

**DURHAM CONDOMINIUM CORPORATION NO. 19**  
**REDACTED--MINUTES OF THE BOARD OF DIRECTORS' MEETING**  
Board Room, 1210 Radom Street, Pickering, Ontario  
Tuesday March 27, 2018

## **ATTENDANCE**

**Board Members:** Steven Harker (*President*) via Skype, Jocelyne Hammond (Vice President), Bob Steenson (*Treasurer*), Arlene Wilson (*Director*), John Anderson (*General Manager*) via Facetime

**Guests:** Shelley Hutchinson (R.C.M., *Larlyn Property Management*)  
\*Andrew Wall (Project Manager, SPG Engineering) meeting on a separate date on March 29, 2018

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## **1. CALL TO ORDER**

The meeting was called to order at 6:22 p.m. by S. Harker. There were no conflicts of interests declared.

## **2. AGENDA**

The agenda was approved.

## **3. SPG ENGINEERING-ANDREW WALL**

\*A. Wall could not attend this meeting on this date. However, a meeting did occur on March 29, 2018 at 4:01pm with A. Wilson, J. Hammond, S. Harker and S. Hutchinson.

**A motion** by A. Wilson to include the meeting held on March 29, 2018 as part of the minutes of the Board Meeting held on March 27, 2018, seconded by J. Hammond. **All in favour. CARRIED**

A. Wall provided an update to the garage project work, he indicated that progress was slower than anticipated due to the water penetration that was being experienced in Phase I. Once a method was established to address the water seepage, the work has progressed smoothly and should return to its predicated timeline. A. Wall did advise all members of a change regarding this additional work and the change order via emails.

A. Wall informed S. Hutchinson that a cost projection was made to indicate DCC#19 financial state to complete these projects and their Reserve Fund Planner would be due in 2019 with these items considered.

There was no further discussion and A. Wall left the meeting at 5:20pm.

## **4. LARLYN INTRODUCTIONS**

### **4.1 – Shelley Hutchinson, RCM**

S. Hutchinson introduced herself to those who had not met her.

## **5. MINUTES**

### **5.1 - Minutes of the January 23, 2018 Meeting**

These minutes were not able to be presented at this meeting.

## **6. FINANCIAL**

### **6.1 - Review of the September 2017 Financial Statements**

The February 28<sup>th</sup>, 2018 unaudited financial statements prepared by Guardian Property Management Services (GPMS) were presented.

### **6.2 - Receivables**

S. Hutchinson apologized for not having an arrears report available and advised due to the transition that the report would not be a true reflection of the accounts. An April arrears report will be presented at the April meeting.

## **7. MANAGEMENT REPORT**

### **.1 Items from Previous Meeting**

#### **7.1.2. Underground Garage Project**

This item will be addressed in an upcoming meeting with Andrew Wall to be held on March 29, 2018. S. Hutchinson did state that Phase I had been completed and that vehicles in Visitors Parking had been requested to return to their parking spaces on March 26. Notices were given to units that were to be displaced for Phase II.

#### **7.1.3 Lighting Retrofit**

Initially it was decided to begin from the top floor of the tower and move their way down to the underground garage. However due to the corridor fixtures not being available the project started with common rooms, the underground garage and then the corridors. Mobilization commenced on March 21<sup>st</sup> and installation began immediately. Completion is estimated to be 3-4 weeks.

Once the retrofit is done documentation for rebates can be submitted.

All lights bulbs and work are guaranteed for 5 years.

#### **7.1.4 Elevator Refurbishing**

Mobilization began on March 23 with Thyseen Elevator on site to cut an access area into the concrete wall of the elevator room to remove equipment.

#### **7.1.5 Pest Control**

The Pest Control monthly needs are with Orkin. It was suggested that at a future date all contracts be reviewed and tendered accordingly.

### **.2 Items Pending**

#### **7.2.1 Tap Report System**

S. Hutchinson reported to implement this system shortly.

#### **7.2.2. Sub Metering of Electricity**

This matter would be further explored by B. Steenson. It was suggested that an information brochure be made available at the Annual General Meeting to get feedback from residents before pursuing the matter in depth.

#### **7.2.3 Broken Garbage Chute**

An inspection regarding garbage chute handles should be conducted and any necessary repairs be made.

#### **7.2.4 Security Cameras**

Discussion ensued regarding obtaining quotes for additional cameras at the back of the building to monitor illegal dumping, moves and balcony activity. It was advised that the cameras have night vision

abilities and clear enough to zoom in on vehicle plates. It was suggested that cameras be situated at the corners of the building's roof line with a hangover arm and panorama capabilities. One camera will face the Abode and the other to face the lane.

#### **7.2.5 Canopy Roof**

Viana Roofing was awarded the completion of the canopy roof membrane.

#### **7.2.6 Standard Unit By Law**

It was explained that a Standard Unit By Law had been completed to the point where Board Members were to revise and make any changes necessary and returned to lawyer David Thiele and follow up on the matter as well as the Insurance Deductible and Occupancy By Law.

### **8. NEW BUSINESS**

#### **.1 Marijuana Legalization**

With the legalization of marijuana forthcoming many lawyers are advising corporations to implement a rule regarding its use.

#### **8.2 Audit**

S. Hutchinson advised the corporation's auditor would wait for the audit items to be organized. Once things were ready for S. Hutchinson to advise him to commence the audit.

#### **8.3 Window Washing**

A date was set for window washing on May 16<sup>th</sup>, 2018.

#### **8.4 Annual General Meeting**

A timeline for the AGM to be held in June.

#### **8.5 Annual Fire Testing**

The monthly fire testing is scheduled for April 12<sup>th</sup>.

#### **8.6 Carpet Glue**

J. Hammond informed the group that she had the company name and product for gluing the carpet tiles down.

#### **8.7 Spring Newsletter**

Spring Newsletter would be circulated soon.

#### **8.8 In Camera Items**

Please see separate page of these items.

### **9. NEXT MEETING**

The next regular Board Meeting will be held on Tuesday April 17th in the Board Room at 6:00pm.

### **10. ADJOURNMENT**

**Moved** by J. Hammond and seconded by A. Wilson, that the meeting be adjourned. **All in favour CARRIED**

***The meeting adjourned at 9:07 pm***