



THE METROPOLE

19 January 2023

Minutes of MTCC 1170 Meeting Number 230119R — Held on 19 January 2023

Present: Board — Keith Bricknell, Scott Froebe, James Louttit; Nives Malara, and Sheila Sproule; and, PropertyWright Management: Nancy Bijelic (all by Microsoft Teams).

Regrets: None

- 01 Call to Order: Keith Bricknell called the meeting to order at 1850h.
- 02 Waiver of Notice, and/or Adoption of Agenda and Additions:
Resolution 230119R01: Adoption of the Agenda
BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 230119R, as presented.
James Louttit/Scott Froebe — Carried
- 03 Assignment of Duties:
(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #230119R.
- 04 Review and Adoption of Previous Meetings' Minutes:
Resolution 230119R02: Adoption of Minutes
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 221220R, as presented.
Sheila Sproule/Nives Malara — Carried
- 05 Administrative and Security Reports:
(a) Where applicable, Corporate Officers responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.
(i) Chiller Maintenance Please refer to Section 11(a) of these Minutes.
(ii) Elevators' Heat Exchanger: Please refer to Section 11(b) of these Minutes.
(iii) EV-Charging: Please refer to Section 11(c) of these Minutes.
(iv) Intrusion: Please refer to Section 11(d) of these Minutes.
(v) Investments: Please refer to Section 11(e) of these Minutes.
(vi) Staff Fund: Please refer to Section 11(f) of these Minutes.
(vii) Sundry Reports: Directors commented briefly on the Administrative, and/or Security Reports encompassed in Section 06 of these Minutes.
- 06 Motion to Receive Administrative and Security Reports as Information:
Resolution 230119R03: 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 January 2023, PropertyWright's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2021 to 30 November 2022, and the Front Desk Security Report for the period 04 December 2022 to 03 January 2023.
Nives Malara/Sheila Sproule — Carried

07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes: None

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) Chiller's Maintenance — Additional Items: Directors requested clarification of some details in the quote for additional items.

(b) Elevators' Heat Exchanger: Keith Bricknell surrendered the Chair to James Louttit
Resolution 230119R04: Elevator Room's Heat Exchanger

WHEREAS Management has reported additional issues with renewing the elevator machine room's heat exchanger; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises paying Ambient Mechanical \$3,653.59 (+HST) to complete work described in their Quote # QUO-21479-B5K9 ; AND, FURTHER,

BE IT RESOLVED that payment for the above-noted Quote shall be from the Reserve Fund.
Keith Bricknell/Scott Froebe — Carried

Keith Bricknell resumed the Chair.

(c) EV-Charging Infrastructure: Having discussed the quote for installing infrastructure, Directors asked Management to seek Lash Condo Law's guidance in preparing an advisory letter to residents before contemplating any further action.

(d) Parking Garages' Security: Directors asked Management to proceed with steps that the local councillor's office had suggested.

(e) Investment of Funds:

Resolution 230119R05: Authorising Investment of Funds

WHEREAS Management has reported Operating Surplus and Reserve Fund cash balances that are higher than anticipated expenses chargeable against either or both sources of funds; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises investing funds as follows, to comply, *inter alia*, with Sections 115(5) and 115(6) of the Condominium Act regarding permissible investments and mandatory liquidity for condominium corporations.

01 **Operating Surplus:**

(a) \$100,000 to one-year CIBC GIC AA rated at 5.00%; AND,

(b) \$100,000 one-year CIBC Trust AA rated at 5.00%.

02 **Reserve Fund:**

(a) \$100,000 to one-year CIBC GIC AA rated at 5.00%,

(b) \$100,000 to one-year CIBC Trust AA rated at 5.00%,

(c) \$100,000 to one-year CIBC Mort AA rated at 5.00%,

(d) \$100,000 to one-year Concentra Bank GIC A rated at 5.03%,

(e) \$100,000 to two-year HSBC GIC AA rated at 4.55%,

(f) \$100,000 to two-year National Bank, A rated at 4.55%,

(g) \$100,000 to three-year Montreal Trust, A rated at 4.45%; AND,

(h) \$100,000 to three-year National Trust, AA rated at 4.45%.

Nives Malara/Sheila Sproule — Carried

(f) Receiving an *Ad Hoc* Committee's Report:

Resolution 230119R06: Receiving Reports as Information

WHEREAS MTCC 1170 has received the Staff Fund Chairperson's written report of the December 2022 distribution of gratuities to onsite workers ("Report");
THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 receives the Report as information and approves the provision of gratuities described therein.

Nives Malara/Sheila Sproule — Carried

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 Date of the Next Meeting(s):

(a) Special Meeting: TBA

(b) Regular Meeting #230223R: 1830h on Thursday 23 February 2023.

14 Motion for Adjournment

Resolution 230119R07: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 230119R at 1900h on Thursday 19 January 2023.

Scott Froebe/James Louttit — Carried

"Keith Bricknell"

"Sheila Sproule"

President: Keith Bricknell

Secretary: Sheila Sproule

Adopted at Meeting #230223R



THE METROPOLE

23 February 2023

Minutes of MTCC 1170 Meeting Number 230223R — Held on 23 February 2023

Present: Board — Keith Bricknell, Scott Froebe, James Louttit; Nives Malara, and Sheila Sproule; and, PropertyWright Management: Nancy Bijelic (all by Microsoft Teams).

Regrets: None

- 01 Call to Order: Keith Bricknell called the meeting to order at 1844h.
- 02 Waiver of Notice, and/or Adoption of Agenda and Additions:
Resolution 230223R01: Adoption of the Agenda
BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 230223R, as presented.
James Louttit/Scott Froebe — Carried
- 03 Assignment of Duties:
(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #230223R.
- 04 Review and Adoption of Previous Meetings' Minutes:
Resolution 230223R02: Adoption of Minutes
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 230119R, as presented.
Sheila Sproule/Nives Malara — Carried
- 05 Administrative and Security Reports:
(a) Where applicable, Corporate Officers responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.
(i) Chiller Maintenance Please refer to Section 11(a) of these Minutes.
(ii) Security Issues: Please refer to Section 11(b) of these Minutes.
(iii) EV-Charging: Please refer to Section 11(c) of these Minutes.
(iv) Dry Sprinkler Remediation: Please refer to Section 11(d) of these Minutes.
(v) Class 2 RFS: Please refer to Section 11(e) of these Minutes.
(vi) 69 Yonge Street: Please refer to Section 11(f) of these Minutes.
(vii) Sundry Reports: Directors commented briefly on the Administrative, and/or Security Reports encompassed in Section 06 of these Minutes.
- 06 Motion to Receive Administrative and Security Reports as Information:
Resolution 230223R03: 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 February 2023, PropertyWright's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2022 to 31 January 2023, and the Front Desk Security Report for the period 03 January 2023 to 03 February 2023.

Nives Malara/Sheila Sproule — Carried

07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes: None

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) Chiller's Maintenance — Additional Items:

Resolution 230223R04: Main Chiller's Age and Hours Overhaul

WHEREAS Management has received quotes for the main chiller's age and operating hours overhaul; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises paying [Ambient Mechanical](#) \$27,165.14 (+HST) to complete work described in their Quote # QUO-21482-T8P5; AND, FURTHER,

BE IT RESOLVED that that MTCC 1170 authorises paying [Ambient Mechanical](#) \$3,588.50 (+HST) to complete work described in their Quote # QUO-21673-V4R5; AND, FINALLY,

BE IT RESOLVED that payment for the above-noted Quote shall be from the Reserve Fund.
Scott Froebe/James Louttit — Carried

(b) Security Issues:

Resolution 230223R05: Authorising a Security Assessment

WHEREAS recent issues in the GTHA suggest the desirability of re-assessing MTCC 1170's security measures and/or protocols; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises paying [GV Group](#) \$1,762.80 (incl HST) to complete work described in their Quote # SA – Residential – MTCC1170; AND, FURTHER,

BE IT RESOLVED that payment for the above-noted Quote shall be from the Operating Fund.
Sheila Sproule/Nives Malara — Carried

(c) EV-Charging: *Keith Bricknell surrendered the Chair to James Louttit.*

Resolution 230223R06: Authorising an EV-Charging Notice to Owners

WHEREAS [Lash Condo Law](#) has provided an "Installation of Infrastructure to Support Electric Vehicle Charging Systems" notice ("notice"); THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises Management to issue the notice to all Owners on or immediately after 24 February 2023.

Keith Bricknell/Scott Froebe — Carried

Keith Bricknell resumed the Chair.

(d) Dry Sprinkler Remediation:

Resolution 230223R07: Authorising Sprinkler System Remediation

WHEREAS Management has advised that sprinkler system remediation is necessary; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall pay [Regional Fire and Security Systems](#) \$40,867.02 (incl HST) to complete the remediation described in their Estimate #4396; AND, FURTHER,

BE IT RESOLVED that payment shall be from the Reserve Fund
Scott Froebe/James Louttit — Carried

(e) Class 2 RFS:

Resolution 230223R08: Authorising a Class Two Reserve Fund Study

WHEREAS Management has advised that MTCC 1170 must conduct a Reserve Fund Study (“RFS”) in 2023; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall pay [Building Sciences](#) \$4,300.00 (+HST) to conduct a RFS subject to terms described in Quote #P06973; AND, FURTHER,

BE IT RESOLVED that payment shall be from the Reserve Fund.

Sheila Sproule/Nives Malara — Carried

(f) 69 Yonge Street:

Resolution 230223R09: Receiving a Corporate Officer’s Report

WHEREAS the President of the Board has provided a report and recommendations (“report”) on the proposed redevelopment at 69 Yonge Street; THEREFORE,

BE IT RESOLVED that MTCC 1170 receives the report as information, authorises its attachment to the Minutes of Meeting #230223R, and authorises its dissemination to Toronto Centre’s Councillor and/or to any and all City of Toronto departments relevant to the report’s contents.

Sheila Sproule/Nives Malara — Carried

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 Date of the Next Meeting(s):

(a) Special Meeting: TBA

(b) Regular Meeting #230323R: 1830h on Thursday 23 March 2023.

14 Motion for Adjournment

Resolution 230223R10: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 230223R at 1855h on Thursday 23 February 2023.

Scott Froebe/James Louttit — Carried

“Keith Bricknell”

“Sheila Sproule”

President: Keith Bricknell

Secretary: Sheila Sproule



THE METROPOLE

NOTICE OF CHANGE TO COMMON ELEMENTS

(Pursuant to subsection 24.3 of General, O. Reg 48/01 of the Condominium Act, 1998)

TO: Owners of Metropolitan Toronto Condominium Corporation N^o 1170
FROM: Board of Directors
DATE: 24 February 2023

RE: Initial Installation of Infrastructure to Support Electric Vehicle Charging Systems

The Corporation would like to make an addition, alteration, or improvement to the common elements of the Corporation, as outlined below, and this shall serve as notice of such change in accordance with subsection 24.3(4) of O. Reg 48/01 made under the *Condominium Act, 1998*.

The purpose of the change is to improve the electrical infrastructure to allow an initial installation capable of energizing up to thirty (30) Electric Vehicle Charging Stations in the underground parking garages and up to thirty (30) Electric Vehicle Charging Stations in the above-ground parking garages, in a power-share mode with a ratio of 3:1 in each of the above-noted parking garages.

The change consists of the installation of the following and its ancillary equipment/services:

- ❖ Switchgear;
- ❖ Electrical panel;
- ❖ Communication signal for electric vehicle charging stations;
- ❖ Power & Communication Expansion Boxes & Sleeves;
- ❖ Coring and scanning; and,
- ❖ Safety bollards; (collectively, the “Installation”).

The estimated cost to the Corporation in carrying out the proposed Installation is no less than \$86,851.80, but no more than 10% of MTCC 1170's annual budget. The Corporation proposes to pay for this cost through its surplus in the operating fund, but intends to recover these costs over time on a pro-rated basis from owners who wish to install electric vehicle charging stations in their parking spaces.

In the reasonable opinion of the board of directors, the owners would not regard the proposed Installation as causing a material reduction or elimination of their use or enjoyment of the units they own or the common elements or assets of the Corporation.

The Corporation intends to proceed with the Installation following the expiry of 60 days after this notice.

Owners who wish to install an electric vehicle charging station in their parking unit may contact property management for further information, as this process is governed by the *Condominium Act, 1998*.

[Notice approved by MTCC 1170's Board Resolution #230223R06]



THE METROPOLE

23 February 2023

To: Directors and Management — MTCC 1170
From: Board President — MTCC 1170
Re: Recommendations Regarding the [69 Yonge St Development](#)

69 Yonge Street and 7 King Street East are in the City of Toronto's Financial District, an irregularly-shaped area stretching from Queen Street south to Queens Quay and (for MTCC 1170's purposes, at least) from University Avenue to Church Street ([map enclosed](#)). [Chapter Two of Toronto's Official Plan describes the policies that the city envisions for the Financial District](#). An excerpt (this response's second enclosure) summarises those policies. The proposed redevelopment of 69 Yonge Street seems consistent with the City's policies.

Implementation of the Official Plan must safeguard existing buildings when new developments occur. For 7 King St E (MTCC 1170), safeguarding must include at least the following items.

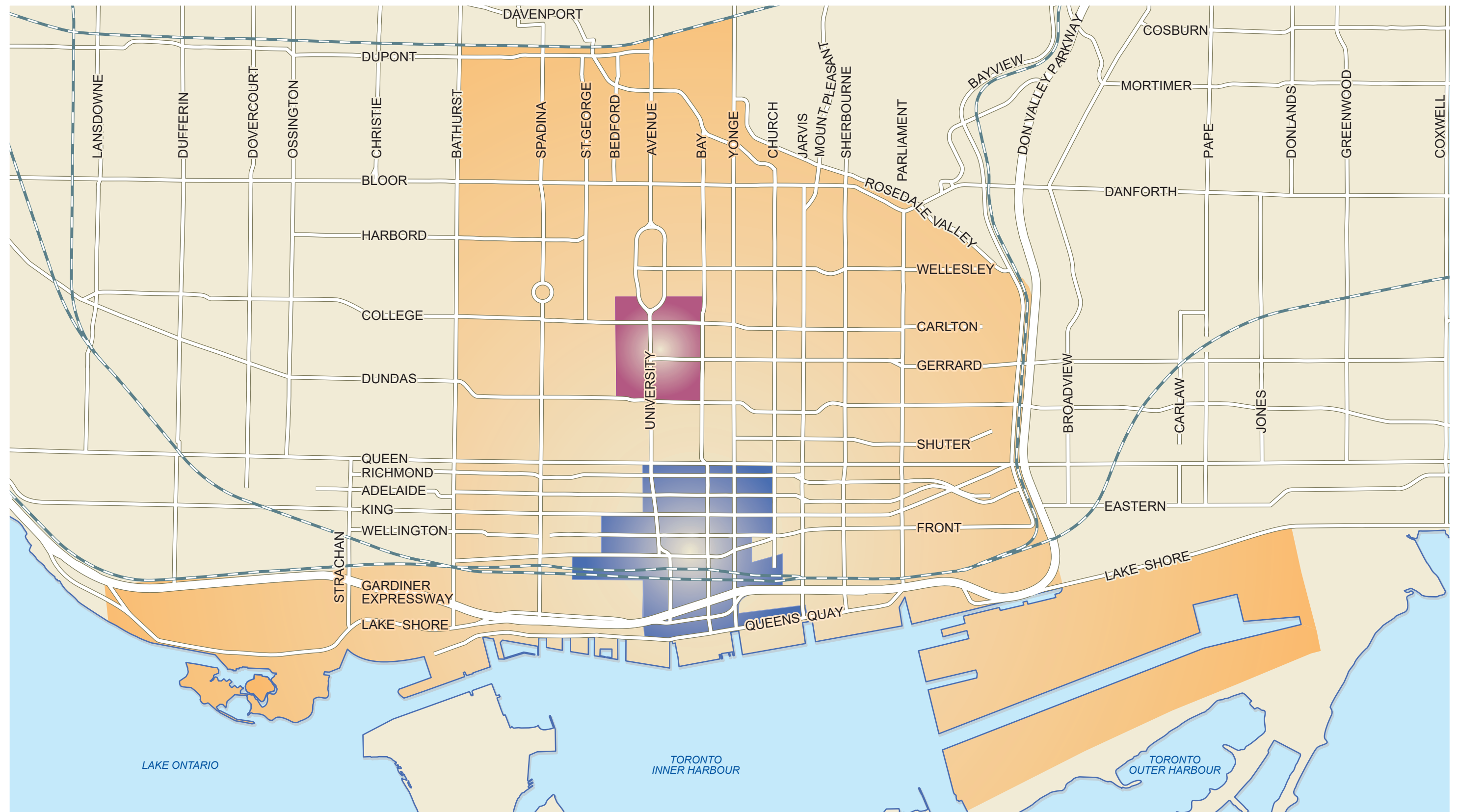
- 01 Protecting MTCC 1170's Foundation: Before beginning construction, 88 Scott Street's developer paid for a pre-construction survey of MTCC 1170 and provided MTCC 1170 with a copy thereof. On completion, the developer paid for a post-construction survey of MTCC 1170 and provided MTCC 1170 with a copy thereof. MTCC 1170 urges The City of Toronto to require 69 Yonge Street's developer to pay for and provide similar surveys to MTCC 1170. 69 Yonge's developers propose adding six storeys to the existing structure. These additional storeys will surely require an additional set of support-piles. Their installation could jeopardise MTCC 1170's foundation and/or street-level commercial units.
- 02 Protecting MTCC 1170's Yonge Street and Colborne Street Easement: MTCC 1170 has a T-shaped easement. Its east-west "leg" opens onto Yonge Street; its north-south "leg" onto Colborne Street. MTCC 1170 asks the City of Toronto to guarantee non-interference with this easement and/or financial compensation to MTCC 1170 should interference be necessary.
- 03 Protecting MTCC 1170's Outdoor Recreational Facilities — Fifth Floor Terrace and Penthouse Terrace: MTCC 1170 asks the City of Toronto to require 69 Yonge Street's developer to prevent construction-related detritus from compromising MTCC 1170's residents' enjoyment of their outdoor terraces.
- 04 Protecting Ingress/Egress to/from MTCC 1170's Parking Garages and Loading Dock: Accessibility was too-often problematical during construction of 8 Colborne Street and 88 Scott Street. For 69 Yonge Street, MTCC 1170 expects that the City of Toronto will have learnt from these two previous developments and will ensure greater accessibility than was available during the two previous developments.

Respectfully Submitted
Keith Bricknell
Board President — MTCC 1170

Cc Minutes of Meeting #230223R
[Toronto Centre Councillor](#)

Encl/2

[Notice approved by MTCC 1170's Board Resolution #230223R09]



- Downtown Toronto Urban Growth Centre
- Financial District
- Health Sciences District



Not to Scale

TORONTO OFFICIAL PLAN Downtown Toronto Urban Growth Centre

MAP 6 March 2018

Policies

1. The *Downtown Toronto Urban Growth Centre* will be planned to optimize the public investment in higher order transit within the *Centre* and thus should exceed the minimum combined gross density target of 400 residents and jobs per hectare set out in the Growth Plan for the Greater Golden Horseshoe, 2019. Map 6 shows the boundaries of the *Downtown Toronto Urban Growth Centre*, the *Financial District* and the *Health Sciences District*. Map 6A shows the *Downtown Plan* and the *Central Waterfront Secondary Plan* boundaries.
2. *Downtown* will continue to be shaped as the largest economic node in the city and the region by accommodating development that:
 - a) builds on the strength of *Downtown* as the premier employment, institutional, retail, arts and culture, and entertainment centre in the Greater Golden Horseshoe;
 - b) advances economic competitiveness and helps to attract provincially, nationally and internationally significant investment and employment uses;
 - c) provides a full range of housing opportunities for *Downtown* workers and reduces the demand for in-bound commuting;
 - d) focuses on the *Financial District* as the prime location for the development of prestige commercial office buildings;
 - e) focuses on the *Health Sciences District* as the prime location for the expansion of healthcare facilities and related research, education and commercial functions;
 - f) supports expansion of institutions including post-secondary education, governmental and health; and
 - g) fosters growth of creative industries and the culture sector centred on the King-Spadina and King-Parliament Secondary Plan Areas.
3. Investment in *Downtown* on the part of the City, other levels of government and public/private partnerships will be sought to:
 - a) maintain, improve and expand the public realm, including linkages between *Downtown* streets, parks, publicly accessible spaces, ravines and the water's edge;
 - b) expand active transportation and transit infrastructure;
 - c) promote an environment of creativity and innovation for arts and culture;
 - d) support and enhance Priority Retail Streets and specialty retail and entertainment districts found *Downtown* as important regional and tourist destinations;
 - e) maintain high-quality and resilient business infrastructure *Downtown* including a stable and secure hydro-electric grid, communications networks, district heating and cooling distribution systems, and water, wastewater and stormwater management infrastructure; and
 - f) create and advance research and business development alliances among the health, education, biotechnology and biomedical sectors *Downtown*.

To: Directors and Management — MTCC 1170
From: Board President — MTCC 1170
Re: Recommendations Regarding the [69 Yonge St Development](#)
Appendix #2



THE METROPOLE

23 March 2023

Minutes of MTCC 1170 Meeting Number 230323R — Held on 23 March 2023

Present: Board — Keith Bricknell, Scott Froebe, James Louttit; Nives Malara, and Sheila Sproule; and, PropertyWright Management: Nancy Bijelic (all by Microsoft Teams).

Regrets: None

01 Call to Order: Keith Bricknell called the meeting to order at 1840h.

02 Waiver of Notice, and/or Adoption of Agenda and Additions:

Resolution 230323R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 230323R, as presented.

James Louttit/Scott Froebe — Carried

03 Assignment of Duties:

(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #230323R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 230323R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 230223R, as presented.

Sheila Sproule/Nives Malara — Carried

05 Administrative and Security Reports:

(a) Where applicable, Corporate Officers responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

(i) Receiving Elevator Reports: Please refer to Section 11(a) of these Minutes.

(ii) Receiving Audited Statements: Please refer to Section 11(b) of these Minutes.

(iii) AGM 2023: Please refer to Section 11(c) of these Minutes.

(iv) Fire System Remediation: Please refer to Section 11(d) of these Minutes.

(v) Sundry Reports: Directors commented briefly on the Administrative, and/or Security Reports encompassed in Section 06 of these Minutes.

06 Motion to Receive Administrative and Security Reports as Information:

Resolution 230323R03: 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 2023 and the Front Desk Security Report for the period 04 February 2023 to 04 March 2023.

Nives Malara/Sheila Sproule — Carried

07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes: None

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) Elevator Reports:

Resolution 230323R04: Receiving an Engineering Report as Information

WHEREAS MTCC 1170 has received one of [Solucore](#)'s inspection reports dated 28 February 2023 and two of [Solucore](#)'s reports dated 08 March 2023 (“reports”); THEREFORE,

BE IT RESOLVED that MTCC 1170 receives the reports as information and directs Management to work with [Atta Elevators](#) in ensuring resolution of residual cosmetic issues in the elevators’ refurbishment.

Scott Froebe/James Louttit — Carried

(b) Audited Statements:

Resolution 230323R05: Accepting the Auditor’s Report

WHEREAS the Board of Directors of MTCC 1170 has received MTCC 1170’s audited statements from [Rapkin Wein LLP](#), for the fiscal year beginning 01 December 2021 and ending 30 November 2022; 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.

Nives Malara/Sheila Sproule — Carried

(c) AGM 2023:

Resolution 230323R06: AGM and AGM Package

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

(a) MTCC 1170’s AGM (hereinafter, “AGM 2023”) shall commence at 7:30pm on Tuesday 30 May 2023 (with registration beginning one-half hour earlier);

(b) MTCC 1170 shall employ [CondoVoter](#) to solicit proxies, distribute documents, act as scrutineer, and, by all other means necessary, facilitate AGM 2023 as a “virtual” AGM for \$\$2,450.00 (+HST);

(c) AGM 2023’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 2022, but amended, as might be necessary, to reflect the *Condominium Act*’s requirements;

(ii) a President’s Report, in the same general format that MTCC 1170 used for AGM 2022; AND,

(iii) any other items and/or procedures that the Management Office deems necessary for facilitating the conduct of AGM 2023.

Sheila Sproule/Nives Malara — Carried

(d) Fire System Remediation: *Keith Bricknell surrendered the Chair to James Louttit.*

Resolution 230323R07: Authorising Fire System Remediation

WHEREAS [Regional Fire and Security Systems](#) (“Regional”) has delivered its Annual Fire Inspection Record (“Record”); THEREFORE,

BE IT RESOLVED that MTCC 1170 received Regional's Record as information; AND, FURTHER,

BE IT RESOLVED authorises the following payments from the Reserve Fund, reflecting Regional's Estimate #3851:

01 General Deficiencies — \$6,987.92 (Incl HST);

02 Lighting Deficiencies — \$452.00 (Incl HST);

03 Fire Extinguisher Deficiencies — \$753.15 (Incl HST); AND,

04 Sprinkler Deficiencies: \$8,120.18 (Incl HST); AND, FURTHER,

BE IT RESOLVED that payment for the above-noted remediation shall be from the Reserve Fund.

Scott Froebe/Keith Bricknell — Carried

Keith Bricknell resumed the Chair.

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 Date of the Next Meeting(s):

(a) Special Meeting: TBA

(b) Regular Meeting #230420R: 1830h on Thursday 20 April 2023.

14 Motion for Adjournment

Resolution 230323R08: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 230323R at 1847 on Thursday 23 March 2023.

Scott Froebe/James Louttit — Carried

“Keith Bricknell”

“Sheila Sproule”

President: Keith Bricknell

Secretary: Sheila Sproule

Adopted at Meeting #230420R



THE METROPOLE

20 April 2023

Minutes of MTCC 1170 Meeting Number 230420R — Held on 20 April 2023

Present: Board — Keith Bricknell, Scott Froebe, James Louttit; Nives Malara, and Sheila Sproule; and, PropertyWright Management: Nancy Bijelic (all by Microsoft Teams).

Regrets: None

01 Call to Order: Keith Bricknell called the meeting to order at 1842h.

02 Waiver of Notice, and/or Adoption of Agenda and Additions:

Resolution 230420R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 230420R, as presented.

James Louttit/Scott Froebe — Carried

03 Assignment of Duties:

(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #230420R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 230420R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 230323R, as presented.

Sheila Sproule/Nives Malara — Carried

05 Administrative and Security Reports:

(a) Where applicable, Corporate Officers responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

(i) Dryer Vent Cleaning: Please refer to Section 11(a) of these Minutes.

(ii) HVAC Contract Renewal: Please refer to Section 11(b) of these Minutes.

(iii) Security Report: Please refer to Section 11(c) of these Minutes.

(iv) Sundry Reports: Directors commented briefly on the Administrative, and/or Security Reports encompassed in Section 06 of these Minutes.

06 Motion to Receive Administrative and Security Reports as Information:

Resolution 230420R03: 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 April 2023, PropertyWright's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2022 to 28 February 2023, and the Front Desk Security Report for the period 05 March 2023 to 03 April 2023.

Nives Malara/Sheila Sproule — Carried

07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes: None

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) Dryer Vent Cleaning:

Resolution 230420R04: Authorising Dryer Vent Cleaning

WHEREAS occluded dryer vents waste energy and cause overheating by placing additional load on vents' exhaust fans, as well as being a [frequent cause of dryer-fires](#); THEREFORE,

BE IT RESOLVED that MTCC 1170 shall employ [Dryerfighters Inc](#) to perform biennial dryer vent cleaning for \$17,741.00 (including HST) at a date that Management shall decide, and with COVID-precautions that Management shall prescribe; AND, FURTHER,

BE IT RESOLVED that payment for this service shall be from the Operating Fund.
James Louttit/Scott Froebe — Carried

(b) HVAC Contract Renewal:

Resolution 230420R05: Awarding a Service Contract — HVAC/Mechanical

BE IT RESOLVED that MTCC 1170 awards its HVAC/Mechanical contract to [Ambient Mechanical](#), subject to the following terms:

(a) Year 1: 01 June 2023 to 30 November 2023 — \$26,289.96 (+ HST);

(b) Year 2: 01 December 2023 to 30 November 2024 — \$53,631.60 (+ HST);

(c) Year 3: 01 December 2024 to 30 November 2025 — \$54,704.24 (+ HST);

(d) Year 4: 01 December 2025 to 30 November 2026 — \$55,798.32 (+ HST);

(e) Year 5: 01 December 2026 to 30 November 2027 — \$56,914.29 (+HST); AND,

(f) Year 6: 01 December 2027 to 30 November 2028 — \$58,052.57 (+ HST).

Scott Froebe/ James Louttit — Carried

(c) Security Report:

Resolution 230420R06: Receiving an External Security Report

WHEREAS MTCC 1170 has received [GV Group](#)'s Security Report ("Report") dated 18 April 2023; THEREFORE,

BE IT RESOLVED that MTCC 1170 receives the Report as information and directs Management to work with [GV Group](#) on certain of the Report's details, and with other qualified providers in implementing aspects of the Report that Management and the Board identify as being cost-beneficial for MTCC 1170.
Sheila Sproule/Nives Malara — Carried

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 Date of the Next Meeting(s):

(a) Special Meeting: TBA

(b) Regular Meeting #230518R: 1830h on Thursday 18 May 2023.

14 Motion for Adjournment

Resolution 230420R07: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 230420R at 1850 on Thursday 20 April 2023.

Scott Froebe/James Louttit — Carried

“Keith Bricknell”

President: Keith Bricknell

“Sheila Sproule”

Secretary: Sheila Sproule

Adopted at Meeting #230518R



THE METROPOLE

18 May 2023

Minutes of MTCC 1170 Meeting Number 230518R — Held on 18 May 2023

Present: Board — Keith Bricknell, Scott Froebe, James Louttit; Nives Malara, and Sheila Sproule; and, PropertyWright Management: Nancy Bijelic (all by Microsoft Teams).

Regrets: None

01 Call to Order: Keith Bricknell called the meeting to order at 1840h.

02 Waiver of Notice, and/or Adoption of Agenda and Additions:

Resolution 230518R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 230518R, as presented.

Sheila Sproule/Nives Malara — Carried

03 Assignment of Duties:

(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #230518R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 230518R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 230420R, as presented.

Sheila Sproule/Nives Malara — Carried

05 Administrative and Security Reports:

(a) Where applicable, Corporate Officers responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

(i) Change Order: Please refer to Section 07(a) of these Minutes.

(ii) 69 Yonge: Please refer to Section 11(a) of these Minutes.

(iii) EV-Charging: Please refer to Section 11(b) of these Minutes.

(iv) Noise Complaint: Please refer to Section 11(c) of these Minutes.

(v) Condenser Pump: Please refer to Section 11(d) of these Minutes.

(vi) MUAs' Filtration: Please refer to Section 11(e) of these Minutes.

(vii) Sundry Reports: Directors commented briefly on the Administrative, and/or Security Reports encompassed in Section 06 of these Minutes.

06 Motion to Receive Administrative and Security Reports as Information:

Resolution 230518R03: 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 May 2023, PropertyWright's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2022 to 31 March 2023, and the Front Desk Security Report for the period 04 April 2023 to 03 May 2023.

Nives Malara/Sheila Sproule — Carried

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

(a) Change Order for Resolution #221117R09:

Resolution 230518R04: Change Order for Resolution 221117R09

WHEREAS [B&R Electric](#) has identified and photographically documented deficiencies that could not have been visible when they provided their initial proposal; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises paying an additional \$5,304.00 (+ HST) for remediating deficiencies cited in [B&R Electric](#)'s Proposal #17106-1; AND, FURTHER,

BE IT RESOLVED that payment for this service shall be from the Reserve Fund.
Scott Froebe/James Louttit — Carried

08 Correspondence Requiring Action and/or Response: Noise complaint, for which please refer to section 11(c) of these Minutes.

09 Special Committee Reports: None

10 Other Reports: None

11 New and/or Brought-Forward Business:

(a) 69 Yonge: Management reported briefly on discussions with the redeveloper.

(b) EV-Charging:

Resolution 230518R05: Authorising EV-Charging Infrastructure

WHEREAS MTCC 1170 has complied with statutory requirements for providing notice to owners of alterations to the common elements; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall pay [Signature Electric Ltd](#) \$76,860.00 + [ESA](#) + HST to provide infrastructure described in Project #44745 ("project"); AND, FURTHER,

BE IT RESOLVED that payment for the project shall be from the Operating Fund, with subsequent *pro rata* cost-recovery from owners as and when they connect their EVs to the infrastructure.
James Louttit/Scott Froebe — Carried

(c) Noise Complaint:

Resolution 230518R06: Receiving a Corporate Officer's Report

WHEREAS the President of the Board has provided a report and recommendations ("report") regarding the investigation and verification of noise complaints; THEREFORE,

BE IT RESOLVED that MTCC 1170 receives the report as information, authorises its attachment to the Minutes of Meeting #230518R, and authorises Management and Security to use procedures that the report recommends when responding to noise complaints.
Nives Malara/Sheila Sproule — Carried

(d) Condenser Pump: *Keith Bricknell Surrendered the Chair to James Louttit.*

Resolution 230518R07: Repairing Condenser Pump #01

WHEREAS Condenser Pump #01 has a leaky shaft seal and must be removed from the premises for servicing and subsequently reinstalled; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall pay [Ambient Mechanical](#) \$7,482.50 (+HST) to complete remedial work described in their Quote #QUO-22124-X4R9; AND, FURTHER,

BE IT RESOLVED that payment for this service shall be from the Reserve Fund.

Scott Froebe/Keith Bricknell — Carried

(e) MUAs' Filtration:

Resolution 230518R08: Authorising Semi-Monthly MUA Filter Replacement

WHEREAS during spring, summer, and early autumn, airborne dust and/or allergens are at their peak; AND,

Whereas MTCC 1170 wishes to safeguard the corridor pressurisation system's air-quality; THEREFORE,

BE IT RESOLVED MTCC 1170 authorises paying an additional \$3,203.60 (+HST) to [Ambient Mechanical](#) to increase the MUAs' filter-replacement from monthly to semi-monthly from 01 June 2023 to 30 September 2023 (inclusive of both dates); AND, FURTHER,

BE IT RESOLVED that payment for the above-noted service shall be from the Operating Fund.
Keith Bricknell/Scott Froebe — Carried

(f) Amending Resolution #030708S07: Edition of *Robert's Rules of Order*

Resolution 230518R09: Amending Resolution 030708S07

WHEREAS *21st Century Roberts Rules of Order — 1995 edition* (hereinafter, "Roberts 1995") is no longer readily available; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall delete Roberts 1995 from Resolution 030708S07 and shall insert [Roberts Rules of Order — Newly Revised — In Brief \(ISBN-13: 978-1541797703\)](#).

Sheila Sproule/Keith Bricknell — Carried

(g) Director's Departure:

Resolution 230518R10: Acknowledging a Director's Contributions

WHEREAS Sheila Sproule has chosen not to seek re-election at MTCC 1170's AGM 2023; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 wholeheartedly thanks Sheila Sproule for the diligence, skill, insight, incisiveness, and perspicacity that she reliably and unstintingly contributed to MTCC 1170 as a Director and Corporate Officer from the first Board Meeting following AGM 2014 to the conclusion of AGM 2023.

Keith Bricknell/Nives Malara — Carried

Keith Bricknell resumed the Chair.

12 Perusal File of Correspondence Received as Information: Received by e-mail.

13 Date of the Next Meeting(s):

(a) Special Meeting: TBA

(b) Regular Meeting #230622R: 1830h on Thursday 22 June 2023.

14 Motion for Adjournment

Resolution 230518R11: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 230518R at 1857h on Thursday 18 May 2023.

Scott Froebe/James Louttit — Carried

"Keith Bricknell"

"Marc de Montigny"

President: Keith Bricknell

Secretary: Marc de Montigny



THE METROPOLE

18 May 2023

To: Directors and Management — MTCC 1170
From: Board President — MTCC 1170.
Re: Noise Complaints

Thank you for requesting this commentary on noise complaints. It’s a difficult topic. First, a condominium corporation must accurately identify [noises’ sources](#). Second, a condominium corporation must quantify decibel levels and duration of noise. To do otherwise would risk having to adjudicate “he-said-she-said” scenarios. With those *caveats* in mind. Let’s consider the two sources of noise-complaints.

Sound Transmission Class (STC)	What can be heard between walls at this level
25	Soft speech can be heard and understood
30	Normal speech can be heard and understood
35	Loud speech can be heard and understood
40	Loud speech can be heard, but not understood
45	The threshold at which privacy begins
50	Loud sounds can be heard, but are very faint
60	At this level, good soundproofing begins. Neighbors generally are not disturbed by very loud speech from inside.

Many complaints reflect airborne noise between “demising” or “partition” walls separating two suites. For such complaints, a condominium corporation has two remedies: verifying and ensuring “sound transmission classes (“STCs”), and enforcement of the building’s rules. In Canada, “50” is the “code” STC for walls separating any two suites. And, as [the adjoining table](#) indicates, “very faint” transmission is permissible. As for partition walls between suites and elevator shafts and/or rubbish chutes, “55” is the applicable STC. But that’s not where problems end.

[The building code is silent regarding structure-borne noises](#), such as. “...as a plate dropped on hardwood floor or furniture dragged across a floor, or where mechanical or electrical equipment such as pumps, air-handling equipment, transformers or elevators impart continuous vibration into the structure...” In such cases, a condominium corporation’s only remedy is enforcement of its own rules. But that, too, is not where it ends. As Section 58(2) of the [Condominium Act](#) says, “...The rules shall be reasonable and consistent with this Act, the declaration and the by-laws...” And oh, by the way, declarations and by-laws also must be “reasonable”. So, in MTCC 1170’s context, how does one define “reasonability”?

Unfortunately, MTCC 1170’s declaration is not necessarily a good starting point. Section 14(d) of MTCC 1170’s declaration says, “No less than 50% of the floor area of each of the residential dwelling units shall be covered with broadloom or rugs at all times.” In 1996, or thereabouts, when the developer and the lawyers drafted MTCC 1170;s declaration, wall-to-wall carpeting was still trendy. But that’s history. Condominiums must accept the reality that hardwood flooring is a “value-added” item. Prohibition thereof, or enforcement of the “50% broadloom” stipulation, would be challenging. How, then, does a condominium ensure that all residents have “quiet enjoyment” of their homes?

Ensuring that a hardwood and/or laminate floor’s underpadding provides sound-attenuation equivalent to “broadloom” would be a starting point. However, that’s not necessarily enough. And that leaves us with insistence on, and enforcement of, “reasonable” standards for noise. But, of course, one person’s definition of “reasonable” can very easily morph into another person’s definition of “draconian”. And then, matters can very easily spiral out of control. Parties can find themselves at an [adjudication session at the Condominium Authority of Ontario](#).

Decibels	Common Examples
20	Ticking watch
30	Leaves rustling
30 to 50	Average room noise
60	Background music
70	Average office
75	Landscaping equipment (from inside a house)
80	Inside an airplane/Electric vacuum
85	City traffic (from inside a car)/Noisy restaurant
90	Hairdryer
95	Food processor/DJd school dance/Crowing rooster
95 to 100	Approaching subway train/Car horn at 16 ft
100	Motorcycle/Automatic hand dryer
105 to 110	Gas-powered leaf blower

For airborne and structurally transmitted noise, what is a reasonable definition of “quiet enjoyment”? [The Hearing Health Foundation](#) provides a starting point.

As for legalities, [Chapter 591 of Toronto’s Municipal Code](#) provides some guidance via paragraph 591-2.1(B). Amplified sound, “...no person shall emit or cause or permit the emission of continuous amplified sound, measured with a sound level meter at a point of reception in an indoor living area...That has a sound level (expressed in terms of Leq for a ten-minute period), exceeding [45 dB\(A\)](#) or [60 dB\(C\)](#) from 11 p.m. to 7 a.m. or [50 dB\(A\)](#) or [65 dB\(C\)](#) from 7am to 11pm...”

Chapter 591 also examines a second variable; namely, offending noises’ duration, “Where the ambient sound level at a point of reception exceeds the maximum sound level permitted under Subsection B(1), that has a sound level (expressed in terms of Leq for a ten-minute period) equal to or exceeding the ambient sound level.”

Notice that Chapter 591 refers to “...a point of reception...”and it differentiates between sporadic and continuous noise. Thus, condominium corporations have reasonable benchmarks for addressing concern about **levels and durations of noise levels**.

Sporadic noise is endemic to urban life. Consider, for example, a disabled person living in a bachelor suite. Daily, that disabled resident readies a hide-a-bed for the night. But inadvertently the resident causes a dull “thud” whilst doing so. Ditto for morning, when folding the hide-a-bed. Should the condominium corporation come down with “fire and sword” on that resident? I hope not — since the sporadic noise is simply comparable to the myriad noises of urban life.

For more persistent noises, the condominium corporation must intervene. The first step is verification and quantification. MTCC 1170 has a decibel meter and a device for recalibrating the meter to ensure accuracy. Co-operation is also necessary — between the complainant and the allegedly offending suite. Two staff-members would also be necessary — communicating via mobile phones. One staff member, with the decibel meter, would be in the complainant’s suite, awaiting each step in the replication process. The other staff member would be in the allegedly offending suite — and would replicate the allegedly offending activities. The staff member with the decibel meter would record [dB\(A\)](#) and [dB\(C\)](#) sounds from the replicated activities. Management would then report the result to the Board for a decision about further action.

Bear in mind that airborne sound transmission between walls (eg, loud music) is relatively easy to identify, measure, and remediate. Structurally transmitted noise can be more challenging; hence, the more complex process.

Respectfully submitted.
Keith Bricknell — Board President

Adopted via Resolution #230518R06.



THE METROPOLE

22 June 2023

Minutes of MTCC 1170 Meeting Number 230622R — Held on 22 June 2023

Present: Board — Keith Bricknell, Marc de Montigny, Scott Froebe, James Louttit; and Nives Malara; and, PropertyWright Management: Nancy Bijelic (all by Microsoft Teams).

Regrets: None

01 Call to Order: Keith Bricknell called the meeting to order at 1900h.

02 Waiver of Notice, and/or Adoption of Agenda and Additions:

Resolution 230622R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 230622R, as presented.

Marc de Montigny/Nives Malara — Carried

03 Assignment of Duties:

(a) Assignment of Corporate Officers' Duties until AGM 2024

Surname	Given Name	Position
Bricknell	Keith	President
de Montigny	Marc	Corporate Secretary
Froebe	Scott	General Manager
Louttit	James	Vice President
Malara	Nives	Treasurer

(b) *Pro Tempore* Reassignments: Unnecessary for Meeting #230622R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 230622R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 230518R, as presented.

James Louttit/Scott Froebe — Carried

05 Administrative and Security Reports:

(a) Where applicable, Corporate Officers responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

(i) Request to Refund a Caution Fee: Please refer to Section 08(a) of these Minutes.

(ii) Complaint about Overheating: Please refer to Section 08(b) of these Minutes.

(iii) SLNA's Request for Suggestions: Please refer to Section 11(a) of these Minutes.

(iv) Sundry Reports: Directors commented briefly on the Administrative, and/or Security Reports encompassed in Section 06 of these Minutes.

06 Motion to Receive Administrative and Security Reports as Information:

Resolution 230622R03: 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 June 2023, PropertyWright’s rendering of MTCC 1170’s unaudited Financial Statements for the period 01 December 2022 to 30 April 2023, and the Front Desk Security Report for the period 04 May 2023 to 04 June 2023.

Marc de Montigny/Nives Malara — Carried

07 Unfinished and/or Tabled Business Arising from Previous Meetings’ Minutes: None

08 Correspondence Requiring Action and/or Response:

(a) Request to Refund a Caution-Fee: The Board gave directions to Management for resolving this matter.

(b) Complaint about Overheating.

Resolution 230622R04: Responding to an Owner’s Complaint

WHEREAS the President of the Board has provided a response to an owner’s complaint (“response”); THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises Management to transmit the response to the owner and authorises inclusion of a redacted version of the response in the Minutes for Board Meeting #230622.

Scott Froebe/Nives Malara — Carried

09 Special Committee Reports: None

10 Other Reports: None

11 New and/or Brought-Forward Business:

(a) SLNA’s Request for Improvement Suggestions: The Board recommended that Councillor Moise should direct some of his [discretionary Section 37 funding](#) to Berczy Park.

(b) Discussion Document about AGMs’ Formats:

Resolution 230622R05: Discussion Paper about AGMs’ Formats

WHEREAS the President of the Board has provided a discussion paper regarding AGMs’ formats; THEREFORE,

BE IT RESOLVED that MTCC 1170 receives the above-noted discussion paper as information and authorises its attachment to the Minutes of Meeting #230622R.

Nives Malara/James Louttit — Carried

12 Perusal File of Correspondence Received as Information: Received by e-mail.

13 Date of the Next Meeting(s):

(a) Special Meeting: TBA

(b) Regular Meeting #230720R: 1830h on Thursday 20 July 2023.

14 Motion for Adjournment

Resolution 230622R06: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 230622R at 1912h on Thursday 22 June 2023.

Scott Froebe/James Louttit — Carried

“Keith Bricknell”

“Marc de Montigny”

President: Keith Bricknell

Secretary: Marc de Montigny



THE METROPOLE

17 June 2023

To: [REDACTED] — Unit [REDACTED] 17
From: Board of Directors — MTCC 1170
Re: Your Email Dated 24 May 2023 — Overheating in Unit and Tower Elevators

Thank you for contacting the Management Office about overheating in your unit. Please consider that this final response supplants the response that Management transmitted on or about 31 May 2023.

- 01 For MTCC 1170's residential units, the sources of in-unit heating are the (a) fancoil units; (b) residents' own activities, such as cooking, laundry, *etc*; (c) make-up air (MUA air) from the corridors; and, (d) [solar gain](#). Units' residents have sole control over items (a) and (b) and partial control over item (d). As for MUA air, heating occurs *only* if the ambient outdoor temperature is less than six to eight degrees Celsius. Otherwise, corridors' air temperatures are the same temperature as ambient outdoor air. When low outdoor temperatures "trigger" the heating of MUA air, corridors' air temperatures will still be slightly below comfortable room-temperature.
- 02 You alleged that "...condo is being OVERHEATED..." [*sic*]. Before making this allegation, did you measure the ambient temperatures in your unit *and* in the corridors? The distinction is crucial. As noted, MTCC 1170 controls *only* the corridors' temperatures. Units' residents have sole control over temperatures within their respective units. Was the ambient temperature in the adjacent corridor lower than your unit's ambient temperature? If so, MTCC 1170 ill-deserves the accusation of profligate overheating.
- 03 During the vernal equinox, *prior to the air conditioning season*, [solar gain](#) is an endemic problem for some of MTCC 1170's east-facing units. However, residents *can* mitigate the problem. First, residents should move their thermostats' control-switches to the "off" position. This will disable their fancoils and prevent the fancoils from blowing hot air into their units. Second, residents *could* open their units' windows and deploy oscillating tower-fans to "import" cool outdoor air. Third, residents *could* use their window-coverings during the day, when they are at work, to reduce daytime's solar gain.
- 04 Your email alleges that overheating is inflating MTCC 1170's CE fees. As Page 034 of the AGM 2023 Package indicates, MTCC 1170's total *non-commercial* expenditure for electricity and gas was \$502,095 (*ie*, \$1,599.00 per *residential unit*). In a report dated 19 October 2021, Ontario's Financial Accountability Office said, "[In 2019, the average Ontario household spent \\$2,128 on home energy.](#)" For Fiscal 2022, that puts MTCC 1170 at \$529.00 below the Ontarian average – and that doesn't even account for CPI inflation between 2019 and 2022. Surely residents deserve thanks for their frugality!
- 05 Should elevators "up-down" arrows momentarily obscure elevators' floor-travel numbers? If this is a crucial issue — and that might be large "if" — the Board can choose to discuss it. However, one might hope that a major elevator-refurbishment, at about 33% of the cost of a full-scale replacement, would resonate more favourably than "arrows versus numbers".

MTCC 1170
Keith Bricknell — Board President

Approved by the Board: Resolution #230622R04.



THE METROPOLE

17 June 2023

To: Directors and Management — MTCC 1170
From: Board President — MTCC 1170
Re: Virtual vs Hybrid Annual General Meetings (AGMs)

This report deals with Technology (“T”), Equity (“E”), Cost (“C”), and Logistics (“L”). Paragraphs’ numbering should assist readers in identifying each separate topic.

Technology:

- T1 At <https://zoom.us/signup#/signup>, anyone can enrol with Zoom for a free account that includes “...Meetings with up to 100 participants...Unlimited number of meetings up to 40 minutes each...” Thus, everyone has an opportunity to acquire a cost-free capability for staying in contact with far-away friends and family. By using this cost-free capability, everyone also has an opportunity to identify and resolve any hardware issues that might impede (or might have impeded) participation in a condo building’s AGM. Computer-users’ download link for the Zoom application is <https://zoom.us/download>. For IOS and/or Android users, the Zoom app is available via the app-download link on the above-noted devices.
- T2 Between 1645h and 1730h on Sunday 04 June 2023, I acted *as the invitee* to two (2) Zoom meetings.
- (a) My participation, *as the invitee*, in the first Zoom meeting was via a [7th generation Apple iPad with 128GB of internal storage](#). Details of this device are available by clicking on this paragraph’s live link. During this brief experimental meeting, the host and I were able to *see and hear* each other very clearly.
 - (b) My participation, *as the invitee*, in the second Zoom meeting was via an Android [Umidigi Bison GT2 Pro 5G](#). Details of this device are available by clicking on this paragraph’s live link. During this brief experimental meeting, the host and I were able to *see and hear* each other very clearly.
- T3 During MTCC 1170’s AGM 2023, and during MTCC 1170’s virtual Board Meetings, my participation has been via a desktop computer that uses an ancient [Logitech C615](#) webcam for visual and auditory communication. I have also successfully participated, as host and as invitee, at Zoom meetings while using another computer with a [Logitech HD Pro Webcam C920](#). Details of these devices are available by clicking on this paragraph’s live links.
- T4 [Ontario’s Bill 91 has received Royal Assent](#). Implicit in “Schedule 7 — *Condominium Act, 1998*” (enclosed) is a presumption of directors’ and owners’ technological competence.

Equity:

- E1 Until 2020, MTCC 1170’s AGMs were entirely “in-person”. Such meetings were problematic.
- (a) Two-Tier Participation: For some owners, in-person participation was impossible. Instead, they had to rely solely on participation by proxy. In contrast, virtual AGMs put all owners on an equal footing. Participation is possible from anywhere in the world. (*For example, the Vice President of your Board attended AGM 2023 from a business meeting in Melbourne Australia.*)
 - (b) Proxy Paranoia: Before 2020, and even during at least one AGM cycle thereafter, conspiracy theories abounded. Conspiracists unjustifiably alleged incumbents’ sinister manipulation of “hard copy” proxies and so forth. All such allegations were baseless, to the point of being defamatory — but they still occurred. In contrast, virtual meetings eliminated “hard copy” proxies and allowed all

owners to change their prior votes (on candidates and/or for issues) during an AGM — again, from anywhere in the world. Thus, “hard copy” proxies became totally redundant.

- (c) Admittedly, hybrid meeting could retain virtual meetings’ “real-time” electronic voting benefits. Regrettably, though, hybrid meetings would cause reversion to two-tier participation.

Costs:

- C1 AGM 2013 cost MTCC 1170 approximately \$3,590.00 (denominated in 2013 dollars) for an in-person AGM. [The Bank of Canada’s inflation calculator](#) indicates that this would be \$4,383.00 if it were denominated in 2022 dollars. The in-person expenditure encompassed printing and mailing, furniture rental, transcription of minutes, legal counsel’s attendance, refreshments, *etc.*
- C2 AGM 2022 cost MTCC 1170 \$4,076.00 (denominated in 2022 dollars) for a virtual AGM. The expenditure encompassed transcription of minutes, the CondoVoter service package, and legal counsel’s preparation and attendance. Comparing costs, denominated in 2022 dollars, AGM 2022 was \$307 cheaper than AGM 2013.
- C3 Given that virtual meetings can be cheaper to provide than in-person meetings are, the unanswered questions might be something like, “By how much would hybrid meetings increase the cost of MTCC 1170’ AGMs?” and, “By how much would the additional expenditure enhance, or otherwise add value to, MTCC 1170’s AGMs?”

Logistics:

- L1 MTCC 1170’s in-person AGMs removed the 5th Floor Lounge from residents’ general use from about Noon on the day of the AGM until late in morning of the day after the AGM. This was the time-interval necessary for the set-up, for the meeting, and for the dismantling and clean-up on the day after the AGM. Virtual meetings impose no such inconvenience and loss of amenity.
- L2 Given the 5th Floor Lounge’s current use, “...inconvenience and loss of amenity...” take on greater significance. Thus, an exploration of that “current use” is necessary.
- (a) When MTCC 1170 opened in August 1997, the Exercise Room/Gym comprised a universal weight machine, one small “tree” of free weights, an adjustable weight-bench, a rowing machine, a treadmill, and one stationary bicycle. In the intervening years, owners requested additions — including a much larger stack of free weights, an elliptical trainer, a second stationary bicycle, and a chin-up frame. The exercise room became quite crowded, but owners continued requesting additional “cardio” equipment.
- (b) COVID (whose congoing presence is still evident at the [City of Toronto’s](#) and the [Government of Canada’s](#) sites) became a catalyst for change. To provide prudent social distancing, your Board and Management agreed to move all “cardio” equipment to the 5th Floor Lounge. ***And that’s where the “cardio” equipment is likely to remain.*** The additional space continues to provide social distancing ***and the possibility of finally being able to accede to owners’ requests for additional cardio equipment.*** As for the very few requests for a rentable function room, the Declaration empowers your Board to make the Penthouse Lounge available. If MTCC 1170 chose to provide hybrid AGMs, the Penthouse Lounge would be the only venue for the in-person portion of those hybrid AGMs. Since AGMs occur in May of each year (*ie*, barbecue season), the “loss of amenity” that paragraph L1 describes would be the price of providing the in-person portion of a hybrid AGM.

Respectfully submitted — as a Discussion Document
Keith Bricknell — Board President of MTCC 1170

Attachment to Minutes “For Information Purposes Only” Approved by Board Resolution #230622R05.



THE METROPOLE

20 July 2023

Minutes of MTCC 1170 Meeting Number 230720R — Held on 20 July 2023

Present: Board — Keith Bricknell, Marc de Montigny, Scott Froebe, James Louttit; and Nives Malara; and, PropertyWright Management: Nancy Bijelic (all by Microsoft Teams).

Regrets: None

01 Call to Order: Keith Bricknell called the meeting to order at 1835h.

02 Waiver of Notice, and/or Adoption of Agenda and Additions:

Resolution 230720R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 230720R, as presented.

Marc de Montigny/James Louttit — Carried

03 Assignment of Duties:

(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #230720R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 230720R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 230622R, as presented.

Marc de Montigny/Nives Malara — Carried

05 Administrative and Security Reports:

(a) Where applicable, Corporate Officers responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

(i) Surveillance DVRs: Please refer to Section 11(a) of these Minutes.

(ii) Sundry Reports: Directors commented briefly on the Administrative, and/or Security Reports encompassed in Section 06 of these Minutes.

06 Motion to Receive Administrative and Security Reports as Information:

Resolution 230720R03: 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 July 2023, PropertyWright's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2022 to 31 May 2023, and the Front Desk Security Report for the period 05 June 2023 to 04 July 2023.

Nives Malara/Marc de Montigny — Carried

07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes: None

08 Correspondence Requiring Action and/or Response: None

09 Special Committee Reports: None

10 Other Reports: None

11 New and/or Brought-Forward Business: *Keith Bricknell surrendered the Chair to James Louttit.*

(a) Surveillance DVRs

Resolution 230720R04: Authorising DVRs' Replacement

WHEREAS MTCC 1170's surveillance DVRs #2 and #3 have ceased operating reliably; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall pay [Security Management Systems](#) \$7,797.00 (Incl HST) to supply and install components described in their Quote #q209288 ("Quote"); AND, FURTHER,

BE IT RESOLVED that payment for completion of work described in the Quote shall be from the Reserve Fund.

Keith Bricknell/Scott Froebe — Carried

Keith Bricknell resumed the Chair.

12 Perusal File of Correspondence Received as Information: Received by e-mail.

13 Date of the Next Meeting(s):

(a) Special Meeting: TBA

(b) Regular Meeting #230824R: 1830h on Thursday 24 August 2023.

14 Motion for Adjournment

Resolution 230720R05: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 230720R at 1852h on Thursday 20 July 2023.

Scott Froebe/James Louttit — Carried

"Keith Bricknell"

"Marc de Montigny"

President: Keith Bricknell

Secretary: Marc de Montigny

Adopted at Meeting #230823R



THE METROPOLE

24 August 2023

Minutes of MTCC 1170 Meeting Number 230824R — Held on 24 August 2023

Present: Board — Keith Bricknell, Marc de Montigny, Scott Froebe, James Louttit; and Nives Malara; and, PropertyWright Management: Nancy Bijelic (all by Microsoft Teams).

Regrets: None

01 Call to Order: Keith Bricknell called the meeting to order at 1850h.

02 Waiver of Notice, and/or Adoption of Agenda and Additions:

Resolution 230824R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 230824R, as presented.

Nives Malara/Marc de Montigny — Carried

03 Assignment of Duties:

(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #230824R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 230824R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 230720R, as presented.

Marc de Montigny/Nives Malara — Carried

05 Administrative and Security Reports:

(a) Where applicable, Corporate Officers responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

(i) Townhouses' Doors: Please refer to Section 11(a) of these Minutes.

(ii) LED Garden Lights: Please refer to Section 11 (b) of these Minutes.

(iii) Sundry Reports: Directors commented briefly on the Administrative, and/or Security Reports encompassed in Section 06 of these Minutes.

06 Motion to Receive Administrative and Security Reports as Information:

Resolution 230824R03: 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 August 2023, PropertyWright's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2022 to 30 June 2023, and the Front Desk Security Report for the period 05 July 2023 to 03 August 2023.

Nives Malara/Marc de Montigny — Carried

07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes: None

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) Townhouses' Doors:

Resolution 230824R04: Painting Townhouses' Doors

WHEREAS Schedule "C" of MTCC 1170's Declaration makes MTCC 1170 responsible for residential units' exterior doors; AND,

WHEREAS the townhouses' Victoria Street doors are now due for their periodic repainting; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall pay [Artech General Contracting Inc](#) \$2,621.69 (Incl HST), as per their Quote #5272 ("Quote") to repaint the townhouses' Victoria Street doors; AND, FURTHER,

BE IT RESOLVED that payment for completion of work described in the Quote shall be from the Reserve Fund.

James Louttit/Scott Froebe — Carried

(b) LED Garden Lights:

Resolution 230824R05: Replacing Ground-Mounted Garden Spotlights

WHEREAS the existing ground-mounted garden spotlights are electrically inefficient and have reached the end of their useful lives; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall pay [B&R Electric](#) \$1,411.20 (+ HST), to perform work described in their Quote #190245; AND, FURTHER,

BE IT RESOLVED that payment for completion of work described in the Quote shall be from the Reserve Fund.

Scott Froebe/James Louttit — Carried

(c) Affirming Emailed Permission for a Board Notice:

Resolution 230824R06: Affirming Emailed Permission for a Board Notice

WHEREAS MTCC 1170's Board provided majority emailed permission for a board notice that expedited rescission of the masking and social distancing mandates that originated, *inter alia*, in Resolutions 210318R06 and 210722R04; THEREFORE,

BE IT RESOLVED that MTCC 1170 affirms its permission for the notice dated 04 August 2023, thanks the President for its preparation, and authorises its inclusion in the Minutes for Meeting #230824R.

Marc de Montigny/James Louttit — Carried

12 Perusal File of Correspondence Received as Information: Received by e-mail.

13 Date of the Next Meeting(s):

(a) Special Meeting: TBA

(b) Regular Meeting #230921R: 1830h on Thursday 21 September 2023.

14 Motion for Adjournment

Resolution 230824R07: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 230824R at 1858h on Thursday 24 August 2023.

Scott Froebe/James Louttit — Carried

"Keith Bricknell"

"Marc de Montigny"

President: Keith Bricknell

Secretary: Marc de Montigny



THE METROPOLE

04 August 2023

To: MTCC 1170's Owners, Residents, and Staff
From: Board of Directors — MTCC 1170
Re: Rescinding Mask Mandates and Social Distancing

Commencing at 2359h on Monday 07 August 2023, MTCC 1170 rescinds the requirement for masking and social distancing in the common elements. However, please note the following cautionary advice...

- (a) Yes, we all want to be done with COVID. COVID, however, is not done with us; ditto for other respiratory diseases, as we head into autumn. In that regard, please continue monitoring the Health Canada site at <https://health-infobase.canada.ca/covid-19/current-situation.html> and the City of Toronto's site at <https://www.toronto.ca/community-people/health-wellness-care/health-programs-advice/respiratory-viruses/covid-19/covid-19-pandemic-data/covid-19-wastewater-surveillance/>. (Enclosed, as an example, is the data sheet for the period ending 28 July 2023.)
- (b) Rescission of the mask mandate **DOES NOT MEAN PROHIBITION OF WEARING FACEMASKS IN THE COMMON ELEMENTS!** If you have even the *slightest* health-related concerns, please continue using Health Canada-approved facemasks, for which a list is available at <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/types-masks-respirators.html>.
- (c) If you request it, any and all MTCC 1170 staff and/or subcontractors attending at your suite will wear appropriate facemasks.

If you have any questions about this matter, please feel free to contact the Management Office.

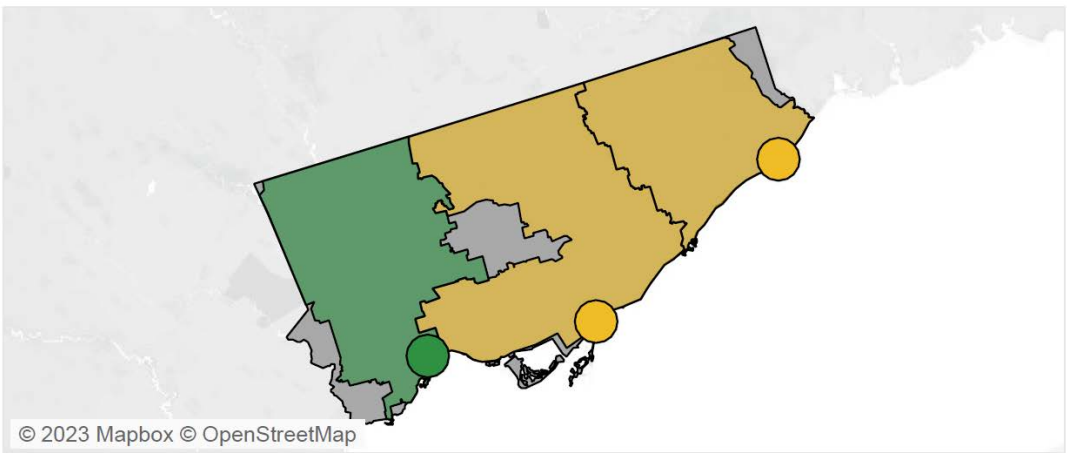
Thank you for your attention to this notice.

Board of Directors — MTCC 1170

COVID-19 Wastewater Surveillance Dashboard: Toronto Summary

Overview of Cases and Wastewater Data from Jun. 30, 2023 to Jul. 28, 2023

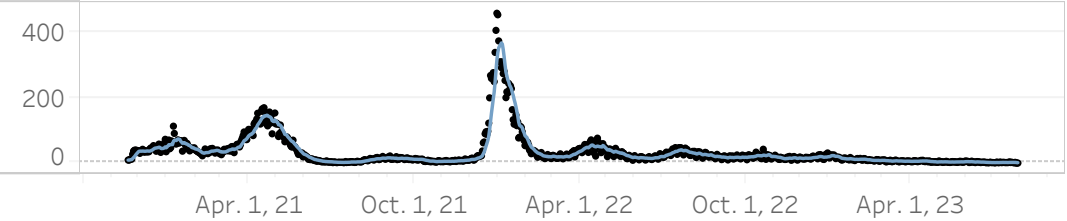
Printed on: Aug. 02, 2023



Changes of Cases and Wastewater (WW): **Increasing** | **Less than 10%** | **Decreasing**

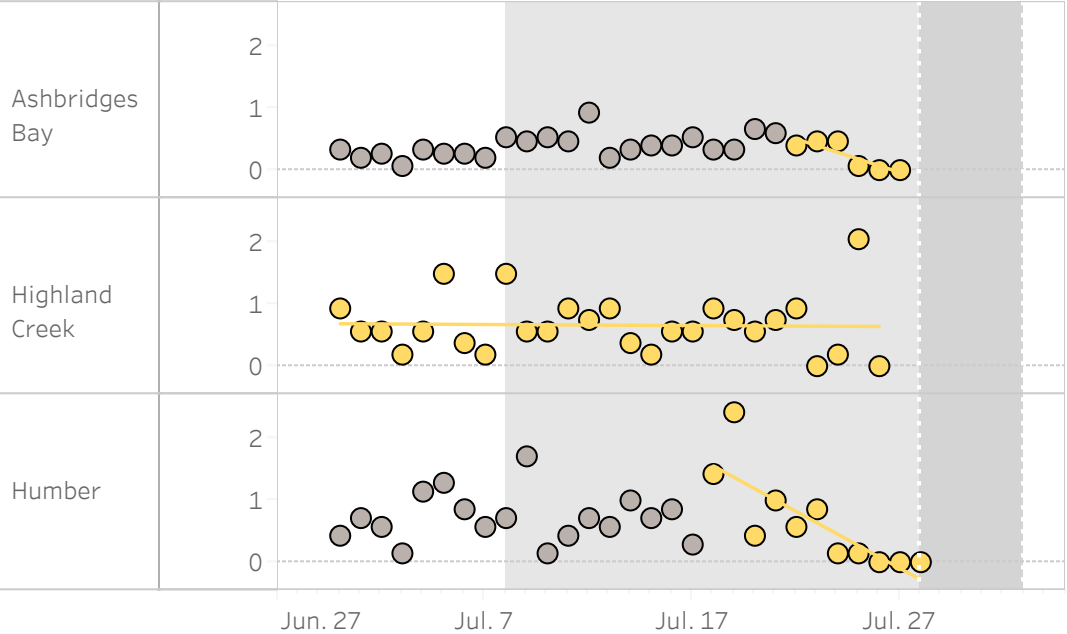
PHU Region	Sys Sewershed	Cases	WW
Toronto	Ashbridges Bay	Yellow	Yellow
	Highland Creek	Yellow	Yellow
	Humber	Yellow	Green

Cases All-Time (with 7-day moving average)

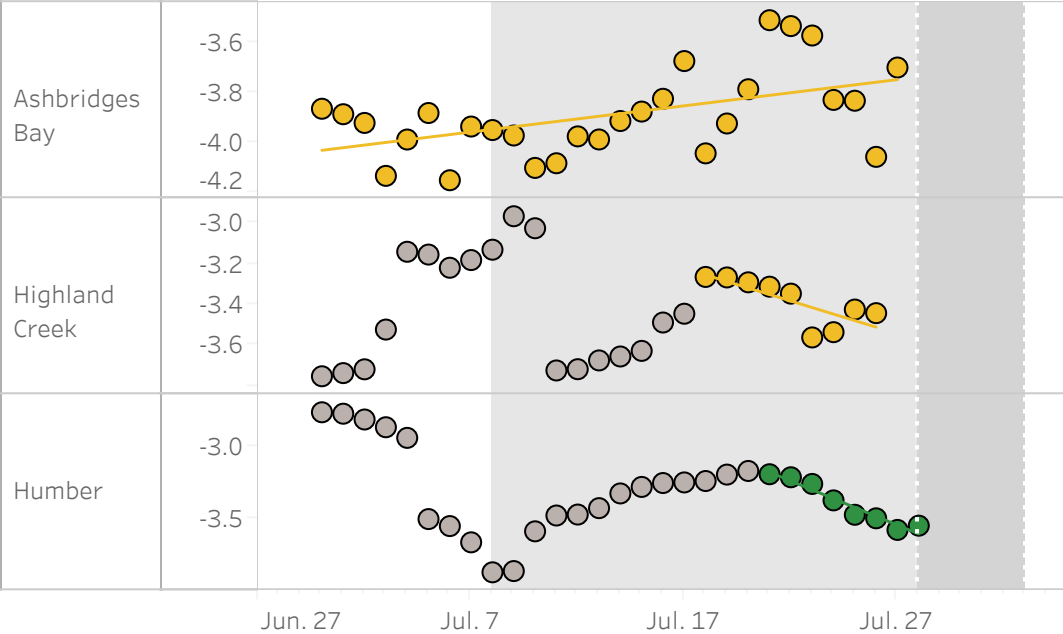


Legend: 1. The 10% threshold and 90% confidence interval are used to determine the color-coding for both cases and the wastewater virus signal (WW). **2.** Red means the trend is going up and is greater than the selected 10% threshold and, also, the signal is statistically significant. **3.** Yellow means the selected 10% threshold is not exceeded, or the signal is not statistically significant (either one will make it Yellow). **4.** Green means the trend is decreasing at more than 10% and, the trend is statistically significant.

Cases Based on Reported Date (30 days with trend line)



Wastewater (Log normalized N1N2 7-DMA, 30 days with trend line)





THE METROPOLE

21 September 2023

Minutes of MTCC 1170 Meeting Number 230921R — Held on 21 September 2023

Present: Board — Keith Bricknell, Marc de Montigny, Scott Froebe, James Louttit; and Nives Malara; and, PropertyWright Management: Nancy Bijelic (all by Microsoft Teams).

Regrets: None

01 Call to Order: Keith Bricknell called the meeting to order at 1847h.

02 Waiver of Notice, and/or Adoption of Agenda and Additions:

Resolution 230921R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 230921R, as presented.

James Louttit/Scott Froebe — Carried

03 Assignment of Duties:

(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #230921R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 230921R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 230824R, as presented.

Marc de Montigny/Nives Malara — Carried

05 Administrative and Security Reports:

(a) Where applicable, Corporate Officers responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

(i) Bleach Stains: Please refer to Section 11(a) of these Minutes.

(ii) Garbage Room's HVAC: Please refer to Section 11(b) of these Minutes.

(iii) Sundry Boiler Repairs: Please refer to Section 11 (c) of these Minutes.

(iv) Unanticipated Maintenance: Please refer to Section 11(d) of these Minutes.

(v) Cleaning Exhaust Vents' Grilles: Please refer to Section 11(e) of these Minutes.

(vi) Sundry Reports: Directors commented briefly on the Administrative, and/or Security Reports encompassed in Section 06 of these Minutes.

06 Motion to Receive Administrative and Security Reports as Information:

Resolution 230921R03: 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 September 2023, PropertyWright's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2022 to 31 July 2023, and the Front Desk Security Report for the period 04 August 2023 to 03 September 2023.

Nives Malara/Marc de Montigny — Carried

07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes: None

08 Correspondence Requiring Action and/or Response:

(a) Townhouses Doors:

Resolution 230921R04: Affirming Emailed Permission for a Board Notice

WHEREAS MTCC 1170's Board provided majority emailed permission for a board notice provided information to townhouses' owners about the repainting of their Victoria Street doors; THEREFORE,

BE IT RESOLVED that MTCC 1170 affirms its permission for the notice dated 18 September 2023, and authorises its inclusion in the Minutes for Meeting #230921R.

James Louttit/Scott Froebe — Carried

(b) Exercise Facilities:

Resolution 230921R05: Receiving a Corporate Officer's Report and Recommendations

WHEREAS MTCC 1170's Board President has provided a report and recommendations for MTCC 1170's exercise facilities; THEREFORE,

BE IT RESOLVED that MTCC 1170 receives the above-noted report as information, directs Management to take the steps necessary for timely compliance with recommendations on the above-noted report's second page, and authorises the above-noted report's inclusion in the Minutes for Meeting #230921R.

Scott Froebe/James Louttit — Carried

09 Special Committee Reports: None

10 Other Reports: None

11 New and/or Brought-Forward Business:

(a) Bleach Stains:

Resolution 230921R06: Authorising Repairs to Corridors' Carpets

WHEREAS Management has reported apparent bleach-stains on some corridors' carpets; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall pay [Tri-Can Contract Inc](#) an amount not to exceed \$3,000.00 (+ HST) to replace the damaged portions of carpet, using materials from MTCC 1170's inventory retained from the original installation; AND, FURTHER,

BE IT RESOLVED that payment for these replacements shall be from the Reserve Fund.

Marc de Montigny/Nives Malara — Carried

(b) Garbage Room's HVAC:

Resolution 230921R07: Authorising Garbage Room HVAC Repairs

WHEREAS Management has advised that the garbage room's HVAC condenser requires replacement; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall pay [Ambient Mechanical](#) \$13,611.23 (+ HST), to perform work described in their Quote #QUO-23962-H0K4; AND, FURTHER,

BE IT RESOLVED that payment for completion of work described in Quote #QUO-23962-H0K4 shall be from the Reserve Fund.

Scott Froebe/James Louttit — Carried

(c) Sundry Boiler Repairs:

Resolution 230921R08: Authorising Boiler Repairs

WHEREAS Management has advised that Boiler #2 requires brick-replacement and heat-exchanger cleaning, and that Boiler #1 requires a new venturi assembly; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall employ [Ambient Mechanical](#) to complete work described in the following quotes:

01 Boiler #2 — Quote #QUO-24061-W1J6 — \$2,861.25 (+HST); AND,

02 Boiler #1 — Quote #QUO-22719-S9L6 — \$3,751.40 (+HST); AND, FURTHER, BE IT RESOLVED that payment for completion of work described in Quotes #QUO-24061-W1J6 and QUO-22719-S9L6 shall be from the Reserve Fund.

Scott Froebe/James Louttit — Carried

(d) Unanticipated Maintenance:

Resolution 230921R09: Authorising Unanticipated Maintenance

WHEREAS Management has identified unanticipated maintenance issues on the 11th to 14th floors, and has provided costing for the above-noted issues; THEREFORE,

BE IT RESOLVED that the Board of Directors authorises Management to expend \$3,800.00 to respond to the above-noted issues; AND, FURTHER,

BE IT RESOLVED that payment for the above-noted shall be from the Operating Fund.

Marc de Montigny/Nives Malara — Carried

(e) Exhaust Vents' Grilles: During the next round of window washing, the Board authorised Management to pay the contractor an additional \$795.00 to clean units' exhaust-vent's grilles. The Board also directed Management to seek permission before proceeding with any additional vent-cleaning.

12 Perusal File of Correspondence Received as Information: Received by e-mail.

13 Date of the Next Meeting(s):

(a) Special Meeting: TBA

(b) Regular Meeting #231026R: 1830h on Thursday 26 October 2023.

14 Motion for Adjournment

Resolution 230921R10: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 230921R at 1859h on Thursday 21 September 2023.

Scott Froebe/James Louttit — Carried

“Keith Bricknell”

“Marc de Montigny”

President: Keith Bricknell

Secretary: Marc de Montigny



THE METROPOLE

18 September 2023

Further to Repainting Townhouses' Doors

If you are well-prepared for door-repainting, scheduled to begin on 19 September 2023, please accept your Board's thanks. Also, feel free to treat this newsletter as "information-only". If you still have concerns, please give this newsletter your fullest attention.

MTCC 1170 is solely responsible for the building's external aesthetics. Portions of the Declaration codify that responsibility. Examples of this onus include allowable window-coverings in residential suites and allowable signage for the commercial units. Other examples include seasonal treatments of the flower boxes in Victoria Street and the sightliness of townhouses doors. Your Board and Management agreed that the doors needed repainting. But, whoa! Who owns those doors? Short and simple: MTCC 1170 does.

Notwithstanding anything hereinbefore provided to the contrary, each Residential Unit and Commercial Unit shall exclude all concrete, concrete block or masonry portions of load bearing walls or columns, concrete floor slabs in Residential Units 1 to 8, both inclusive, on Level 1, exterior doors, door frames, windows and window frames (excepting Commercial Units on Level 1), and any pipe, wire, cable, conduit, duct, shaft and mechanical or similar apparatus including any sound attenuation barrier which provides a service to another such unit or the common element, and all of which are located within the unit as hereinbefore described.

This paragraph is an excerpt from page C-2 of Schedule "C" in MTCC 1170's Declaration. The Declaration is available at www.mtcc1170.com — via the "Contacts and Links" tab.

What is paragraph's relevance to the townhouses' doors — and the painting hereof? As noted, townhouses'

owners do not "own" their exterior doors. MTCC 1170 "owns" those doors and grants the townhouses' owners "exclusive use" thereof.

That "exclusive use" excludes a townhouse's owner's unauthorised alteration of an exterior door. It also precludes interference with MTCC 1170's maintenance of external doors.

05.07 No one shall change, add to, or re-key the lock on his unit entry door unless it is keyed to the building master key and the prior written consent of the Board has been obtained.

But that's not the only limitation on owners' "jurisdiction" over their

doors. Therein, please consider MTCC 1170's Rule #05.07.

Suppose a townhouse's owner has violated Rule #05.07 and changed the lock(s) on an external door. If the alteration delayed the repainting, and led to extra costs, the owner could be liable for those costs.

But what about the townhouse doors' existing locks on their Victoria Street doors? Also, what about overall security of those Victoria Street doors? This newsletter's second page answers those questions.

If you have further questions about repainting and/or about the legal issues described above, please feel free to contact the Management Office

The Board of Directors — MTCC 1170

07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:
(a) General Aesthetic Remediation/Refurbishment:
Resolution 170720R04: Awarding a Refurbishing Contract
WHEREAS MTCC 1170's Board of Directors had previously received Wiklém Design Inc's Request for Proposals ("RfP") to refurbish the corridors in MTCC 1170's tower, and had authorised the RfP and its amendments and/or addenda as the basis for Wiklém Design Inc's invitational tendering process; AND,
WHEREAS the Board of Directors of MTCC 1170 has received proposals from all of the contractors who chose to respond to the aforementioned RfP; THEREFORE,
BE IT RESOLVED that the Board of Directors of MTCC 1170 awards the contract for refurbishing the tower's corridors to Tri-Can Contract Inc for:
(a) \$909,952.30 (including HST) for basic refurbishment, comprising, *inter alia*, removal and disposal of existing material and installation of new materials such as carpeting, wall coverings, mouldings, *etc* via payment(s) from the Reserve Fund; AND,
(b) \$249,302 (+HST) for sundry hardware replacements such as, *inter alia*, suites' door-hardware (including internal components), service hardware, exit lights, outlets, interior signage, *etc* via payments from the Reserve Fund; AND, FURTHER,
BE IT RESOLVED that project management shall be as described in MTCC 1170 Board Resolution #160425R04.
James Louttit/Sheila Sproule — Carried

A townhouse's owner noted that the tower's 314 residences got new lock hardware in 2017-2018. In contrast, the townhouses did not. Why, indeed, did this seemingly differential treatment occur? The answer is available in MTCC 1170's Board Resolution 170720R04.

The Resolution's wording indicates that aesthetics solely motivated all purchase-decisions. By 2017, the "gold" finish on most door locks' handles and escutcheons had deteriorated badly. "Tacky" would have been the kindest possible adjective. In contrast, the stainless-steel replacements will likely remain aesthetically appropriate indefinitely.

Fortunately, the townhouses' door locks had not suffered the towers' door-locks' aesthetic fate. Thus, replacement was unnecessary in 2017-2018. Nor will replacement be necessary in 2023 and ongoing.

But did the tower's new door locks provide improved security? No! The stainless-steel locksets' internal mechanisms offer no more security than the "gold" locksets did. The sole criterion was aesthetics.

For perspective's sake, let's look at the townhouse doors' history. From 1997 until 2005, the townhouses had wooden doors for their Victoria Street entrances. Those doors did concern your Board. Additionally, by 2005, the doors' aesthetics had deteriorated past remediation. A lower-maintenance-higher-security solution was obviously necessary.

(iv) Townhouse Doors: The Board authorised Management to proceed with Hi-Lon's tender for replacement doors, for \$7,392, plus applicable taxes.

During Board Meeting #051026R, your Board approved installation of vinyl-clad steel doors. In 2023 dollars the cost, as shown in the screengrab, would be \$10,912.00 (+HST). But it was money well-spent — for durability, and for enhanced security.

But, as sturdy as those steel doors are, they still need occasional repainting...



THE METROPOLE

21 September 2023

To: Directors and Management — MTCC 1170
From: Board President — MTCC 1170
Re: Quantity, Quality, and Location of Fitness Equipment

A resident owner has requested upgrades to resistance-training equipment, the elliptical trainer requires replacement, and a decision is desirable regarding permanent placement of “cardio”-equipment. This memorandum’s historical record and recommendations might assist Directors and Management with decisions.

When turnover from the Developer to MTCC 1170 occurred in Autumn 1997, the fifth-floor’s original gymnasium had the following equipment — all of which likely fulfilled CSA criteria in 1997:

- ❖ one (1) rowing machine;
- ❖ one (1) treadmill;
- ❖ one (1) conventional stationary bicycle;
- ❖ one (1) weight-rack, with fewer than the current number of free weights;
- ❖ one (1) weight-bench;
- ❖ one (1) two-station universal weigh machine; and,
- ❖ two (2) sit-up mats.

What explains the apparent paucity of equipment? Two possibilities come to mind, but not necessarily in order of probability and/or credibility.

- ❖ The Developer might simply have been trying to contain costs by providing the minimum amount of equipment necessary for characterising the original fifth-floor facility as a gymnasium.
- ❖ On any other floor, the original fifth-floor facility would simply be an XX05 unit’s living room. As such, it has neither more nor less air-handling capacity than any other XX05 living room. Air-handling and room-occupancy are inextricably intertwined. If every piece of developer-provided equipment were in use, the gymnasium’s occupancy could be anywhere from nine to 12 users. Did the Developer limit the amount of equipment to limit occupancy to the room’s maximum air-handling capacity? In fairness to the Developer, this is not a possibility that the Board and Management should dismiss...

What are the paucity of equipment’s ongoing limitations? At the point of turnover from the Developer to MTCC 1170, the building’s common elements (including recreational facilities) “froze” into place, to the point of being quasi-immutable. As per Section 97(1) of the [Condominium Act](#):

“If the corporation has an obligation to repair the units or common elements after damage or to maintain them and the corporation carries out the obligation using materials that are as reasonably close in quality to the original as is appropriate in accordance with current construction standards, the work shall be deemed not to be an addition, alteration or improvement to the common elements or a change in the assets of the corporation for the purpose of this section.”

Any repair, replacement, and/or addition beyond Section 97(1)’s limitations would trigger the provisions in the balance of Section 97. For example, if a condominium corporation’s governing board wished to augment equipment in a recreation facility — without first getting majority-permission from owners — that board’s limitation would be Section 97(2)(c) of the *Condominium Act*:

“...subject to the regulations made under this Act, the estimated cost, in any given month or other prescribed period, if any, of making the addition, alteration, improvement or change is no more than the greater of \$1,000 and 1 per cent of the annual budgeted common expenses for the current fiscal year.”

Within Section 97(2)(c)'s limitations, MTCC 1170 has added the following equipment to the gymnasium:

- ❖ one (1) elliptical trainer;
- ❖ one (1) recumbent stationary bicycle;
- ❖ one (1) chin-up rack; and,
- ❖ many more free weights.

Additionally, over the years, MTCC 1170 has replaced floor coverings, weight benches, treadmills as and when necessary. However, one question remained unanswered. *Did the additional equipment create scenarios wherein maximum occupancy (based on equipment-availability) could exceed the fifth-floor facility's air-handling capacity?*

With COVID's onset, MTCC 1170 deemed that maximum occupancy could exceed air-handling capacity. That decision explains relocation of all "cardio" equipment to the fifth-floor common room. Three benefits accrue to that relocation:

- ❖ the fifth-floor common room's superior air-handling capacity does provide assurance of better — and safer — indoor air quality;
- ❖ the fifth-floor common room's size and superior air-handling capacity open the possibility for increasing the number of "cardio" machines available for resident's use; and,
- ❖ the original fifth-floor gymnasium's air-handling capacity is probably now underutilised — which means that, subject to air-quality limitations, additional resistance-training equipment could be possible.

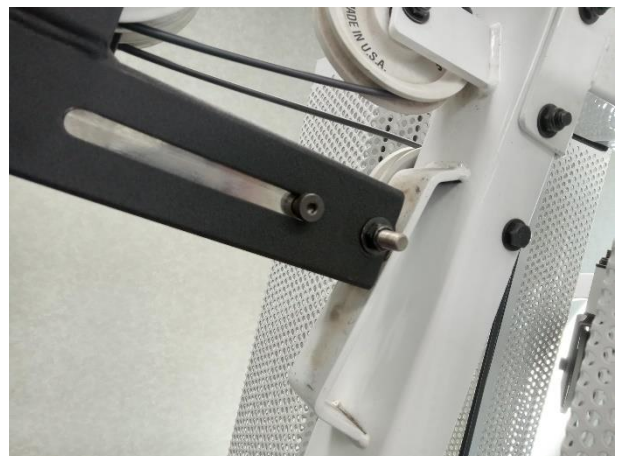
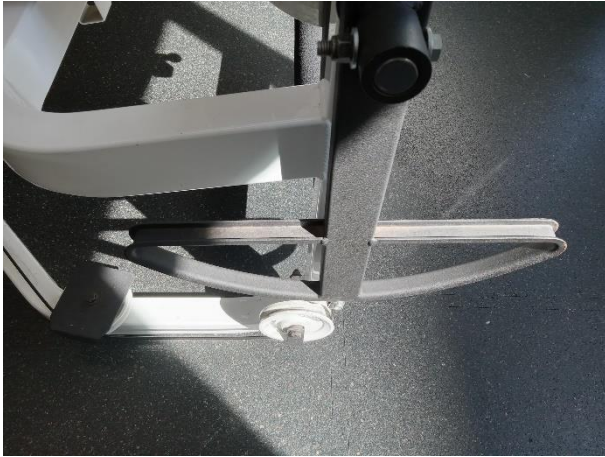
As for recommendations, I respectfully suggest that the Board and Management should take the following steps, in the order that they appear below.

- 01 Components for the elliptical trainer are no longer available. It is not optimally useful in its current state. Therefore, Management should get quotes for a replacement. The Board should then approve the replacement.
- 02 Given the fifth-floor gymnasium's air-quality-related underutilisation, Management should get quotes for an additional universal weight machine and provide those quotes to the Board.
- 03 Before adding "cardio" machines to the fifth-floor common room (which should remain the permanent facility for such equipment), MTCC 1170 should undertake an indoor air-quality assessment. To assist Directors' and Management's understanding of these issues, I enclose information from Harvard University.
- 04 Acquisition of additional equipment should be piecemeal — to stay within the limits of Section 97(2)(c) of the [*Condominium Act*](#).

Thank you for your attention to this memorandum. I stand ready to answer your questions during the Committee portion preceding Meeting #230921R and thereafter, as might be necessary.

Respectfully submitted
MTCC 1170
Keith Bricknell— Board President

Encl/2



1st Top-L: Cable needs replacing on south side of machine. 1st Top-R: Insertion point for extensions/curls stabiliser on south side of machine needs cleaning. 2nd Top-L: Very slight oxidation of bolts likely caused by water whilst mopping floor. 2nd Top-R: Pin on bench-press extensor on north side of machine might need replacing. 3rd Top-L and 4th Top-L: Free-weight shafts could benefit from cleaning. 4th Top-R: Likely, all privately-owned equipment should carry stencilling designating it as such. Aside from that, having used that equipment from 1999 until 2020, I see no alarming issues — Keith Bricknell — 21 September 2023.

OPINION: [A healthy building starts with better ventilation](#). Harvard professor Joseph G. Allen argues it's time to reshape how we design our buildings to stop the spread of respiratory disease. — [Harvard Public Health Magazine](#) — WRITTEN BY Joseph G. Allen — PUBLISHED 01 March 2023

For decades, we have failed to design our buildings with health as the primary focus. This is particularly true for ventilation standards that apply to homes, schools, offices, and just about everywhere else you spend time indoors, which specifically state that they are not intended to limit the spread of respiratory diseases. The COVID-19 pandemic — caused by a respiratory virus spread nearly entirely indoors — revealed the shortcomings of this approach.

For the first time in 40 years, we now have the opportunity to course-correct.

ASHRAE, the professional engineering association that sets ventilation standards, has announced that it will release new health-based targets by June. Because ASHRAE recommendations ultimately inform building codes, this is a pivotal moment to reshape how we design and operate buildings. It's critical that we get this right.

First, some background: The [scientific record](#) now reflects the reality that airborne transmission is the dominant mode of transmission for COVID, as for many other respiratory diseases. When we talk, sing, or simply breathe, we constantly emit respiratory particles. If we are infectious, those particles will contain the virus. Most of the virus is concentrated in particles less than five microns in size. (For reference, human hair is about 50-70 microns.) These fine particles will travel beyond six feet and accumulate indoors, unless they are diluted through ventilation or captured through filtration. All of this means that the way we design, operate, and manage our buildings has critical implications for reducing the spread of airborne respiratory diseases.

Much of this was [known early on in the pandemic](#), and many scientists and organizations issued calls for better filtration and enhanced ventilation. A key gap remained, though — while organizations called for more ventilation, few, if any, were willing to specify a ventilation target. ASHRAE did convene a team of scientists to propose targets in the winter of 2021, but their proposed targets were not published or released to the public.

The end result is that for the past three years, building owners and managers were told to do better when it came to ventilation, but were left on their own to determine what ventilation rates they should target.

I recently chaired the Lancet Covid-19 Commission [Task Force on Safe Work, Safe School, and Safe Travel](#), which looked closely at ventilation targets. While there was debate about specifics, we all agreed that:

- Current ventilation targets are too low.
- Getting buildings off current minimums would lead to significant reduction in risk from SARS-CoV-2 and other respiratory viruses, like influenza.
- Higher ventilation and filtration rates come with multiple benefits beyond infectious disease, such as improved cognitive function and better math and reading test scores for kids in schools.
- While scientific inquiry into metrics and targets must continue, this should not impede us from recommending targets now.

[Our recommendations](#) covered three different ways building engineers typically think about ventilation: the amount of air supplied to the room per volume of the room, per person, and per floor area, using a “good, better, best” designation.

As example, and to give a sense of the numbers, a school should get three air changes per hour by design, but the reality is that it's typical for a school to only get 1.5 air changes per hour as the system's performance gets worse over time. A typical office might get even less, perhaps just one air change per hour. Our recommended standards are significantly higher: In both settings, we urge a new minimum of four air changes per hour, and a best practice setting of six or more.

In addition to releasing proposed targets, the Task Force published [a separate report](#) on approaches that every building owner or manager could take today to improve indoor air quality. Our strategies:

- **Commission or recommission your building.** This is the process of giving buildings a tune-up, much like we do for cars. Building system performance changes over time, and this process ensures the building is performing the way it was designed. This improves overall indoor air quality and [saves energy and money](#); the return on investment for existing buildings is just a few years.
- **Maximize outdoor air ventilation.** Higher ventilation rates are associated with reduced disease transmission, fewer missed sick days, fewer missed school days, better cognitive function, and reductions in asthma.
- **Upgrade filters to MERV13 or better.** Buildings typically use MERV8 filters, which are designed to protect equipment and which capture about 50% of airborne particles. By contrast, MERV13 filters are designed to protect people and capture at least 80-90% of particles. Upgrading filters also helps to reduce outdoor pollution which penetrates into buildings, such as wildfire smoke. The cost to upgrade filtration from MERV8 to MERV13 works out to about \$1.50 per month for a 5,000 square foot office, all-in: labour, filter material, energy.
- **Supplement with the use of portable air cleaners, where necessary.** In the event your existing building systems can't hit these new health-based targets, there is a relatively low-cost and effective solution. A portable air cleaner with a HEPA filter can add several air changes per hour of clean air. Note that these devices need to be sized correctly for the room they're in; you can use a [simple tool](#) from our Harvard Healthy Buildings program to help you find the right size.

These are not the only four strategies to consider. The Task Force report also discussed using air quality sensors that measure carbon dioxide (CO₂) to verify ventilation performance; we built another [tool](#) to help you set a CO₂ target if you go that route. Taken together, these strategies represent straightforward, feasible, cost-effective approaches that every building owner can pursue today.

The stakes are high: This is not just a health issue, but an equity issue.

While many well-resourced schools, universities, and companies have already adopted these enhanced ventilation and filtration strategies, the only way we can achieve clean indoor air for all is by codifying strong ventilation standards and making healthy building strategies the norm.

Healthy indoor air quality is a fundamental human right. It is imperative that leading engineering organizations like ASHRAE and public health agencies such as the Centres for Disease Control and Prevention, the World Health Organization, and the National Institute for Occupational Safety and Health create, adopt, and disseminate health-based standards for ventilation.

These organizations cannot continue to tell people to “bring in more air” without answering the critical question: “How much?” — *Joseph G. Allen is an associate professor of exposure assessment science at the Harvard T.H. Chan School of Public Health.*



[New tool helps businesses, schools, evaluate indoor ventilation](#)

27 June 2022—The [Healthy Buildings Program](#) at Harvard T.H. Chan School of Public Health released a new online [calculator](#) to help people who are using carbon dioxide (CO₂) monitors understand ventilation rates in indoor spaces and determine a maximum safe level. Users input information about a room, and the calculator returns the estimated CO₂ concentration.

Released on June 27, 2022, the calculator builds off a [tool](#) released by Healthy Buildings researchers in the summer of 2020 to help schools better understand their ventilation systems and potentially reduce the spread of [COVID-19](#) and other airborne viruses.



THE METROPOLE

26 October 2023

Minutes of MTCC 1170 Meeting Number 231026R — Held on 26 October 2023

Present: Board — Keith Bricknell, Marc de Montigny, Scott Froebe, and James Louttit; and, PropertyWright Management: Nancy Bijelic (all by Microsoft Teams).

Regrets: Nives Malara

01 Call to Order: Keith Bricknell called the meeting to order at 1835h.

02 Waiver of Notice, and/or Adoption of Agenda and Additions:

Resolution 231026R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 231026R, as presented.

Marc de Montigny/James Louttit — Carried

03 Assignment of Duties:

(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #231026R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 231026R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 230921R, as presented.

James Louttit/Marc de Montigny — Carried

05 Administrative and Security Reports:

(a) Where applicable, Corporate Officers responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

(i) Post-Incident Remediation: Please refer to Section 11(a) of these Minutes.

(ii) Fire and Backflow Inspection: Please refer to Section 11(b) of these Minutes.

(iii) Fiscal 2023-2024' Budget: Please refer to Section 11 (c) of these Minutes.

(iv) Balconies' Re-sealing: Please refer to Section 11(d) of these Minutes.

(v) Sundry Reports: Directors commented briefly on the Administrative, and/or Security Reports encompassed in Section 06 of these Minutes.

06 Motion to Receive Administrative and Security Reports as Information:

Resolution 231026R03: 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 October 2023, PropertyWright's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2022 to 31 August 2023, and the Front Desk Security Report for the period 04 September 2023 to 04 October 2023.

Scott Froebe/Marc de Montigny — Carried

07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes: None

08 Correspondence Requiring Action and/or Response:

(a) Pursuant to MTCC 1170's Rules 16(b) and 16(c) Directors deferred discussion of an owner's late-arriving correspondence. Directors also agreed that Management should refer the correspondence to Corporate Legal Counsel for further advice.

09 Special Committee Reports: None

10 Other Reports: None

11 New and/or Brought-Forward Business:

(a) Post-Incident Remediation:

Resolution 231026R04: Authorising Post-Incident Remediation

WHEREAS a unit requires extensive repairs following an incident; THEREFORE;

BE IT RESOLVED that MTCC 1170 shall pay [Platinum Building Services](#) \$4,995.00 (+ HST), to perform remedial maintenance described in their quote dated 23 October 2023 (“Quote”); AND, FURTHER,

BE IT RESOLVED that payment for completion of work described in the Quote shall be via chargeback to the affected unit’s owner and/or insurance-provider.

Marc de Montigny/James Louttit — Carried

(b) Fire and Backflow Inspection: *Keith Bricknell surrendered the Chair to James Louttit.*

Resolution 231026R05: Annual Fire-Safety and Backflow-Prevention Inspections

WHEREAS MTCC 1170 has a duty of proactiveness regarding fire safety and a regulatory requirement to ensure backflow-prevention; THEREFORE;

BE IT RESOLVED that MTCC 1170 accepts [Regional Fire](#)’s Proposal #35890 (“Proposal”) and will pay as the following amounts for completion of the work that the Proposal describes:

01 fire safety inspection — \$4,035.00 (+HST); AND,

02 backflow prevention — \$760.00 (+HST); AND, FURTHER,

BE IT RESOLVED that payment for completion of work described in the Proposal shall be from the Operating Fund.

Scott Froebe/Keith Bricknell — Carried

Keith Bricknell resumed the Chair.

(c) Fiscal 2023-2024’s Budget:

Resolution 231026R06: Approval of the 2023-2024 Budget

WHEREAS the *Condominium Act* and *Regulations* require condominiums’ boards to assume sole responsibility for passing annual budgets; AND,

WHEREAS the Board of Directors of Metropolitan Toronto Condominium Corporation Number 1170 has received, examined, and discussed recommendations from PropertyWright Management’s personnel; THEREFORE,

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation Number 1170 authorises the following budget for 01 December 2023 to 30 November 2024 (inclusive of both dates):

(a) an Operating Budget of \$2,251,992.00; and,

(b) a Reserve Fund Contribution of \$767,180.00; AND, FURTHER,

BE IT RESOLVED that that the Board of Directors of Metropolitan Condominium Corporation authorises the Treasurer, the General Manager, or the President, or any of them, to append materials to distribution-copies of the above-noted Budget, explaining the Budget *per se*, and/or any circumstances that might give rise to a Special Assessment during the above-noted Budget’s operating period.

James Louttit/Marc de Montigny — Carried

(d) Exclusive-Use Common Elements:

Resolution 231026R07: Exclusive-Use Common Element Repairs

WHEREAS MTCC 1170's suites' balconies are an exclusive use common element whose maintenance is MTCC 1170's legislated responsibility; THEREFORE;

BE IT RESOLVED that MTCC 1170 shall pay [Kuch Contracting](#) \$8,700 (+ HST), to perform remedial maintenance on three (3) balconies, as described in their Quote #594; AND, FURTHER,

BE IT RESOLVED that payment for completion of work described in Quote #594 shall be from the Reserve Fund.

Scott Froebe/James Louttit — Carried

(e) Reconstituting *Ad Hoc* Committees and Appointing/Reappointing Chairs:

(i) Toronto Fire Department Toy Drive: Directors agreed that the Vice President should continue as sponsor of this activity and thanked him in advance for his involvement.

(ii) MTCC 1170 Staff Fund: Directors agreed that Mrs Margaret "Peggy" Bricknell should continue as Chair of this committee and thanked her in advance for her involvement.

12 Perusal File of Correspondence Received as Information: Received by e-mail.

13 Date of the Next Meeting(s):

(a) Special Meeting: TBA

(b) Regular Meeting #231121R: 1830h on Tuesday 21 November 2023.

14 Motion for Adjournment

Resolution 231026R08: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 231026R at 1845h on Thursday 26 October 2023.

Scott Froebe/James Louttit — Carried

"Keith Bricknell"

"Marc de Montigny"

President: Keith Bricknell

Secretary: Marc de Montigny

Adopted at Meeting #231121R



THE METROPOLE

21 November 2023

Minutes of MTCC 1170 Meeting Number 231121R — Held on 21 November 2023

Present: Board — Keith Bricknell, Marc de Montigny, Scott Froebe, James Louttit, and Nives Malara; and, PropertyWright Management: Nancy Bijelic (all by Microsoft Teams).

Regrets: None

01 Call to Order: Keith Bricknell called the meeting to order at 1855h.

02 Waiver of Notice, and/or Adoption of Agenda and Additions:

Resolution 231121R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 231121R, as presented.

Scott Froebe/James Louttit — Carried

03 Assignment of Duties:

(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #231121R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 231121R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 231026R, as presented.

Marc de Montigny/Nives Maara — Carried

05 Administrative and Security Reports:

(a) Where applicable, Corporate Officers responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

(i) Gas Meter Installation: Please refer to Section 11(a) of these Minutes.

(ii) Emergency Generator: Please refer to Section 11(b) of these Minutes.

(iii) Victoria Street Planters: Please refer to Section 11 (c) of these Minutes.

(iv) Insurance Renewal: Please refer to Section 11(d) of these Minutes.

(v) Management Contract: Please refer to Section 11(e) of these Minutes.

(vi) Exhaust Vents' Grilles: Please refer to Section 11(f) of these Minutes.

(vii) EV-Charging Shutdown: Please refer to Section 11(g) of these Minutes.

(viii) King St Doors: Please refer to Section 11(h) of these Minutes

(ix) Fitness Equipment: Please refer to Section 11(i) of these Minutes.

(x) Garage Drains: Please refer to Section 11(j) of these Minutes.

(xi) Sundry Reports: Directors commented briefly on the Administrative, and/or Security Reports encompassed in Section 06 of these Minutes.

06 Motion to Receive Administrative and Security Reports as Information:

Resolution 231121R03: 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 November 2023, PropertyWright's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2022 to 30 September 2023, and the Front Desk Security Report for the period 05 October 2023 to 03 November 2023.

Nives Malara/Marc de Montigny — Carried

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

(a) Suite Restoration: Management awaits quotes for the restoration phase of the incident previously referenced in Board Resolution 231026R04.

08 Correspondence Requiring Action and/or Response:

(a) Pursuant to MTCC 1170's Rules 16(b) and 16(c) Directors deferred discussion of an owner's additional late-arriving correspondence. Directors also agreed that Management should refer the additional correspondence to Corporate Legal Counsel for further advice.

09 Special Committee Reports: None

10 Other Reports: None

11 New and/or Brought-Forward Business:

(a) Gas Meter Installation

Resolution 231121R04: Authorising a Renovation Agreement

WHEREAS a commercial unit ("unit") has requested permission for Enbridge to install a new natural gas meter for the aforesaid unit; THEREFORE;

BE IT RESOLVED that MTCC 1170 agrees to permit the aforesaid installation at no cost to MTCC 1170.

Scott Froebe/James Louttit — Carried

(b) Emergency Generator

Resolution 231121R05: Authorising a Generator Maintenance Contract

WHEREAS MTCC 1170 wishes to be proactive about the emergency generator's serviceability and reliability; THEREFORE,

BE IT RESOLVED that MTCC 1170 accepts [Total Power](#)'s offer to provide preventive maintenance services for MTCC 1170's emergency generator from 01 December 2023 to 30 November 2028 (inclusive of both dates) for a total cumulative cost of \$14,627.85 (+HST): AND, FURTHER,

BE IT RESOLVED that payment for the above-noted preventive maintenance shall be from the Operating Fund.

James Louttit/Scott Froebe — Carried

(c) Victoria Street Planters

Resolution 231121R06: Victoria Street Planters' Winter Décor

WHEREAS Section 22(a) of MTCC 1170's *Declaration* assigns responsibility for the Victoria Street planters ("planters") to the Corporation; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises paying Fedak Landscaping Inc \$2,147.00 (+HST) to provide decorative treatment for the planters; AND, FURTHER,

BE IT RESOLVED that payment for the above-noted decorative treatment shall be from the Operating Fund.

Marc de Montigny/Nives Malara — Carried

(d) Insurance Renewal

Resolution 231121R07: Renew Building and Boiler Insurance

WHEREAS Condominium Insurance Solutions have submitted an insurance renewal quotation (“the Quotation”) for providing building, boiler, and machinery coverage to MTCC 1170 for a one-year term commencing 27 November 2023; AND,

WHEREAS the Quotation of \$110,772.36 (incl PST), provides, *inter alia*, the following coverages by [Gore Mutual](#):

- 01 Building and Corporate-owned Contents at \$ 150,825,322.00;
- 02 Per-incident coverage of Boiler and Machinery at \$ 150,825,322.00 per incident;
- 03 Directors’ and Officers’ Errors and Omissions Insurance at \$10,000,000.00;
- 04 Fraud Extension; AND,
- 05 Commercial General Liability at \$10,000,000; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorises payment of \$110,772.36 (incl 8% PST) to Condominium Insurance Solutions for the coverages described herein.

Nives Malara/James Louttit — Carried

(e) Management Contract — *Keith Bricknell surrendered the Chair to James Louttit*

Resolution 231121R08: Renewing a Property Management Contract

WHEREAS MTCC 1170’s Board of Directors continues to have full confidence in PropertyWright Management Inc (“management company”); AND,

WHEREAS the management company has proposed no increase in fees from those applicable to the three-year contract that commenced on 01 December 2020 and no amendment to the terms of the contract that commenced on 01 December 2020; THEREFORE,

BE IT RESOLVED that, pursuant to the remuneration and contractual terms described above, MTCC 1170 shall employ PropertyWright Management Inc as its property management company, commencing 01 December 2023 and ending on 30 November 2026.

Keith Bricknell/Nives Malara — Carried

Keith Bricknell resumed the Chair

(f) Exhaust Vents’ Grilles

Resolution 231121R09: Exhaust Vents’ Exterior Grilles

WHEREAS Management and the Superintendent have identified occlusion among some exhaust vents’ exterior grilles; THEREFORE,

BE IT RESOLVED that MTCC 1170 will pay [Canada Wide Window Cleaning Inc](#) \$3,842.00. (incl HST) to provide remedial measures described in their Estimate # 148513; AND, FURTHER,

BE IT RESOLVED that payment for the above-noted lint-removal shall be from the Operating Fund.

Scott Froebe/James Louttit — Carried

(g) EV-Charging

Resolution 231121R10: EV-Charging Electrical Shutdown

WHEREAS Signature Electric requires a whole-building electrical shutdown for installation of part of the EV-charging infrastructure; AND,
WHEREAS a daytime shutdown would be inconvenient for residential units and would cause loss of business for commercial units; THEREFORE,
BE IT RESOLVED that MTCC 1170 will pay [Signature Electric](#) \$1,067.85 (incl HST) to cover the overtime premiums necessary for a more convenient nighttime electrical shutdown; AND, FURTHER,
BE IT RESOLVED that payment for the above-noted electrical shutdown shall be from the Operating Fund.
Scott Froebe/Marc de Montigny — Carried

(h) King St Doors — *Keith Bricknell surrendered the Chair to James Louttit*
Resolution 231121R11: Modifying the King Street Doors

WHEREAS Management and the Superintendent have identified severe age-and-wear and accessibility issues with the King Street doors; AND,
WHEREAS additional to convenience-related and reliability issues, MTCC 1170 has a duty to fulfil specific and implicit provisions of the [Accessibility for Ontarians with Disabilities Act](#); THEREFORE,
BE IT RESOLVED that MTCC 1170 will pay [Hi-Lon Glass Services Ltd](#) \$56,320.00 (+HST) to complete modifications outlined in schematics that Management has provided to the Board of Directors for their approval; AND, FURTHER,
BE IT RESOLVED that payment for the above-noted modifications shall be from the Reserve Fund.
Keith Bricknell/Scott Froebe — Carried

Keith Bricknell resumed the Chair

(i) Fitness Equipment
Resolution 231121R12: Cardio-Fitness Equipment

WHEREAS Management has confirmed that the elliptical trainer requires replacement; AND,
WHEREAS Management has also advised that demand for treadmill-use indicates a need for a second treadmill; THEREFORE,
BE IT RESOLVED that MTCC 1170 will pay [LIV North](#) to supply, deliver, and install the following equipment:
(a) as per LIV North's Quote # 00042744, one (1) Life Fitness Aspire Cross-trainer SL Console - Arctic Silver for \$7,813.36 (incl HST)
(b) as per LIV North's Quote # 00042769, one (1) Life Fitness Activate Series Treadmill-CRC for \$7,675.84 (incl HST); AND, FURTHER,
BE IT RESOLVED that payment for the above-noted equipment shall be from the Reserve Fund.
Nives Malara/James Louttit — Carried

(j) Garage Drains
Resolution 231121R13: Drainpipe Replacement

WHEREAS Management and the Superintendent have identified instances necessitating drainpipe-replacement in the lower garages; THEREFORE,

BE IT RESOLVED that MTCC 1170 will pay [Jermark Plumbing](#) \$13,500.00 (+HST) to complete drainpipe replacements described in their quote dated 16 November 2023; AND, FURTHER,

BE IT RESOLVED that payment for the above-noted drainpipe-replacement shall be from the Reserve Fund.

Scott Froebe/Marc de Montigny — Carried

12 Perusal File of Correspondence Received as Information: Received by e-mail.

13 Date of the Next Meeting(s):

(a) Special Meeting: TBA

(b) Regular Meeting #231221R: 1830h on Thursday 21 December 2023.

14 Motion for Adjournment

Resolution 231121R14: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 231121R at 1925h on Tuesday 21 November 2023.

Scott Froebe/James Louttit — Carried

“Keith Bricknell”

“Marc de Montigny”

President: Keith Bricknell

Secretary: Marc de Montigny

Adopted at Meeting #231221R



THE METROPOLE

21 December 2023

Minutes of MTCC 1170 Meeting Number 231221R — Held on 21 December 2023

Present: Board — Keith Bricknell, Marc de Montigny, Scott Froebe, James Louttit, and Nives Malara; and, PropertyWright Management: Nancy Bijelic (all by Microsoft Teams).

Regrets: None

01 Call to Order: Keith Bricknell called the meeting to order at 1840h.

02 Waiver of Notice, and/or Adoption of Agenda and Additions:

Resolution 231221R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 231221R, as presented.

Marc de Montigny/Nives Malara — Carried

03 Assignment of Duties:

(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #231221R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 231221R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 231121R, as presented.

Marc de Montigny/Nives Malara — Carried

05 Administrative and Security Reports:

(a) Where applicable, Corporate Officers responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

(i) Restoration: Please refer to Section 07(a) of this Agenda

(ii) Smoke/Security Panels: Please refer to Section 11(a) of these Minutes.

(iii) Elevator Inspection: Please refer to Section 11(b) of these Minutes.

(iv) Lower Garage Door: Please refer to Section 11 (c) of these Minutes.

(v) Victoria Street CCTV: Please refer to Section 11(d) of these Minutes.

(vi) Sundry Reports: Directors commented briefly on the Administrative, and/or Security Reports encompassed in Section 06 of these Minutes.

06 Motion to Receive Administrative and Security Reports as Information:

Resolution 231221R03: 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 December 2023, PropertyWright's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2022 to 31 October 2023, and the Front Desk Security Report for the period 04 November 2023 to 04 December 2023.

Nives Malara/Marc de Montigny — Carried

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

(a) Suite Restoration:

Resolution 231221R04: Authorising Post-Incident Restoration

WHEREAS a unit requires extensive restoration following an incident; THEREFORE;

BE IT RESOLVED that MTCC 1170 shall pay [Corvin Building Maintenance Limited](#) \$17,681.94 (Incl HST), to perform restorative maintenance described in their quote dated 07 December 2023 (“Quote”); AND, FURTHER,

BE IT RESOLVED that payment for completion of work described in the Quote shall be via chargeback to the affected unit’s owner and/or insurance-provider.

James Louttit/Scott Froebe — Carried

08 Correspondence Requiring Action and/or Response:

(a) Directors thanked the Board President for preparing the response to a townhouse owner’s letter, approved issuance of the response to the townhouse’s owner, and directed attachment of a redacted version of the response to the Minutes of Meeting #231221R.

09 Special Committee Reports: None

10 Other Reports: None

11 New and/or Brought-Forward Business:

(a) Smoke/Security Panels: *Keith Bricknell surrendered the Chair to James Louttit.*

Resolution 231221R05: In-Suite Security/Smoke Panel Upgrades

WHEREAS Management and the Superintendent have identified systemic age and technology-related issues with the in-suite security/smoke panels; THEREFORE;

BE IT RESOLVED that MTCC 1170 shall pay [Regional Fire](#) \$89,265.14 (+ HST), to perform work described in their Estimate #5186 AND, FURTHER,

BE IT RESOLVED that payment for completion of work described in Estimate #5186 shall be from the Reserve Fund.

Keith Bricknell/ Scott Froebe — Carried

Keith Bricknell resumed the Chair.

(b) Elevator Inspection:

Resolution 231221R06: Authorising Elevator Inspections

WHEREAS MTCC 1170 seeks assurance that its elevators and elevator-contractor are performing optimally; THEREFORE;

BE IT RESOLVED that MTCC 1170 authorises paying [Solucore](#) \$1,800.00 (+HST) to inspect MTCC 1170’s three tower-elevators and the lower parking garages’ shuttle elevator and to provide a written report and recommendations within reasonable time following the inspection; AND, FURTHER,

BE IT RESOLVED that payment for the above-noted elevator inspections and reports shall be from the Operating Fund

Scott Froebe/James Louttit — Carried

(c) Lower Garage Door:

Resolution 231221R07: Replacing Lower Garage Door-Operator

WHEREAS Management has advised that the lower garage’s door operator requires replacement; THEREFORE;

BE IT RESOLVED that MTCC 1170 authorises paying [Atlas Overhead Doors](#) \$2,982.66 (+HST) to replace the lower garage’s door operator; AND, FURTHER,

BE IT RESOLVED that payment for the above-noted elevator inspections and reports shall be from the Reserve Fund
Scott Froebe/James Louttit — Carried

(d) Victoria Street CCTV: *Keith Bricknell surrendered the Chair to James Louttit.*

Resolution 231221R08: Victoria Street CCTV Installation

WHEREAS Management has provided a rationale for security-enhancements in Victoria Street; AND;

WHEREAS Section 97(2)(b) of the *Condominium Act* permits condominium corporations' governing boards to make changes without notice if such changes are "...to ensure the safety or security of persons using the property or assets of the corporation or to prevent imminent damage to the property or assets..."; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall pay [Regional Fire](#) a sum not to exceed \$20,000.00 (+ HST) to install CCTV surveillance-coverage of the portion of Victoria Street occupied by MTCC 1170's street-level units; AND, FURTHER,

BE IT RESOLVED that payment for completion of work described above shall be from the Reserve Fund.

Keith Bricknell/ Scott Froebe — Carried

Keith Bricknell resumed the Chair.

(e) Reaffirming a Board Notice:

Resolution 231221R09: Affirming Emailed Permission for a Board Notice

WHEREAS MTCC 1170's Board provided majority emailed permission for a board notice that expedited provision of an explanatory memorandum to townhouses' owners; THEREFORE;

BE IT RESOLVED that MTCC 1170 affirms its permission for the notice dated 12 December 2023, thanks the President for its research and preparation, and authorises its inclusion in the Minutes for Meeting #231221R; AND, FURTHER,

BE IT RESOLVED that MTCC 1170's Board directs Management to take the steps necessary for implementing measures that the above-noted memorandum describes, and to inform the Board periodically about progress in doing so.

Nives Malara/Marc de Montigny — Carried

(f) Reaffirming a Facility Reassignment

Resolution 231221R10: Reassigning a Common Element Facility

WHEREAS MTCC 1170's Board provided majority emailed permission for rental of the Penthouse Lounge for occasional private functions, at a rental cost and with rental conditions commensurate with the rental cost and conditions applicable to the Fifth Floor Lounge; THEREFORE;

BE IT RESOLVED that MTCC 1170 affirms the above-noted permission; AND, FURTHER,

BE IT RESOLVED that MTCC 1170's Board permits Management to continue authorising rental of the Penthouse Lounge for occasional private functions, at a rental cost and with rental conditions commensurate with the rental cost and conditions applicable to the Fifth Floor Lounge.

Marc de Montigny/Nives Malara — Carried

12 Perusal File of Correspondence Received as Information: Received by e-mail.

13 Date of the Next Meeting(s):

(a) Special Meeting: TBA

(b) Regular Meeting #240125R: 1830h on Thursday 25 January 2024.

14 Motion for Adjournment

Resolution 231221R11: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 231221R at 1853h on Thursday 21 December 2023.

Scott Froebe/James Louttit — Carried

“Keith Bricknell”

“Marc de Montigny”

President: Keith Bricknell

Secretary: Marc de Montigny

Adopted at Meeting #240125R



THE METROPOLE

21 December 2023

TH [REDACTED] – 7 King Street East
Toronto ON M5C 3C5

Dear [REDACTED]

Thank you for your letter dated 15 December 2023. Shortness of notice and logistics preclude providing parties with delegation-status to Board Meeting #231221R. After considering MTCC 1170's response, you might deem delegation-status redundant. Other townhouses' owners might also agree. (*A redacted version of this response is part of the Minutes of Board Meeting #231221R.*)

Regarding MTCC 1170's overall security, please consider the following points.

- ❖ Since MTCC 1170's creation, in November 1997, there have been no attempts to breach suites' doors in the "tower" portion of the building.
- ❖ Security staff and the Superintendent are the only parties who have access to and/or use of passkeys.
- ❖ Since 1997, there were only two instances of attempts to breach townhouses' doors. Both instances occurred in 2023. MTCC 1170 is responding to the issues as quickly as possible.
- ❖ The supplier provided this description of townhouses' doors, "The doors to the townhouses are 20-gauge steel with a polystyrene core. The perimeter is wood...The frame is an extruded aluminium frame with a thermo-break. The door system is than set into a commercial grade aluminium frame with green tint thermo-glass. The existing doors & sidelites [*sic*] are rated to the building code at time of installation [in 2005]."
- ❖ You mention the breaking of a window beside any townhouse's door lock. Those windows are an exclusive-use common element. Owners have always been able to alter exclusive-use common elements, provided that the alteration does not substantially change the building's external appearance. To date, no townhouse owner has asked permission to substitute either tempered glass or wire-reinforced glass for the glass that's currently in place. Nonetheless, MTCC 1170 will include those windows in any windows that might be non-compliant with the current Ontario Building Code. If they are non-compliant, MTCC 1170 will replace them.
- ❖ You suggested "...locks keyed on BOTH side..." <https://www.buildingcode.online/323.html> prohibits that arrangement, "An egress door from an individual dwelling unit or from a suite of residential occupancy is permitted to be provided with additional devices that require a releasing operation additional to the main door release hardware, *provided the devices are readily operable from the inside without the use of keys, special devices or specialized knowledge.* [*Emphasis added.*]

Finally, the Minutes for Meeting #231221R indicate that MTCC 1170 has committed to expanding CCTV coverage to include the relevant portion of Victoria Street. Also, as part of long-term, pre-planned upgrades, MTCC 1170 will be replacing the smoke/security keypad system and its remaining underlying 1997-era infrastructure.

If you have further questions, please contact the Management Office.

Yours sincerely
MTCC 1170

Keith Bricknell — Board President

CC: Unit File



THE METROPOLE

12 December 2023

To: MTCC 1170's Townhouses' Owners
From: MTCC 1170's Board of Directors and Management
Re: Townhouses' Security Investigation & Remediation

Your Board and Management share your concerns about recent external damage to townhouses' Victoria Street doors. To ensure that your doors, door-hardware, and windows are as secure as reasonably possible, MTCC 1170 will immediately seek a professional opinion. If there are deficiencies, MTCC 1170 will use the following criteria for remediation of those deficiencies.

- 01 Victoria Street Doors' Resistance to Forced Entry: For this criterion, the most recent Ontario Building Code's specifications are available at <https://www.building-code.online/1301.html>.
- 02 Victoria Street Windows' Resistance to Forced Entry: For this criterion, the most recent Ontario Building Code's specifications are available at <https://www.building-code.online/1302.html>.
- 03 Victoria Street Door's Door-Hardware: For this criterion, the most recent Ontario Building Code's specifications are available at <https://www.buildingcode.online/323.html>.

Regarding MTCC 1170's offer to remediate, please note the following points.

- ❖ As <https://www.ontario.ca/laws/regulation/120332> explains, condominium corporations have no legal obligation to comply with the most recent version of the Ontario Building Code. Rather, they need only comply with the version that was current during construction and/or conversion. Thus, the offer to apply the most recent version of the Ontario Building Code significantly exceeds MTCC 1170's legal obligations.
- ❖ MTCC 1170 has heard statements that seem to suggest that there's an electrical and/or mechanical connection between the smoke/security alarm system and townhouses' door-hardware. In fact, no such connection exists. Thus, you may put your minds at ease regarding that "urban myth".

If the investigation necessitates access to your townhouse, Management will notify you amply in advance. In the meantime, if you have questions, please contact the Management Office.

Thank you for your attention to this memorandum.

MTCC 1170
Board of Directors

CC: Townhouse Unit Files