

YORK CONDOMINIUM CORPORATION NO.323

Minutes of the Board of Directors Meeting

Thursday, December 1, 2011

Present:	Frank Delling	President
	Jean Cormier	Vice President
	Sean Cumming	Secretary
	Ed Leies	Treasurer
	Fern Stimpson	Director

By invitation:	Isan Murat	Property Manager, Brookfield
	Holly Price	Minute-taker

OPENING OF THE MEETING

There being a quorum present, Frank Delling called the meeting to order at 6:45 pm.

1.0 Adoption of the Agenda in form attached approved.

2.0 Approval of the Minutes

2.1 The Board reviewed and approved the Minutes of the Board meeting held on October 20, 2011.

Motion:

To approve the minutes as presented.

MOVED BY Sean Cumming

SECONDED BY Ed Leies

All were in favour and the motion was CARRIED.

2.2 Approval of the minutes of the Board meeting held on November 7, 2011 is deferred to the next meeting.

3.0 Approval of the Financial Statements

3.1 The Board reviewed the Financial Statements for October 31, 2011.

Motion:

The Board agreed that Ed and Frank will meet with Brookfield about the accuracy of their financial statements.

The Board decided not to approve the Financial Statements for October 31, 2011.

MOVED BY Ed Leies

SECONDED BY Sean Cumming

All were in favour and the motion was CARRIED.

3.2 The Board reviewed the invoices from Mann Engineering and agreed to hold back the final payment until the capacity study is received.

4.3 Motion:

The Board decided to accept the Bank of Nova Scotia Financial Services Agreement (to be attached to the minutes) and all the Banking Resolution Documents were signed by all Directors.

MOVED BY Sean Cumming

SECONDED BY Ed Leies

All were in favour and the motion was CARRIED.

4.0 Building Managers Report

4.1 Ongoing Activities

4.1.1 Balcony Warranties: Brook will re-check some balconies after they are finished with the last balcony repairs, which will happen within the next week. If all repairs are not completed by end December, the Corporation will call on the Performance Bond before it expires

4.1.2 Garage Leakage: This work will be completed within two weeks. Cleaning of the garage after the repair is to be done by Brook Restoration.

4.1.3 Elevator Lighting: Sample LED lights are in place and seem to provide sufficient light as well as considerable savings on energy. It was agreed that all the elevator lights will be replaced immediately, and the lights outside the elevators will be replaced gradually as the bulb fail.

4.1.4 Gas Contract: Superior Energy signed the contract and confirmed the new price would start in January 1, 2012.

4.2 Contracts and Proposals

4.2.1 Replace Domestic Hot Water Venting System: It is essential that this replacement be done to ensure the safety of the hot water system. Two quotes have been received.

Motion:

The board decided to obtain more information about this work before making a decision at the next meeting.

MOVED BY Frank Delling

SECONDED BY Ed Leies

All were in favour and the motion was CARRIED.

4.2.2 Renovation of Office Parcel Deposit Box: The Board agreed to incorporate this item into the work of the Lobby Committee.

4.3 Items completed

4.3.1 Power Sweep in Garage: Edifice completed the power sweep on November 17, as per board approval.

4.3.2 Window Cleaning: Skyview completed the cleaning of inaccessible windows on October 20 as per board approval.

4.3.3 Timer on Compactor: A.S. Services completed the installation of the timer for compactor as per board approval. The cost of installation was \$480 including tax.

5.0 Operations Plan

- 5.1 Review and Prioritization: Frank has developed an operations plan summarising work previously identified, work scheduled in the reserve fund and other studies for the previous and current year and items raised in public meetings with residents and owners. The objective is for the Board to review the items and prioritize them in an Operations Plan for the term of the board. More information is needed to specify the options in detail of major projects such as the door and window replacement before the Board is able to make decisions.

The board agreed that Isan should ask around and find other property managers or areas managers who have gone through similar projects to our proposed major ones. The Board will meet with Belanger about the door and window project as soon as possible, possibly within the next 2 weeks.

6.0 Committee Liaison Reports

6.1 HPGR: Motion:

The Board decided that Ed and Fern will be the representatives of YCC 323 to HPGR and the Board would like to have input into the agenda of HPGR.

MOVED BY Sean Cumming

SECONDED BY Jean Cormier

All were in favour and the motion was CARRIED.

- 6.2 Meet the Board: Frank proposed a rolling form on which unit owners' concerns are written into a list which is always available and up to date for board members for all Meet the Board sessions.
- 6.3 Landscaping Committee No current issues outstanding.
- 6.4 Policy Committee No current issues outstanding.
- 6.5 Health Committee
- 6.5.1 Flu Shot Clinic: This was very well attended. Jean suggested that thank-you cards be purchased for YCC 323 to use to thank people for such services.
- 6.5.2 Overhead projector request: Deferred, additional information has been requested from the committee.

The secretary had to leave the meeting.

- 6.6 Energy Committee: No current issues outstanding.
- 6.7 Communication Committee: Fern will put requests for committee involvement and for people who are interested in serving as librarians into the website. Fern would like Terms of reference or task descriptions for each of the committees need to be developed or used from the Sub Committee Policy.
- 6.7.1 Website Launch: The Board agreed that audited financial statements approved at past AGMs plus the draft audited financial statement from the most recent AGM be included in the website at launch, as well as the annual budget that was sent to owners, bylaws and rules, names and positions of Board members the YCC 323 Declaration, and a print-out form for repair requests. Launch will be accompanied by an article in the print newsletter and signs on notice boards. There was a discussion about providing a permanent computer station in the library, and this will be discussed further at a future meeting. Launch will occur after the Board has had a chance to see the final website. Appreciation will be expressed to John for his work on the website.
- 5.8 Lobby Committee No current issues outstanding.
- 6.9 Privacy Officer No current issues outstanding.

8.0. Other Matters for Discussion

- 8.1. AODA (Accessibility for Ontarians with Disabilities): Isan presented information on new legislation about accessibility to private buildings like ours. One issue is allowing service animals in buildings that currently do not allow dogs. Isan will prepare an agenda item about YCC 323 and this issue.
- 8.2. Vandalism in Washrooms.
- 8.3. Tiles on Balconies: Some owners have expressed a strong interest in tiling their balconies. The board had made statements that this could not be considered until the warranty period was completed.. Consultation is now necessary to review options. Isan will ask Tremco to provide more information.

MOVED BY Frank Delling

SECONDED BY Jean Cormier

All were in favour and the motion was CARRIED.

9.0 Adjournment

The meeting was adjourned at 10:55 p.m.

Next Meeting: Thursday January 5, 2012 at 6:30pm, followed by Thursday January 26, 2012 at 6:30pm.



President



Secretary