, **it was resolved** to approve the standard as well as private and confidential minutes of the May 29, 2018 meeting as presented.*

The motion was carried.

3.2 Board Meeting Minutes of July 3, 2018

The Board reviewed the standard and private and confidential minutes of the July 3, 2018 meeting.

On a MOTION by M. Smith, and seconded by, E. Blanchard, it was resolved to approve the standard, private and confidential minutes of the July 3, 2018 meeting as amended.

The motion was carried.

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

Discussions documented in the Management Reprt.

5.0 FINANCIAL REPORTS

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

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

5.2 Summary of Operating Statement

The Board reviewed the Operating Statement. Management advised that the deficit had declined to \$10,087.34

5.3 Reserve Fund Balance

The Board reviewed the Reserve Fund balance which stood at \$473,838.10.

5.4 Variance Report Review

Management reviewed the variance report for the period ended June 30, 2018 that included information on projects and expenses that included: landscaping extras, mechanical such as sump pumps, replacement of fuses in the cooling tower, utilities, in suite valves and elevator repairs.

ACTION: Management to distribute elevator invoice and elevator services contract to the Board.

ACTION: Management to obtain information from TSSA on generic elevator fees.

5.5 Arrears Report Review

The Board reviewed the status of the outstanding accounts in the Arrears Report. Management indicated that there was one (1) unit with a one (1) month payment outstanding.

It was the consensus of the Board to accept the unaudited financial statements for the period June 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 Financial Statements for Fiscal 2018 – Draft

The Board reviewed the financial statements for the year ended February 2018.

*On a **MOTION** by L. Peterson, **seconded** by E. Blanchard, **it was resolved** to ratify approval of an accounting adjustment for the transfer of \$50,000 from the operating fund to the Reserve Fund in the financial statements for the year ended February 28, 2018, for the record.*

The motion was carried.

*On a **MOTION** by M. Smith, and **seconded** by E. Blanchard, **it was resolved** to approve the financial statements for MTCC 1295 for the year ended February 28, 2018.*

The motion was carried.

6.1.2 Reserve Fund Study

The Board reviewed the expenses from the last year against the recommended expenditures in the Reserve Fund study. The Reserve Fund study did not recommend any large capital projects for the current fiscal year. The Board agreed that its priorities for common elements projects in the current year were elevator refurbishment and renovations in hallways while maintaining a healthy cash balance for unexpected expenditures.

Management advised that the next Reserve Fund study needed to be completed by February 2019.

ACTION: Management to contact engineers who conducted the previous Reserve Fund study to explore their interest in undertaking the Reserve Fund study beginning in November 2018.

6.1.3 Elevator Refreshment Project

The Board reviewed the bids from Premier Elevator and Pac Building Group.

Premier Elevators had requested that MTCC1295 have ThyssenKrupp complete all the testing, whereas PAC Building Group had incorporated the testing into their final quote. Management has already reached out to ThyssenKrupp requesting the testing costs.

Bids for Elevator Refurbishment

Premier Elevator

- Includes plastic laminate panel design, including two mirrors
Cost - \$23,922.10 (taxes included)

Mandatory Testing by ThyssenKrupp

- Pre-weight testing of both cabs and post full load testing once renovation was completed
Cost - \$17,965.54 (taxes included)

Total Cost - \$41,889.48 (taxes included)

Pac Building Group

- includes plastic laminate panels design, including mirrors
- pre and post tests required
- Pac Building Group would be taking full responsibility on all the mandatory TSSA testing

Total cost - \$44,041.75(taxes included)

*On a **MOTION** by M. Smith, and **seconded** by L. Peterson, it was resolved to approve contracting PAC Building Group to undertake the elevator refurbishment project at a cost of \$44,041.75 (taxes included).*

The motion was carried.

6.2 ITEMS IN PROCESS

6.2.1 In Suite Valve Replacement

Management stated that Brial Mechanical had reported that each unit had three (3) hot water and three (3) cold water valves most of which were old. Management advised that they would be obtaining Brial's valve replacement audit report from February 2017. The Board agreed that accessible hot water valves should be replaced. Management reported that they had identified three (3) contractors to undertake the valve replacement. The Board requested that all contract proposals should include price per valve costs.

ACTION: Management to distribute Brial's valve replacement audit report to the Board.

6.2.2 Periodical Information Certificate (PIC)

Management indicated that they were in the process of completing documentation for the PIC for review by the Board.

ACTION: Management to send draft to Board with attachments.

6.2.3 Elevator Refreshment Project – Changes to Door Operators

As per the discussion of the July 4 meeting regarding information from ThyssenKrupp

regarding changes to door operators, Management stated that ThyssenKrupp had made the recommendation because the building's current ECI 1000 door operators were no longer manufactured nor supported by the OEM. If any of the components failed, there could be longer shutdown times. ThyssenKrupp had advised that the repair was not TSSA mandated.

6.2.4 Horizontal and Vertical Stack Clean Out

Management reported that Brial Mechanical had scheduled the horizontal and vertical stack clean out beginning on Tuesday July 24, 2018. A preliminary notice was sent out to all owners on July 13, 2018. An updated notice was sent out on July 17, 2018 with the schedule of suites that Brial would need to access. The project was to be completed within seven (7) days.

ACTION: Management to determine whether the Brial's service costs would be reduced given that the clean out would be completed in four (4) working days rather than seven (7) days as originally planned.

6.2.5 Cannabis Rule

Management reported that since there had been no requisition meeting called by Owners, that as of July 12, 2018, the new cannabis rule, Rule 17, had officially come into effect.

ACTION: Management to advise legal counsel that information updates on Rule 17 would be undertaken by Management.

ACTION: Management to update information on the rules on the MTCC 1295 website including Rule 17, multipurpose room rules as well as any other additional rules.

6.2.6 5th Floor Refurbishment

Management reported that they had identified numerous tiles had solder stains or greasy fingerprints. Management stated that they had met with the Brial supervisor who had indicated that the solder issues were caused by improper wrapping of the pipe joints and during hot days the pipes would sweat and cause stains. Management reported that Brial would check all remaining solder joints, rewrap pipes where necessary and would absorb replacement costs of any damaged tiles.

ACTION: M. Smith to conduct walkaround with Nicola on Friday, July 27, 2018.

6.2.7 Boiler Repair

Management reported that Prestige was on site on July 8, 2018 to inspect one of the boilers which was malfunctioning. Prestige reported that that the burners were covered with carbon and needed to be cleaned and indicated that the three (3) other boilers were providing enough support to run the hot water for the building. Prestige turned the malfunctioning boiler off, returned on July 11, 2018 to remove the carbon and turned the boiler on. There were no major repairs required.

6.2.8 Broken Shut Off Valve

Discussion was documented in the private and confidential minutes.

6.2.9 Caulking Terraces – Costs

Management reported that they were unable to find any record of previous contracts for caulking of terraces around doors and exterior windows. Management advised the Reserve Fund study indicated that caulking had a 20-year life expectancy. There were 14 years remaining on its life expectancy. The Reserve Fund Study indicated that costs for caulking the entire building would be \$200,000.

ACTION: Management to obtain costs of caulking terraces on the eighth floor.

6.2.10 Broken Terrace Glass

Discussion was documented in the private and confidential minutes.

6.2.11 Clothes Washer Repair

Discussion was documented in the private and confidential minutes.

7.0 PRIVATE AND CONFIDENTIAL

7.1 Noise Complaint

Discussion was documented in the private and confidential minutes.

7.2 Possible Hoarding Situation

Discussion was documented in the private and confidential minutes.

8.0 NEW BUSINESS

8.1 Car Damaged in Garage

Discussion was documented in the private and confidential minutes.


9.0 DATE OF NEXT MEETING(S)

The date of the next Board of Directors' meeting was scheduled for Tuesday, August 28, 2018 at 7:00 p.m.

The AGM would be held on Tuesday, September 25, 2018 at 7:00 p.m.

10.0 CLOSE OF MEETING

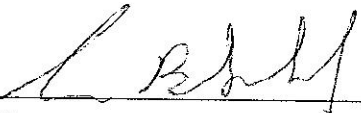
There being no further business to discuss, the meeting was adjourned at 9:05 p.m.



Director

08/27/2018

Date



Director

08/27/18

Date