



## THE METROPOLE

23 March 2017

### Minutes of MTCC 1170 Meeting Number 170323R — Held on 23 March 2017

Present: Board — Keith Bricknell, Jonathan Doyle, Scott Froebe (electronic attendance), James Louttit, and Sheila Sproule; and, ICC Property Management — Nancy Bijelic

Regrets: None

- 01 Call to Order: Keith Bricknell called the meeting to order at 1820h.
- 02 Waiver of Notice, and/or Adoption of Agenda and Additions:  
Resolution 170323R01: Adoption of the Agenda  
BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 170323R, as presented.  
Scott Froebe/Jonathan Doyle — Carried
- 03 Assignment of Duties:  
(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #170323R.
- 04 Review and Adoption of Previous Meetings' Minutes:  
Resolution 170323R02: Adoption of Minutes  
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 170222R, as presented.  
Sheila Sproule/James Louttit — Carried
- 05 Administrative and Security Reports:  
(a) Where applicable, Corporate Officers and/or Nancy Bijelic responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.  
(i) Designer/Project Manager Engagement: Further to the “BE IT RESOLVED” portion of Board Resolution #170222R04, Management provided the design consultant’s engagement documents for Directors’ signatures.  
(ii) Audited Financial Statements: Please refer to Sections 11(a) and 11(b) of these Minutes.  
(iii) Dryer Vent Cleaning: Please refer to Section 11(c) of these Minutes.  
(iv) Reports for 01 December 2016 to 28 February 2017: Directors commented briefly on the aforementioned Financials, and on other Management Reports.
- 06 Motion to Receive Administrative and Security Reports as Information:  
Resolution 170323R03: Receiving Administrative and Security Reports as Information  
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall receive, as information, the MTCC 1170 Management Office’s Administrative Report for March 2017, ICC’s rendering of MTCC 1170’s unaudited Financial Statements for the period 01 December

2016 to 28 February 2017, and the Front Desk Security Report for the period 04 February 2017 to 03 March 2017.

Jonathan Doyle/Scott Froebe — Carried

07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:

- (a) General Aesthetic Remediation/Refurbishment (Ongoing Item): Directors discussed Wiklém's proposed timeline for the refurbishment tasks encompassed in Board Resolution #170222R04 and described in the engagement documents.
- (b) Standard Unit By-Law (Ongoing): The Corporate Secretary and Management anticipate that the finalised By-Law will be available in time for Regular Meeting 170410.
- (c) Electronic Noticeboards — Elevators and Other Locations: Management has expanded the investigation to include the elevator contractor — who has suggested an alternative to a subscription service.
- (d) Communications Software: Management continues to pursue this initiative.
- (e) Appendix of Pending Items: If information is available in time for Meeting 170323R.

08 Correspondence Requiring Action and/or Response: None

09 Special Committee Reports: None

10 Other Reports: None

11 New and/or Brought-Forward Business:

(a) Audited Financials:

Resolution 170323R04: Receiving the Audited Financial Statements

WHEREAS the Board of Directors of MTCC 1170 has received MTCC 1170's audited statements from Daurio & Franklin LLP (Chartered Accountants), for the fiscal year beginning 01 December 2015 and ending 30 November 2016; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 receives the above-noted audited statements as information; AND, FURTHER,

BE IT RESOLVED that the Board of Directors of MTCC 1170 agrees that the above-noted audited statements fairly and truly represent MTCC 1170's financial operations during the fiscal year in question.

Jonathan Doyle/Sheila Sproule — Carried

(b) AGM 2017:

Resolution 170323R05: Authorising AGM 2017

WHEREAS MTCC 1170's Board of Directors has received and adopted the Corporation's audited financial statements for 01 December 2015 to 30 November 2016 (inclusive of both dates); THEREFORE,

BE IT RESOLVED the Board of Directors of MTCC 1170 agrees to and/or authorises the following:

- (a) MTCC 1170's AGM (hereinafter, "AGM 2017") shall commence at 7:30pm on 29 May 2017 (with registration beginning one-half hour earlier);

- (b) AGM 2017's information package to owners shall include, *inter alia*, the following items:
- (i) an information-letter, agenda, proxy-form, and instructions, in the same general format that MTCC 1170 used for AGM 2016; and,
  - (ii) a President's Report, in the same general format that MTCC 1170 used for AGM 2016.
- (c) any other items and/or procedures that the Management Office deems necessary for facilitating the conduct of AGM 2017.  
James Louttit/Scott Froebe — Carried

(c) Dryer-Vent Cleaning:

Resolution 170323R06: Authorising Biennial Dryer-Vent Cleaning

WHEREAS MTCC 1170's Board of Directors passed Resolution #061030S04 to ensure ongoing biennial dryer-vent cleaning; THEREFORE,  
BE IT RESOLVED that the Board of Directors of MTCC 1170 authorises DryerFighters to undertake the following preventive maintenance:  
01 cleaning of all Units' dryer-vents for \$55.00+HST per Unit; and,  
02 cleaning of MTCC 1170's two make-up air-shafts for \$900.00+HST per shaft  
commencing on dates that Management shall determine.  
Scott Froebe/Jonathan Doyle — Carried

(d) Class Two Reserve Fund Study: Directors instructed Management to ask Building Sciences to undertake a Class Two Reserve Fund Study Update for MTCC 1170's adoption in late Summer 2017 — in time for setting Fiscal 2017-2018's Budget.

12 Perusal File of Correspondence Received as Information: Received by e-mail from the Management Office, and/or available in a folder during the Board Meeting.

13 Next Committee Meeting: TBD.

14 Next Special Meeting: TBD.

15 Date of the Next Regular Meeting(s):

(a) Regular Meeting #170410R: 1900h on Monday 10 April 2017.

16 Motion for Adjournment

Resolution 170323R07: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 170323R at 1835h on Thursday 23 March 2017.  
James Louttit/Scott Froebe — Carried

“Keith Bricknell”

“Sheila Sproule”

President: Keith Bricknell

Secretary: Sheila Sproule

**Appendix: Pending Items (not discussed during Meeting 170323R)**

(A) **Necessity for Undertaking Work on a Commercial Owner's Behalf: Pending receipt of documentation from the Unit's owner.**