

HALTON CONDOMINIUM CORPORATION NO. 58
Minutes of the Board of Directors' Meeting
held on Thursday, July 28 2022, at 1:00 p.m.
via "Zoom" Video-Conferencing

PRESENT Kay Manchios
Lena Ruehle
Cassandra Sturk
Richard Perrier
Regrets: Tanya Blizzard-Carden

Paul Casuccio, Property Manager, 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.

**CONFIRMATION OF
BOARD POSITIONS**

The board appointed the following officers' positions for the upcoming year, as follows:

President – Richard Perrier
VicePresident – Kay Manchios
Treasurer – Lena Ruehle
Secretary – Cassandra Sturk
Director – Tanya Blizzard-Carden

Richard Perrier was appointed as the liaise person to communicate between the board and management on routine issues. Board members were reminded that day-to-day questions or concerns should not include the property manager in "group" emails, but rather the property manager will be contacted by the liaise person once a board decision is reached. This is very important to streamline and minimize the number of emails that the property manager receives on a daily basis.

APPROVAL OF MINUTES

The minutes of the meeting held May 24, 2022 had been previously circulated to all board members. The minutes were approved as presented on a motion by Kay Manchios, seconded by Lena Ruehle, and carried with all in favour.

The minutes of the Annual General Meeting held June 23, 2022 had been circulated to all board members. A few minor corrections were noted. On a motion by Lena Ruehle, seconded by Kay Manchios, and carried with all in favour, the minutes were approved as presented, subject to ratification by the unit owners at next year's annual general meeting.

**APPROVAL OF
FINANCIAL STATEMENTS**

The financial statements for the months of May and June, 2022 were discussed. The financial statements were approved as prepared by PMC York Properties Inc., on a motion by Richard Perrier, seconded by Kay Manchios, and carried with all in favour.

NEW BUSINESS

BACKFLOW PREVENTER

Paul Casuccio has consulted with Weekes Engineering, who has experience in dealing with the requirements from the City of Burlington, and will draw up the necessary permit, application, etc. including specifications/drawings with the Building Department. The associated engineering costs from Weekes Engineering has been quoted at \$7,600.00 plus HST, which includes the permit fees payable to the City of Burlington.

Paul Casuccio will request references from prior clients of this firm.

On a motion by Cassandra Sturk, seconded by Lena Ruehle, and carried with all in favour, the board accepted the proposal from Weekes Engineering. This will be allocated from the reserve fund.

An extension will be sought on the timeline given from Halton Region. Once the City has approved the proposed drawings, quotations will be sought for installation of the required backflow preventer.

UNIT [REDACTED] – DRAFT LETTER OF RESPONSE

The owners of Unit [REDACTED] had previously submitted several complaints about the landscaping contractors, however in the past several weeks the board has not received a response from this owner to the offer from the board and management to meet and discuss their concerns.

Cassandra Sturk has drafted up a response from the board of directors, in a second attempt to be conciliatory and to avoid this situation escalating into further hostilities. The board reviewed this correspondence and provided input and editing into the appropriate response.

BY-LAW #13 REGISTRATION

Further to the vote taken at the annual general meeting held last month, the unit owners collectively accepted By-Law #13. On a motion by Richard Perrier, seconded by Kay Manchios, and carried with all in favour, the board passed a Resolution to adopt this by-law. Robson Carpenter will take the next steps to register this document on title with the corporation.

CHANGES TO DECLARATION

Paul Casuccio noted that to date, 70 of the 151 unit owners have signed in favour of approving the Declaration changes. The board members will continue to pursue signatures over the next weeks.

Approximately 10 unit owners have signed as being opposed to this change. The board discussed the concerns being raised by those dissenting this change.

NEW BUSINESS

SPEED BUMPS

This issue was raised at last month's annual general meeting. Subsequently, another written complaint was received this week, documenting an incident of a "near miss" from a speeding vehicle in the corporation's roadways.

Paul Casuccio suggested that at least 5 sets of the portable speed bumps (removable during the winter months) would be required. Storage of these items during the winter months would need to be done off-site at additional cost to the corporation.

Cassandra Sturk noted that if this is a liability or safety issue, then considerations as to the cost of the solution should not be the determining factor.

TREE CARE

The board was in agreement to remove the ailing locust tree in the front yard of Units [REDACTED], at a quoted cost of \$1,900 plus HST. So moved by Cassandra Sturk, seconded by Lena Ruehle, and carried with all in favour. This work will be done by MacFarlan Tree Care, and will be expensed from the reserve fund.

VIDEO INSPECTION

SUB-SURFACE DRAIN

A concern was raised at the AGM regarding a sunken front lawn at Unit [REDACTED]. A video camera inspection of the rain-leader, storm sewer, and clay pipes, (sub-surface) revealed no apparent collapsed drains or pipes. The lawn will be topped up with soil and grass seed.

UNIT OWNER REQUESTS

Unit [REDACTED] – This owner has requested permissions to install a new deck and railing;

Unit [REDACTED] – This owner has requested permission to install a patio stone pad to expand the existing patio area;

Unit [REDACTED] – This owner has requested permission to install a stone pad to expand the rear patio area;

Unit [REDACTED] – This owner has requested permission to install a gazebo – 10' x 12'. (The current rules state 10' x 10', however the board agreed to permit the 12' length and has plans to amend the rule accordingly at a future date).

On a motion by Cassandra Sturk, seconded by Richard Perrier, and carried with all in favour, the board approved all of the above-detailed unit owner requests.

Unit [REDACTED] – This owner has submitted a request for accessibility modifications for entry into this unit. The width/opening of the front entrance door would need to be widened in order to accommodate a health-related issue of unit owner's guest. On a motion by Lena Ruehle, seconded by Richard Perrier, and carried with all in favour, the board of directors was in favour of permitting this change, to be done at the unit owner's expense, and the replacement door is installed through NB Windows.

**SITE-WIDE
PROJECTS**

Rooftop B-Vent Painting – Paul Casuccio had obtained three quotations for sanding, priming, and re-painting the rooftop furnace exhaust B-vents. On a motion by Cassandra Sturk, seconded by Richard Perrier, and carried with all in favour, the board approved the quote from John VanStralen Roofing at a cost of \$5,750.00 plus HST.

Staining of Brown Siding – Paul Casuccio had obtained two quotations for re-staining the brown siding on 71 units (third company declined to bid). Rather than having this work done at this time, the board was in favour of commissioning J.D.Contracting to go through the site and re-fasten loose siding where required on a time and materials basis. Paul Casuccio will obtain a third quote for the board to consider at the next meeting.

Peeling Garage Door Frames – Paul Casuccio had obtained four quotations for this work. All 151 unit garage frames are in need of re-painting. On a motion by Richard Perrier, seconded by Kay Manchios, and carried with all in favour, the board approved the quote from Juan’s Painting at a cost of \$100.00 per door, (\$15,100.00 plus HST), as a reserve fund expense.

Rusting Garage Doors – Paul Casuccio had obtained four quotations for this work. Approximately 49 doors are in need of scraping, priming, and re-painting. On a motion by Richard Perrier, seconded by Kay Manchios, and carried with all in favour, the board approved the quote from Juan’s Painting at a cost of \$150.00 per door, plus HST, (approximately \$7,350.00 plus HST). This will also be a reserve fund expense.

RESERVE FUND STUDY

The reserve fund study has recently been updated. The expenses determined year-to-date, including the decisions made at this meeting, will now be factored in to the projections and future calculations. A revised draft reserve fund study will be discussed in the Fall of 2022.

DIRECTOR TRAINING

Richard Perrier confirmed that he has set up an account with the Condominium Authority of Ontario, and will be completing the on-line Directors’ Training course within the required timeframe.

NEXT MEETING

The next board of directors’ meeting was scheduled for Wednesday, August 31, 2022 at 4:00 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:20 p.m. on a motion by Kay Manchios, seconded by Cassandra Sturk, and carried.

Accepted by the Board of Directors: _____

Signature