



**YORK REGION STANDARD CONDOMINIUM CORPORATION NO. 1543  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
HELD VIRTUALLY VIA MICROSOFT TEAMS  
OCTOBER 1, 2024, AT 4:30PM**

**PRESENT:**

David McIntosh	President
Jacob Katz	Treasurer

**REGRET:**

David Bannerman	Secretary
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**BY INVITATION:**

Jason Hajinasiri	Condominium Manager, Melbourne Property Management
Darla Ahmeti	Director, Condo Management, Melbourne Property Management
Eric Zhu	Recording Secretary, MinutesPlus

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**1. CALL TO ORDER**

There being a quorum of Directors present, having been given adequate and proper notice of the meeting, the meeting was called to order at 4:31pm. J. Hajinasiri presided as Chair.

**2. REVIEW AND APPROVAL OF MEETING MINUTES**

On a **MOTION** by J. Katz, **seconded** by D. McIntosh, **it was resolved** to **approve** the regular minutes of the Board of Directors meeting held on September 4, 2024, as presented.

**Motion Carried.**

**3. REVIEW OF UNAUDITED FINANCIAL STATEMENTS**

**3.1 Unaudited Financial Statements**

Management explained that the financial statements were not yet ready because it was a new condominium, and that they should hopefully be ready by the next Board Meeting. The Board raised no issues or questions.

**3.2 Arrears Report**

Management explained that the Arrears Report looked normal as there were no account receivables that were overdue for 30 days or more.

At a Board Member's inquiry, Management explained that no arrears of common element fees would be written off. Lien action would be taken, but Management would do everything it could to avoid getting to that point.

## **4. MANAGEMENT REPORT**

### **4.a MATTERS ARISING FROM PREVIOUS MINUTES**

#### **4.a.1 Additional Signs for Loading Dock & Parking**

Management explained that the sign company would conduct a site visit to recommend signs for the loading dock and parking, but it had to reschedule the visit from today to next week.

A Board Member asked about parking enforcement in front of 195 Deerfield Road ("Building 1") because vehicles parked there would interfere with the vehicle passage of YRSCC 1543 residents. Management advised that the City of Newmarket would not enforce parking rules on private properties. YRSCC 1543 could rely on the parking enforcement company it contracted with, if the company had the right to tag vehicles parked in the shared area between the two buildings. If it did not have that right, Management could look into asking the security company to do it. Management will have a conversation with the manager of Building 1 before deciding what to do.

**ACTION:** Management to have a conversation with the manager of Building 1 regarding enforcing the parking rules in front of 195 Deerfield Road.

The Board Member further asked where the demarcation line between the two buildings was. Management explained that it was a shared area between the two buildings, over which both buildings have easement and which both buildings have a right to use and a responsibility to maintain.

#### **4.a.2 Orin Utilizing Building's Water**

Management reported that Orin had stopped using the Building's water and that the water valve had been shut to prevent future usage by an outsider. The Board noted this positive development.

#### **4.a.3 Commercial Condo Parking**

Management updated that it had provided the drawings to the commercial condo manager and was waiting for the commercial condo to provide the work scope and costs in relation to adding a fence. In addition, the commercial condo had lodged no more complaints. The Board raised no issues or comments.

### **4.b ITEMS FOR DISCUSSION AND/OR APPROVAL**

#### **4.b.1 Shield Security Group - Addendum for Increase**

Management advised that the Shield Security Group submitted a contract price increase on account of the minimum wage increase. A Board Member pointed out that the minimum wage increase should not mean a wage increase across the board because some staff had been paid above the minimum wage. Management suggested that an increase across the board might be needed to maintain the wage differences between different staff levels.

*On a **MOTION** by D. McIntosh, **seconded** by J. Katz, **it was resolved** to **approve** the Addendum submitted by Shield Security Group to increase the contract price by 4.5% on account of the minimum wage increase.*

***Motion Carried.***

#### **4.b.2 Garage Door Maintenance**

Management proposed to terminate the contract with the existing door maintenance company, RB Doors, and switch over to Atlas Doors, which was the original installer of the garage door. Being the original installer, Atlas Doors will continue the warranty on the door if it is also doing the maintenance. The service fee per visit will increase from \$145 to \$150.

Management further advised that the garage door had continuous issues and that the spring of the door may need to be replaced every year. There were 5 service visits in September alone. However, it may cost around \$30,000 to change to a rubber door.

Management was not optimistic that the builder would agree to take up the cost of replacing the door, but suggested that it would do no harm asking.

*On a **MOTION** by D. McIntosh, **seconded** by J. Katz, **it was resolved to approve** terminating the contract with RB Doors in relation to the maintenance of the garage door and switching over to Atlas Doors, which was the original installer of the garage door.*

***Motion Carried.***

#### **4.b.3 Auxiliary Units**

Regarding the auxiliary units, Management updated that it had received the documentation from the developer and would submit for the Board's review after the condo lawyer commented on the documents.

A Board Member pointed out that the Corporation would be asked to take out a mortgage or loan of \$1.4 million for the auxiliary units, but that 2/3 of the Board had conflict of interest as they were from the developer. He would like to remind the Board that the owners may feel unease about it. Management expressed comfort that the Board was elected by the owners, and suggested to discuss the specific issues after comments by the condo lawyer on the documents.

#### **4.c FOR BOARD INFORMATION**

Nothing to report.

#### **4.d ITEMS IN PROGRESS**

##### **4.d.1 Tendering Performance Audit and Reserve Fund Study**

Upon a Board Member's inquiry, Management clarified that the deadline to complete the performance audit is March 2025, which is the 10th month after the Corporation's registration.

##### **4.d.2 Arranging for Building Appraisal**

Management confirmed that it would double check if a building appraisal had been done. If not, it will proceed to arrange it.

**ACTION:** Management to double check if a building appraisal had been done.

##### **4.d.3 Obtaining Quotes for Window Washing**

No discussion.

##### **4.d.4 Obtaining Quotes for Garage Cleaning**

No discussion.

#### **4.e ITEMS COMPLETED**

##### **4.e.1 Purchase of Radios**

A Board Member requested that the staff at the front desk wear name tags so that they could be addressed by their first names. He also requested that the staff put up a sign saying that they would be back by what time if they were away from the front desk. Management will follow up with the staff regarding these requests.

**ACTION:** Management to follow up with the staff regarding the above two requests.

##### **4.e.2 Fire Protocols Posted**

Management updated that the fire protocols had been posted at the front desk and that the staff had been re-trained on these protocols. The Board raised issues or concerns.

#### **5. NEW BUSINESS**

##### **5.1 Painting of Garage Floor for P3**

A Board Member requested that painting be done at the P3 garage level to deal with the issue of concrete dust. Management explained that no painting (aka waterproofing) needed to be done at the lowest level of the garage according to common practice, and that the concrete dust could be removed with a power wash.

##### **5.2 Guest Suites**

Management updated that the guest suites had not been turned over to Management as the developer was working on furnishings. Management will notify the residents after the guest suites are turned over and available for rent.

##### **5.3 Water Colour Problem**

Management updated that it had arranged for a contractor to deal with the water colour problem and that 6-8 weeks would be needed before the contractor could get in the product to fix the problem. Management assured the Board that the water was safe despite the colour problem. The colour was a result of increase of iron level in the water. As a temporary solution, Management will drain the hot water tank to dilute the colour.

##### **5.4 Dog Relief Area**

Management proposed to designate a pet relief area south of the garage door entrance, where the gas meter was, so that the dogs in the building did not cause damage to the building's landscaping. The Board was agreeable to this suggestion. Management will proceed to discuss with the landscaper about this.

##### **5.5 Enforcement Protocol**

Upon a Board Member's inquiry, Management explained the enforcement protocol for acts of repeated violation of the Corporation's by-laws and rules. The Board Member was satisfied with the information.

#### **6. DATE OF NEXT MEETING**

The next Board of Directors meeting is to be held in person on Tuesday, November 5, 2024, at 4pm.

## 7. CLOSE OF MEETING

With there being no further business to conduct, the Chair asked for a motion to close the meeting.

**ON A MOTION** by J. Katz, **seconded** by D. McIntosh, **IT WAS resolved** that, with there being no further business to transact, the meeting be closed at 5:22pm. All in favour.

**Motion Carried.**

### **DISCLAIMER**

*The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.*

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Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date