

**HALTON CONDOMINIUM CORPORATION NO. 58**  
**Minutes of the Board of Directors' Meeting**  
**held on Tuesday, May 24, 2022, at 2:00 p.m.**  
**via "Zoom" Video-Conferencing**

**PRESENT** Kay Manchios  
Lena Ruehle  
Cassandra Sturk  
Tanya Blizzard-Carden  
*Regrets:* Glen Cowans

Paul Casuccio, Property Manager, of PMC York Properties Inc.  
Justin Casuccio, Assistant, of PMC York Properties Inc.  
Margot Casuccio, Recording Secretary, of PMC York Properties Inc.

**CALL TO ORDER**

The meeting was called to order at 2:00 p.m.

**APPROVAL OF  
MINUTES**

The minutes of the meeting held April 12, 2022 had been previously circulated to all board members. The minutes were approved, as presented, on a motion by Kay Manchios, seconded by Tanya Blizzard-Carden, and carried with all in favour.

**APPROVAL OF  
FINANCIAL STATEMENTS**

The financial statements for the month of April, 2022 were discussed. The financial statements were approved as prepared by PMC York Properties Inc., on a motion by Tanya Blizzard-Carden, seconded by Lena Ruehle, and carried with all in favour.

**NEW BUSINESS**

**UNIT [REDACTED] BASEMENT DRAIN  
/ TREE ROOT ISSUE**

Paul Casuccio noted that he had met with Rescue Rooter, who had carried out a video inspection. Rescue Rooter has informed that the large locust tree on the front lawn of this unit is directly above the sanitary / rainwater drain-pipe systems underground, and the roots of this tree have made their way into the pipe system. Rescue Rooter is recommending that the tree be removed, and that the lines be flushed and augered for two years in a row after the tree is removed.

McFarlan Tree Care has quoted \$1,950.00 plus tax for the removal of this large tree. A permit from the City of Burlington is required. The City of Burlington will also require that three new trees be planted in place of this one removed tree.

On a motion by Tanya Blizzard-Carden, seconded by Kay Manchios, and carried with all in favour, the board approved the quote from Arborwood for the removal of the tree at Unit [REDACTED].

The three new replacement trees would be planted on the front lawns of Unit ■■■, Unit ■■■, and Unit ■■■. The trees at Unit ■■■ and ■■■ will not be planted in the area above the underground pipes, and a more suitable (smaller) type of tree will be selected.

### **BACKFLOW PREVENTER**

Townsend Plumbing has submitted an application with the Halton Region for the required permits for the installation of a double-check valve. The cost is \$18,850 plus HST, including permits, fees, regulation, and inspection. Paul Casuccio will get at least one more quotation, (and hopefully two), before the board needs to make a decision on this matter.

### **BASEMENT LEAKS**

Major digs (down to the footings) have been done at Units ■■■ and ■■■. Smaller digs were required at Units ■■■ and ■■■. This work has all been done by J.D.Contracting. There have been no further reports of water entry.

The owner of Unit ■■■ has requested that a basement leak in this unit be addressed, now that the snow is all gone. The board discussed this request, and the fact that there is no active water entry at this point in time. Since there is no active leak, a foundation dig will not be done at this time.

### **DISCUSSION, RE; CHANGES TO DECLARATION**

Robson Carpenter has submitted the “Amendment to the Declaration” which will be circulated to all unit owners in the official AGM package. This will be discussed under “New Business” at the meeting, as well as a Q&A period with the owners. It was noted that 80% of all owners, (121 units), are required to approve/pass the amendment, by signing the consent form.

### **DIRECTORS’ TERMS OF OFFICE**

The unit owners will also vote on amending By-Law #9, which, if approved, will be replaced with a new By-Law #13.

### **NEW BUSINESS**

#### **UNIT OWNER REQUESTS**

Unit ■■■ – There are broken seals / condensation build-up in several windows in this unit. For the present moment, Paul Casuccio proposed replacing windows in the two front bedrooms at \$1,180.00 plus HST per window. On a motion by Cassandra Sturk, seconded by Tanya Blizzard-Carden, and carried with all in favour, the board approved this reserve fund expense.

Unit ■■■ – The owner has a broken window seal above the recessed entry. NB Windows has quoted \$1,700 plus HST. On a motion by Cassandra Sturk, seconded by Kay Manchios, and carried with all in favour, the board approved this reserve fund expense.

The board has been very happy with the quality of the products and workmanship provided over the past few years from NB Windows, however it was agreed that after this year's annual general meeting, the board will re-visit the matter of whether or not to seek window quotes from additional companies moving forward.

Unit ■ – the owner has requested a tree be planted on the front lawn of this unit. The board approved this request.

Units ■ & ■ – On a motion by Tanya Blizzard-Carden, seconded by Cassandra Sturk, and carried with all in favor, the board approved this request provided the driveway is not widened any more than a 3' strip.

Unit ■ – The owner has requested permission to install a back deck. The board approved this request based on the design plans submitted. This owner has also requested permission to install a wooden deck in the rear yard. The board approved the plan/design submitted.

Unit ■ – This owner has asked to replace the current brick patio stones with interlocking stones. In addition, this owner is requesting permission to remove a small tree and a bush in the rear yard. The board authorized this request. It was noted that a parking exemption will be given for her to use a Visitor's Parking space when the bricks are delivered, so that they can be left on her driveway for a few days.

## **SPRING WALK TREE CARE / LANDSCAPING**

McFarlan Tree Service has quoted \$2,950 to remove the large tree at Unit ■

Additionally, the amount of \$3,000 plus HST was quoted for a watering program for all of the newly planted trees, (Gator Bags – 12 of them @ \$250.00 each). The board did not feel this is necessary.

The board approved other landscaping quotes:

- 1) Sodding over the tree rings where stumps were removed - \$800
- 2) Supplying soil / grass seed beside unit 54, to restore winter damaged lawn area - \$800
- 3) Supply material and labour to add 3 steps to the bottom to extend a three-step extension between units 39/40 using 6" x 6" timbers - \$1,200
- 4) Re-sod front lawn of Unit ■ - \$150

On a motion by Tanya Blizzard-Carden, seconded by Kay Manchios, and carried with all in favour, the board approved this reserve expenditure totalling \$2950.00. plus HST.

J.D.Contracting has quoted \$100 per unit to scrape and paint several rusting "B"-vents/exhaust pipes at various units. Paul Casuccio will ascertain how many units require this work, and will obtain two more quotations.

The board discussed the broken lawn ornaments reported by the owners of Unit ■, which had been viewed during the spring walk-around. The board was in agreement that the

contractors will be instructed not to cut the rear yard grass when there are other articles, (including solar lights, toys, ornaments, etc.), present in the lawn area. The contractors have been asked to be careful when clearing around private beds in front and rear yards, so as to avoid potential damage to plants, ie; hostas, that are being maintained by the unit owners.

**PEELING FRAMES /  
RUSTED GARAGE DOORS**

Paul Casuccio will be meeting with contractors to obtain quotes on several rusting garage doors which need to be scraped, primed and re-painted. This information will be brought to the board for a decision when it is received.

**DISCUSSION / APPROVAL  
OF DECEMBER 31, 2021 AUDIT**

On a motion by Tanya Blizzard-Carden, seconded by Lena Ruehle, and carried with all in favour, the board approved the December 31, 2022 financial statements, as prepared and submitted by Fuller Landau, LLP.

**DISCUSSION RE;  
ANNUAL GENERAL  
MEETING**

The board of directors was in agreement that they will be putting forth a recommendation to engage the services of Colin Gray, CPA for the December 31, 2022 year end, for the owners to vote on at the AGM. The quotation received was for \$3,200 plus HST for the audited statements.

A “President’s Report” will be prepared for circulation to all owners with the meeting package. The meeting will be held on June 23<sup>rd</sup>, with registration at 6:00 p.m. and the meeting starting at 6:30 p.m.

Two candidate forms have been received thus far.

The official AGM package will be circulated to all owners in accordance with the Condominium Act of Ontario by Friday, June 3<sup>rd</sup>.

**NEXT MEETING**

The next board of directors’ meeting will be scheduled after the annual general meeting.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:30 p.m. on a motion by Kay Manchios, seconded by Tanya Blizzard-Carden, and carried.

Accepted by the Board of Directors: \_\_\_\_\_  
Signature