

METROPOLITAN TORONTO CONDOMINIUM CORPORATION NO. 1295

“St. James”

MINUTES OF THE BOARD OF DIRECTORS’ MEETING

Multipurpose Room, 39 Jarvis Street, Toronto, ON

Wednesday, January 9, 2019 at 7:00 p.m.

Board Members Present

Eric Blanchard	President
Anil Ghandi	Secretary
Mary Jo Smith	Treasurer
Lisa Melody Peterson	Director

With Regrets

Allister McCabe	Director
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Management

John Richard	Condominium Manager, Crossbridge Condominium Services Ltd.
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By Invitation

David Petrozza	CEO, Pac Building Group (<i>Arrived at 7:09 p.m., departed at 7:35 p.m.</i>)
Vanessa Castiglione	Project Manager, Pac Building Group (<i>Arrived at 7:09 p.m., departed at 7:35 p.m.</i>)
Louis Evagelou	President and CEO, Toronto Decorating (<i>Arrived at 7:39 p.m., departed at 8:02 p.m.</i>)
Bill Atanas	Project Manager, Toronto Decorating (<i>Arrived at 7:39 p.m., departed at 8:02 p.m.</i>)
Kristine Sonnenberg	Senior Design Associate, Toronto Decorating (<i>Arrived at 7:39 p.m., departed at 8:02 p.m.</i>)
Melody Roche	Recording Secretary, INaMINUTE Ltd.

1.0 CALL TO ORDER

There being a quorum present, E. Blanchard presided as Chair and called the meeting to order at 7:04 p.m.

2.0 APPROVAL OF AGENDA

The Board reviewed the agenda proposed by Management. There were no additions or deletions to the agenda.

3.0 APPROVAL OF MINUTES

3.1 Board Meeting Minutes of October 30, 2018

It was the consensus of the Board to defer approval of the standard and private and confidential minutes until the next meeting.

3.2 Board Meeting Minutes of December 5, 2018

It was the consensus of the Board to defer approval of the standard and private and confidential minutes until the next meeting.

4.0 PRESENTATION BY CORRIDOR REFURBISHMENT CONTRACTORS

Quotations from Pac Building Group and Toronto Decorating for the Corridor Refurbishment Project on floors 8, 6 and 2 were previously presented to the Board for review. As per the Board's request, Management invited Pac Building Group and Toronto Decorating to discuss the details of the project.

4.1 Presentation by Pac Building

Management introduced David Petrozza and Vanessa Castiglione who presented PAC Building Group's quotation for the renovation of floors 8, 6 and 2. V. Castiglione, the Project Manager, provided a schedule for the corridor refurbishment on floors 8, 6 and 2 which highlighted the timeline of when each floor would be completed. It was noted that demolition would take place for five (5) working days on each floor, and that while the demolition was taking place on the lower floors, the finishes would be installed on the highest floor. V. Castiglione ensured the Board that a clean-up would be conducted each day to ensure that construction debris would not be tracked into the unit. D. Petrozza advised that the process would be fluid which would ensure reasonable pricing, and the overall project would last up to eight (8) weeks. It was noted by D. Petrozza that two (2) supervisors would visit the site every other day throughout the duration of the project to ensure that work was being completed.

A. Ghandi inquired what the price difference would be if renovation was limited to one (1) floor at a time. D. Petrozza advised that there would be a 15% to 20% premium due to labour related costs as labourers charged a premium for multiple mobilizations.

L. Peterson inquired whether there would be any issues with demolition with regard to air quality in the corridors. D. Petrozza advised that 3M filters would be used on the return air grills to prevent dust entry but confirmed that the work would not cause much dust.

M. Smith requested clarification on whether the materials being utilized matched the existing design of the corridors on the rest of the floors. V. Castiglione confirmed that all the finishes on the fifth floor such as the wallpaper, carpet, millwork, baseboards and ceiling tiles would be replicated. It was noted that the specifications were obtained with the exception of the wall

sconces for which a close replica was procured. It was noted that the lighting fixtures would be changed throughout the corridors in the foreseeable future. D. Petrozza advised that samples would be provided prior to the installation of the fixtures. As soon as the Board provided approval, Pac Building Group would order the supplies and commence work. D. Petrozza advised that Pac Building Group typically set a schedule determined by buildings in which work was required immediately, and St. James was on the schedule.

L. Peterson inquired how the contractors felt the durability of the carpet was during the walkthrough on the fifth floor. It was confirmed by V. Castiglione that underpadding was installed underneath the new carpet but was not installed prior to that. D. Petrozza recommended that underpadding be installed as most underpadding had a strong pile or compression which retained density.

A brief discussion ensued as to whether the mirrors were part of the quotation.

ACTION: V. Castiglione to determine whether underpadding and mirrors were included in the pricing for the carpet.

L. Peterson inquired upon the frequency of project status updates. V. Castiglione advised that the status updates would be as frequent as the Board requested. For example, the contractors would produce a status update every Friday and submit it to Management who would act as the liaison between the contractors and the Board.

There being no further questions, the Board thanked D. Petrozza and V. Castiglione for their presentation before they departed the meeting at 7:35 p.m.

4.2 Presentation by Toronto Decorating

The Board met with Louis Evagelou, Bill Atanas and Kristine Sonnenberg from Toronto Decorating to discuss the proposal for the renovation of floors 8, 6, and 2. It was confirmed by Toronto Decorating that all the finishes were identical to the fifth floor with the exception of the lighting which would be matched to the existing products available. K. Sonnenberg advised that the lighting figures appeared to be the only area where changes would occur as there tended to be a turnover in design. M. Smith noted that beige fabric shades would be preferable to the white fabric.

K. Sonnenberg led Management and the Board through renovation process. It was noted that the demolition would be conducted in one (1) phase, followed by the preparation for the installation of the wall coverings, ceiling and other finishes such as millwork and baseboards. L. Evagelou advised that on each day after 4:30 pm, the contractors would arrange for a clean-up to ensure that the corridors were clean and dust would not be tracked into the units.

L. Evangelou advised that if the project began on February 1, 2019, it would take approximately eight (8) to ten (10) weeks for completion.

It was noted by K. Sonnenberg that the acoustic ceiling which would be placed on the eighth and sixth floor was expensive. Acoustic ceilings were required on those floors due to the location of pipes for the HVAC system within those ceilings. It was noted that the track and appearance of the ceiling tiles would be changed.

K. Sonnenberg advised that the door hardware, the threshold, the numbers, the corner guards were included in the project. However, there was no budget for art pieces.

J. Richards noted that there was a large window frame which was painted and inquired whether it could be matched to the rest of frames. K. Sonnenberg confirmed that the rest of the frames would be painted.

Discussion ensued with regard to whether an underpadding was installed underneath the carpet on the fifth floor. K. Sonnenberg advised that the existing carpet was glued down without underpadding. L. Evagelou advised that underpadding would not be required under the corridor carpet as long as good quality pile was used. Underpadding typically presented a problem as it would be prone to shrinkage and trap odor and retaining moisture when washed. L. Evagelou cautioned the Board against using carpet tile as the edges would be susceptible to fraying.

A. Ghandi advised that the newer style of underpadding were moisture resistant and provided insulation. A. Ghandi inquired whether Toronto Decorating would be able to supply the underpadding. L. Evagelou advised that a quotation for underpadding would be sought and provided. E. Blanchard advised that whether underpadding should be used or not should be determined by the manufacturer of the carpet.

ACTION: B. Atanas to obtain pricing for the carpet underlay.

E. Blanchard inquired whether Toronto Decorating was well staffed in order to commence the project in a timely manner. L. Evagelou advised that the project could commence in two (2) weeks as soon the materials became available. B. Atanas confirmed that Toronto Decorating would be able to start at the end of February.

The contractors from Toronto Decorating were thanked for their presentation before departing the meeting at 8:02 p.m.

A brief discussion ensued between the Board regarding the two (2) presentations and it was determined that once the revised quotations were obtained, a final decision would be made.

5.0 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.

5.1 ITEMS FOR REVIEW OR APPROVAL

5.1.1 Corridor Refurbishment Floors 8, 6 and 2.

A brief discussion ensued with regard to the presentations by PAC Building, who had completed the Elevator Refreshments, and Toronto Decorating who had completed the fifth floor refurbishment. The Board weighed the pros and cons of each proposal.

The decision was *deferred* pending revision of the quotations by the two (2) contractors.

5.1.2 Purchase of New Industrial Vacuum Cleaner

Management obtained a quotation for the purchase of a new industrial vacuum cleaner and submitted it to the Board via email. The Board approved of the purchase and Management requested for the email approval to be ratified at the Board Meeting.

On a MOTION by E. Blanchard, and seconded by A. Ghandi, it was resolved to ratify approval of the purchase of a new industrial vacuum cleaner in the amount of \$1,320.53 plus HST.

The motion was carried.

5.2 Items for Board Information

5.2.1 In Suite Accessable Valves Replacement

Management advised that valve replacement was set to commence in January 2019. It was noted by Management that BMI would provide a schedule during the week of January 7, 2019. It was noted that the risers were supposed to be mapped out by the previous plumber but the job was incomplete. Management noted that as the mapping of the risers was part of the original scope, it would be completed as part of the hot water valve project at no extra charge.

5.2.2 Reserve Fund Study

It was advised by Management that Brown & Beattie commenced the Reserve Fund Study and produced a draft. Management would communicate with Douglas from Brown & Beattie to provide accurate pricing for some of the newly quoted projects and determine which projects could be deferred. Management also met with Prestige and Brial Mechanical to determine whether there were any upcoming major repair projects related to the HVAC and plumbing in the building and was awaiting a response.

5.2.3 Fire Inspection Results

Further to the visit by the City of Toronto Fire Safety Inspector's visit on October 24, 2018, Management advised that the Fire Inspector would return on January 17, 2019 to conduct a follow up inspection to determine whether the deficiencies had been rectified.

5.2.4 New Security Site Supervisor

It was noted that short notice was provided by the previous security site supervisor who was leaving to pursue another career. Discussion ensued with regard to possible replacements for the security site supervisor. Management advised Elite that the Board was seeking a

candidate with two (2) to three (3) years of security supervisor experience. The candidates would be presented to the Board at the January 22, 2019 meeting.

5.2.5 Budget Update

This item was deferred to the January 22, 2019 Board of Directors Meeting.

6.0 PRIVATE AND CONFIDENTIAL

6.1 Noise Complaint

Discussion was documented in the private and confidential minutes.

6.2 Storage – Unit Redacted

Discussion was documented in the and confidential minutes.

6.3 Settlement Funds

Discussion was documented in the private and confidential minutes.

6.4 Hot Water Scalding

Discussion was documented in the private and confidential minutes.

6.5 Renovation Request – Unit Redacted

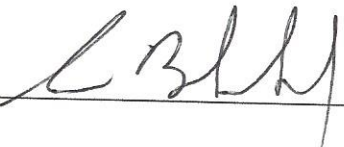
Discussion was documented in the private and confidential minutes.

7.0 DATE OF NEXT MEETING

The next Board of Directors' meeting was scheduled for Tuesday, January 22, 2019 at 7:00 p.m.

8.0 CLOSE OF MEETING

There being no further business to discuss, the meeting was closed at 9:15 p.m.



Director

Mar 18, 2019

Date



Director

Mar 18, 2019

Date