METROPOLITAN Toronto Condominium Corporation No. 1295

“St. James”

#### Minutes of the Board of Director’s Meeting

Multipurpose Room – Main Floor, 39 Jarvis St., Toronto, ON

Monday, July 18, 2016 at 7:00 p.m.

**Board Members Present**

Eric Blanchard President

Mary Jo Smith Treasurer

Nicolette Zampara Director *(departed at 8:42 p.m.)*

Tania Thomson Director

Jamie Alexander Director

**By Invitation**

Quintin Johnston Samsonshield Inc. *(arrived at 7:17 p.m., departed at 7:59 p.m.)*

Alex Zhvanetskiy Samsonshield Inc. *(arrived at 7:17 p.m., departed at 7:59 p.m.)*

Anna Oreshyna Property Manager, Brookfield Condominium Services Ltd.

Rebecca Morison Recording Secretary, INaMINUTE Ltd.

1. **CALL TO ORDER**

There being a quorum present, E. Blanchard called the meeting to order at 7:03 p.m. and presided as Chair.

**2.0 APPROVAL OF AGENDA**

The Board reviewed the meeting agenda. The following addition was brought forward:

* First Gulf’s proposal regarding a restaurant on the premises

Any items of business arising during the meeting will be discussed under Section 7.0 New Business.

*It was the consensus of the Board* to approve the agenda as amended.

**3.0 APPROVAL OF PREVIOUS MINUTES**

The Board received a copy of the previous minutes of the Board meeting held on June 29, 2016 for their review. The following revision was proposed:

* Item 6.4 was amended to revise the Action item regarding the air conditioning unit
* Item 6.11 was amended to revise “loading dock” to “recycling bins”

Discussion ensued on the WSP report regarding the commercial air conditioning unit and its placement. A. Oreshyna reported that Management would be meeting with WSP next week to review their report and recommendations.

*On a* ***MOTION*** *by E. Blanchard,* ***seconded by*** *N. Zampara,* ***it was resolved*** *to approve the minutes of the June 29, 2016 Board of Directors’ meeting as amended.*

***The motion was carried.***

**4.0 PRESENTATION BY SAMSONSHIELD INC.**

Quintin Johnston and Alex Zhvanetskiy from Samsonshield Inc. attended a portion of the Board meeting to discuss issues pertaining to security services.

Discussion ensued on security protocols and policies regarding building access, including sign-ins.

Q. Johnson reported that the largest issue facing the building was access control. The current procedures were ad-hoc and raised privacy issues under PIPEDA as the sign-in sheets permit viewing others’ names and information. They recommend a BuildingLink system which includes features for access control.

A. Zhvanetskiy provided an overview of BuildingLink’s features, including maintaining a registry of contact information, and registration of guests, pets, parcels, parking, etc. Q. Johnston reported that Samsonshield would pay for the service, and the building could conduct a trial period for three (3) months. BuildingLink was used in all of its other condominiums, as well as many hotels, and improves front desk professionalism and service.

Q. Johnston presented a contract analysis. In the first three (3) years of being in the building, Sampsonshield postponed pricing increases based on regular comparisons it performs of competitive market rates. This saved the Corporation over $6,000 in scheduled price increases. There was a scheduled increase in September 2015; however, the company did not impose the increase. There would be another scheduled increase in September 2016; however, Samsonshield would give the Corporation last year’s pricing at that time.

In response to a query regarding ownership of the equipment and software, Q. Johnston reported that BuildingLink would be contracted and owned by the Corporation; the Corporation would pay a monthly fee to BuildingLink, and such cost would be reimbursed by Sampsonshield. The Corporation’s proprietary information populating the software would also remain owned and in the custody of the Corporation.

There being no further questions, Q. Johnston and A. Zhvanetskiy departed the meeting at 7:59 p.m.

*It was the consensus of the Board* that all guests to the building should be announced.

*It was the consensus of the Board* to approve the implementation of BuildingLink in the building, at Sampsonshield’s recommendation and cost.

*It was the consensus of the Board* to implement the building’s existing renovations agreement and registration of contractors including the use of security badges to be worn onsite.

*It was the consensus of the Board* to revise the renovation hours to be 8:30 a.m. to 5:30 p.m. on weekdays, and commencing at 9:00 a.m. on Saturdays. Contractors would be permitted to come on the premises from 8:00 a.m. provided that they do not start noisy work until the permitted time.

**5.0 FINANCIAL REPORTS**

**5.1 Monthly Financials – Period Ending June 30, 2016**

The Board received the monthly financials for the period ending June 30, 2016 for their review.

**5.2 Common Charge Status**

The Board received an updated Common Charge Status report on pending arrears for their review. The total arrears were $2,532.74.

**5.3 Variance Report**

The Board received an updated Monthly Variance Report for the four (4) months ended June 30, 2016. There was a surplus of $893 for the period. In response to a query, A. Oreshyna advised that the invoice for the windows had not come in yet. M. Smith reported that with the actual expenditures incurred but not yet paid, there was actually a deficit of approximately $4,000. A. Oreshyna reported that gas and legal fees were both under budget, and these categories might balance out the deficit by the end of the year.

Discussion ensued on the toilet retrofit project as a non-budgeted Reserve Fund expense, including making up the funds in the budget through the anticipated payback, in order to replenish the Reserve Fund to the scheduled level. A. Oreshyna reported that the project cost was $20,000, which was only approximately one (1) month of the contributions to the Reserve Fund. E. Blanchard noted that from an overall budgeting perspective, there should be no difference regarding fee contributions.

*On a* ***MOTION*** *by N. Zampara,* ***seconded by*** *M. Smith,* ***it was resolved*** *to accept the financial statements for the period ending June 30, 2016, including the Common Charge Status Report and the Variance Report, as presented.*

***The motion was carried.***

**6.0 PROPERTY MANAGER’S 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 Domestic Hot Water Tanks**

Management advised that the domestic hot water tanks were likely never refinished or inspected, and recommended refinishing the tank linings with concrete every five (5) to 10 years to prevent future rusting. Management presented two (2) quotes for such work, both from Brookfield preferred contractors. There would be a hot water shut off for 30 hours during the work, in order for the new concrete linings to cure. Discussion ensued on the timing of the work to minimize the disruption of a hot water shut off. The Board requested that the work commence Friday morning so that residents would not have to miss their morning showers before work.

*It was the consensus of the Board* to approve Hydrastone to perform re-finishing of the lining inside the domestic hot water tanks at a cost of $5,699.00 plus HST.

**ACTION**: Management to liaise with Hydrastone regarding the timing of the work.

**6.2 Security Cameras**

Avaton was in the process of completing replacement of new interior cameras and would be patching related holes in the building ceilings. Management recommended exterior cameras, particularly in light of a 2014 slip and fall incident and related legal claim, in which there was no video footage as evidence. Management presented a quote for additional exterior cameras to include the Jarvis and King Street sidewalks and a full view of the archway, at a cost of $2,200 plus HST.

*It was the consensus of the Board* to approve Avaton to install four (4) exterior cameras at a cost of $2,200 plus HST.

**6.3 Toronto Decorating**

M. Smith reported that after liaising with Toronto Decorating, it was discovered that they over-billed the Corporation and would be refunding the amount. The vendor performed quality work; however, it was difficult to obtain the required financial information. J. Alexander reported that the audit showed that the renovation was appropriate to the project budget of $18,000, within a few hundred dollars.

**7.0 NEW BUSINESS**

**7.1 Annual General Meeting (AGM)**

The AGM was scheduled for Tuesday, September 13, 2016 at 7:00 p.m.

A. Oreshyna reported that the AGM package must go out by August 29, 2016.

M. Smith reported that the letter to Owners was typically highlighted with the package and included tailored information from the Board. Also, Management typically distributes an advance notice calling for nominations for the election of Directors. Discussion ensued on the inclusion of candidates’ information in the AGM package in a defined format, such as a one (1) page bio.

**ACTION**: M. Smith to draft the letter to Owners including some financial highlights, and to check the existing chart of Directors’ terms.

**ACTION**: Management to prepare a draft AGM package for the Board’s review.

**7.2 BBQ**

A. Oreshyna reported that after liaising with vendors, Management determined that a gas line for a BBQ could not easily be installed in the back patio behind the party room. Doing so would require extensive work at a higher cost. A BBQ that uses propane tanks could be used. A vendor would come onsite to change the tanks, and each tank would offer approximately 20 hours of use. The BBQ itself would cost approximately $1,300. Discussion ensued on security issues relating to having a propane tank BBQ in the back patio. Discussion ensued on moving the second BBQ upstairs in the event of issues. The Board expressed a preference for Weber BBQs.

**ACTION**: Management to inquire about what BBQ was being offered, and to inquire whether Weber would be available.

**7.3 First Gulf Restaurant Proposal**

The Corporation has no ability to block First Gulf from renting to a restaurant; however, there is currently no infrastructure for cooking (installation of a low-odour vent) and this would require a change to the common element. There was a large upset in the building community when the proposal of a restaurant was tabled previously, and Owners voted against it. Therefore, the change to the common element should go to the Owners for a vote. First Gulf could be given the opportunity to speak to Owners at the AGM.

The space is not configured to accommodate a professional restaurant kitchen; therefore, it would need to be a fast food or takeout type establishment. There would also be considerations about deliveries and garbage pickup, which may impact the building units near that space. The Board noted that it was not good for the building for the space to sit empty. However, it would also not be beneficial to have high turnover. The Corporation could impose rules on First Gulf as part of the contracted engagement, including the right to approve potential renters, and requiring First Gulf to maintain rent prices for a certain period of time.

**8.0 DATE OF NEXT MEETING**

The next meeting of the Board of Directors will be scheduled at a later date.

**9.0 CLOSE OF MEETING**

There being no further business to discuss, the meeting was closed at 9:11 p.m.

Director Date

Director Date