

DURHAM CONDOMINIUM CORPORATION NO. 19
REDACTED- MINUTES OF THE BOARD OF DIRECTORS' MEETING
Board Room, 1210 Radom Street, Pickering, Ontario
Tuesday May 15, 2018

ATTENDANCE

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

Guests: Shelley Hutchinson (*R.C.M., Larlyn Property Management*)
Ron Mulder (*Property Protections*)

1. CALL TO ORDER

The meeting was called to order at 6:17 p.m. by S. Harker. There were no conflicts of interests declared.

2. AGENDA

The agenda was approved.

3. PROPERTY PROTECTIONS – RON MULDER

The Board consulted with Ron Mulder to secure current best practices for installing HD security cameras at the front and rear of the building. Quotes with options will be received so we can go forward with getting it done this year.

There was no further discussion and R. Mulder left the meeting at 6:45pm.

4. MINUTES

4.1 – Approval of Minutes of January 23, 2018

A motion by J. Hammond, seconded by J. Anderson to accept the minutes of January 23, 2018 as presented. **All in favour.** **CARRIED**

4.2 – Approval of Minutes of April 17, 2018

A motion by J. Anderson, seconded by S. Harker to accept the minutes of April 17, 2018 as presented. **All in favour.** **CARRIED**

5. FINANCIAL

5.1 - Review of March, April and May 2018 Financial Statements

No unaudited financial statements were presented at this meeting despite efforts made from management. B. Steenson expressed his frustration that financial statements had not been presented to date, consensus from the other Directors. He stated that the Board will be contacting Larlyn Property Management Ltd. Apologies were given from S. Hutchinson.

5.2 - Receivables

S. Hutchinson did present an arrears report indicating many units in arrears.

6. MANAGEMENT REPORT

.1 Items from Previous Meeting

6.1.2. Underground Garage Project

A letter was sent to DCC#45 outlining the square footage and cost related to the maintenance of the garage.

Phase III has commenced limiting the number of vehicles to 8 that can access parking. It also posed issues regarding entering the building since the building door is deemed a construction site.

Residents were only able to access the door proceeding the Resident Overhead door.

Phase III is anticipated to be completed in June.

A question was raised if drains are being tested and if the PRV's were leaking? Ontario Air will be asked to examine this area.

6.1.3 Lighting Retrofit

Luminex returned to site on May 9th to complete the corridors, stairwells, garbage chute rooms and an area in the garage. This will complete the lighting retro-fit. Documentation will be completed and submitted for rebates to be processed.

It was noted that with the brighter corridors the walls are showing signs of wear, it was requested that the cleaner pay attention and address the walls. It was also requested that the cleaner use the larger vacuum cleaner when cleaning the corridor carpets.

A question was raised if the lights had been replaced by the handicap east door? S. Hutchinson stated she would follow up with this question.

6.1.4 Elevator Refurbishing

Thyseen crew have been progressing with cab #1, anticipated completion is the middle of June.

With the approval of the new cameras from Property Protections they will be installed after all cabs are completed.

A question was raised, due to the number of times the functioning cabs have been out of service, if Thyseen is upholding their maintenance contract and servicing the cabs. S. Hutchinson stated that the technician was performing the contract and he had been in more frequent then usual since he is interested in seeing the transformation of cab 1.

6.1.5 Tap Report System

B. Steenson stated he would make a date for next week to install this system and create a map indicating where the tags were located.

6.1.6 Security Cameras

Matter was discussed in the presence of R. Mulder. Nothing further to discuss.

6.1.7 Sub Metering of Electricity

Management invited Veridian on site to investigate the possibility of installing individual meters.

Veridian offers a service of installation at no charge to the corporation. The Board stated they would wait to review the material provided by Veridian and possibly use it for discussion with residents at the annual general meeting.

6.1.8 Cannabis Rule

A motion by B. Steenson, seconded by J. Hammond to accept the revised rule on Cannabis to be sent out to all owners with a 30-day deadline for opposition, with none the rule will be part of DCC #19 Rule package. **All in favour.** **CARRIED**

6.1.9 Changes to By Laws

The passing of the Occupancy, Insurance Deductible and Standard Unit By Laws will not be included in the annual general meeting. It was agreed that a separate owners meeting be held to address the voting of them.

6.1.10 Window Washing Date Changed

The board was informed that the date of the window washing had been changed by the company to July. The board directed management to insist that the company honor their date or at minimum at the end of May, failing to do management was directed to find another company.

6.1.11 Heat Shut Down

Ontario Air will contact management with a date to shut down the boilers, it was anticipated to be May 24, 2018 the date will be confirmed.

.2 Items Pending

6.2.1. Audit

The audit will commence during the week of May 21st following the long weekend, in hopes of being completed in time for the notice announcing the date of the Annual General Meeting.

6.2.2 Annual General Meeting

The original date for the annual general meeting was pushed forward, debate on the date of June 26th interfered with some Directors previous plans. However, the date was set pending confirmation of other engagements.

Management would confirm the venue and other guests required to attend. Under the new legislation it would be required that the pre- notice be sent out no later than May 22.

6.2.3 Elections Ontario

Elections Ontario have requested the lobby be used as a voting poll on June 7th. It was requested a notice be posted indicating to residents that they would have the convenience of voting in the building.

6.2.4 In Camera Items

Please see separate page of these items.

7. NEW BUSINESS

.1 Lawyers Invoice

A motion by A. Wilson, seconded by J. Hammond to pay an invoice in the amount of \$2,139.77 from Folger Rubinoff related to services in changing management companies. **All in favour.** **CARRIED**

.2 Other Business

Building Inspection

Management presented a building inspection with minor items that had been addressed.

8. NEXT MEETING

The next regular Board Meeting will be held on Tuesday June 19th in the Board Room at 6:00pm.

The meeting adjourned at 9:37 pm