METROPOLITAN Toronto Condominium Corporation No. 1295

“St. James”

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

Multipurpose Room, 39 Jarvis Street, Toronto, ON

Thursday, October 13, 2016 at 7:00 pm

**Board Members Present**

Mary Jo Smith Treasurer

Lisa Melody Peterson Director at Large

Allister McCabe Secretary

**By Invitation**

Anna Oreshyna Property Manager, Brookfield Condominium Services Ltd.

Eddie Hareven Recording Secretary

**Regrets**

Eric Blanchard President

Jamie Alexander Vice-President

1. **CALL TO ORDER**

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

1. **APPROVAL OF AGENDA**

The agenda was approved and adopted as presented.

**3.0 APPROVAL OF PREVIOUS MINUTES**

The Board reviewed the minutes for the meetings on August 17 and September 26, 2016. Changes were noted by the Recording Secretary and will be forwarded to Management.

*On a* ***MOTION*** *by M. Smith,* ***seconded*** *by L. Peterson,* ***it was resolved*** *to approve the revised Minutes of the meeting held on August 17, 2016, as presented.* ***The motion was carried.***

*On a* ***MOTION*** *by M. Smith,* ***seconded*** *by L. Peterson,* ***it was resolved*** *to approve the Minutes of the meeting held on September 26, 2016, as amended.* ***The motion was carried.***

**4.0** **FINANCIAL MATTERS**

The Board reviewed the Unaudited Financial Statements for the period ending August 31, 2016.

Monthly Financials

Management reviewed the August 31, 2016 Unaudited Financial Statements with the Board. Management noted that an outstanding cheque from March has not been cashed and therefore is assumed to be lost. The current cheque will be cancelled and a new one will be re-issued.

Variance Report

Management reviewed the monthly Variance Report.

1. Shut Off Valve Replacement

Management reported that the shut off valves are not included in the current Reserve Fund Study, and that a meeting with the Auditor confirmed that the replacement cannot be a Reserve Fund expense as it is considered an in-suite element. M. Smith commented that the Board received a legal opinion and that anything located behind the drywall is considered a Common Element, and therefore is considered a Reserve Fund expense. The Board requested that Management receive clarification from the Auditor on this item.

**ACTION:** Management is to follow up with Auditor and consult the Declaration.

1. Mechanical & HVAC

Management noted that this variance is a result of multiple service calls for the HVAC system.

1. Plumbing

Management noted that there is currently a $7,000 invoice in contention. Management remains in negotiation with the contractor.

*On a* ***MOTION*** *by M. Smith,* ***seconded*** *by L. Peterson,* ***it was resolved*** *to accept the Unaudited Financial Statements for the period ending August 31, 2016.*

***The motion was carried.***

**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**

5.1.1. Prestige Mechanical

The Corporation’s HVAC contractor has noticed signs of deterioration on the Heat Exchanger Tubes. Management presented the Board with pricing from Prestige Mechanical for $1,926.00 plus HST. Management recommended proceeding with the work as soon as possible.

As this is not regular maintenance, it would be considered a Reserve Fund expense. Management confirmed that these repairs should carry out minimal disruptions to the residents.

*On a* ***MOTION*** *by A. McCabe,* ***seconded*** *by L. Peterson,* ***it was resolved*** *to approve the replacement of the heat exchanger tubes by Prestige Mechanical at a cost of $1,926.00 plus HST.*

***The motion was carried.***

5.1.2. Clogged Drain Pipes

After investigation, it appears the building stacks have not been flushed in over six (6) years. As a result, blockages have been occurring with each individual service call to snake the pipes which is costing anywhere from $300 to $500 for each call. It is recommended that the pipes be flushed every two (2) years. Management presented the Board with quotes from BMI Mechanical and Guarantee Mechanical to complete this maintenance. This would be considered regular maintenance and would be an Operating expense. The Board requested a more detailed scope of work for the maintenance, as well as pricing for cleaning just the horizontal stacks. The Board suggested Management create a “Call Forward” file for the budget and include this item.

**ACTION:** Management is to obtain a more detailed scope of work for the flushing of the vertical stack and obtain pricing for flushing of the horizontal line only. Management is to create a Call Forward file on the current budget.

5.1.3. Monthly and Annual Fire Inspection

Management presented the Board with pricing for the Monthly and Annual Fire Inspection from Accurate Fire Protection and Onyx Fire. Accurate Fire Protection is the Corporation’s current fire system vendor. Management recommended Onyx Fire as they are a Brookfield preferred vendor, who maintains the industry standards.

*On a* ***MOTION*** *by M. Smith,* ***seconded*** *by A. McCabe,* ***it was resolved*** *to approve the quote from Accurate Fire Protection for the Monthly and Annual Fire Inspections at a cost of $145.00 per month and $1,850.00 per year plus HST.*

***The motion was carried.***

5.1.4 Party Room Chairs

Management advised that there are on-going issues with the party room chairs. The back legs of the chairs are becoming loose and falling off. Management confirmed that the chairs are still under warranty and provided the Board with options to conduct a straight exchange with a one (1) year unconditional warranty, or purchase eight (8) new chairs for $800.00 including tax and delivery. The Board requested an email follow up be conducted with J. Alexander, and that decision making on this item be deferred until his opinion is received.

**ACTION:** Management is to follow up with J. Alexander via email.

5.1.5 Torsion Springs Replacement

Management presented the Board with a quote to replace the torsion springs of the garage door from Begley Overhead Doors at cost of $1,495.00 plus HST.

*On a* ***MOTION*** *by A. McCabe,* ***seconded*** *by M. Smith,* ***it was resolved*** *to approve the replacement of the torsion springs by Begley Overhead Doors at a cost of $1,495.00 plus HST.*

***The motion was carried.***

5.1.6. Building Link

Management confirmed that Building Link is up and running and that Management and front desk staff have been trained on the system. Management suggested a system upgrade for an additional $1,203.00 per year, which would provide increased functionality for residents and Management. The Board agreed that the only reason the original package was approved was because it was at no cost. The Board recommended this item be added to the Call Forward list to be added to next year’s budget.

**5.2 Items Completed**

The Board reviewed the list of Items Completed without comment except for the following items:

5.2.1.Canadian Home Plumbing

Management presented the Board with the completed inspection sheets for each suite from Canadian Home Plumbing. The Board commented that their expectation was that they were inspecting for a list of accessible valves, and were unsure if the proper valves were reported. The Board requested Management investigate the scope of work to ensure what was asked for was in fact completed. The Board suggested the two (2) valves currently reported be replaced as soon as possible.

**ACTION:** Management is to contact Canadian Home Plumbing to clarify the scope of work and ensure that all valves were inspected. The Board will be provided an updated via email.

5.2.5. Standard Unit By-Law

Management requested a quote from the Corporation’s Solicitor to complete the Standard Unit By-Law. Due to pressure from the Owners and the new Act being introduced, Management highly recommended the By-Law be implemented sooner rather than later. The Board recommended that this item be placed on the agenda for the next Annual General Meeting. The Board requested Management investigate when the new Act will be coming into effect.

**ACTION:** Management is to confirm when the new Act will be coming into effect.

5.2.8. Elevator Car Refurbishment

Management confirmed with the Engineer that they are not required to overlook the elevator car refurbishment; however, work needs to be done closely with Thyssen Krupp in order to make sure that everything is in accordance with the TSSA standards. Management is currently working on resolving the latest TSSA violation order relating to the rope replacement project. Management continues to await response from Thyssen Krupp directly.

**5.3 NEW BUSINESS**

5.3.1. Owner Request

An Owner requested a summary of Motions to be emailed to all Owners after every Board meeting. The Board denied this request as the minutes are uploaded on the building website for residents to review.

5.3.2. Owner Request Suite (redacted)

Minutes taken In Camera.

5.3.3. Owner Request Suite (redacted)

Minutes taken In Camera.

**5.4 ITEMS OF INFORMATION**

5.4.1. Prestige Mechanical Semi-Annual In-Suite Inspection

Management confirmed that the next inspection has been scheduled for the end of October or the beginning of November. The Board requested that inspections beclosely monitored by Management to ensure all proper work is completed. Additionally, the Board requested that a follow up be submitted to all Owners to confirm completed inspections, and to inform residents that spot checks will be conducted by Management.

**ACTION:** Management is to communicate a follow up with residents.

**6.0 NEW BUSINESS**

There was nothing to be discussed.

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

The next meeting is scheduled for Monday, November 21, 2016 at 7:00p.m.

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

There being no further business to discuss, the meeting was closed at 9:21pm.

President Date

Secretary Date