PEEL CONDOMINIUM CORPORATION NO. 527 & 530
MINUTES OF THE BOARD OF DIRECTORS' MEETING
Held electronically on Tuesday, August 02, 2022 at 6:30 p.m.

BOARD MEMBERS FOR PCC 527:

Ana Pacheco	President
Derek Lanthier	Vice-President
Sonia Leung	Secretary

BOARD MEMBERS FOR PCC 530:

Susan Tobin	President
Falguni Mehta	Vice-President
Elliot MacMillan	Secretary & Treasurer

INVITEES:

Janice Tucker	Senior Property Manager, ICC Property Management Limited *(Chair)*
Michelle Kapila	Senior Regional Manager, ICC Property Management Limited *(departed at 7:23 p.m.)*
Debbie Hogan	Recording Secretary, Minutes On-Time

1.0 CALL TO ORDER

There being proper notice of meeting and a quorum present, Janice Tucker, presiding as Chair, duly called the meeting to order at 6:30 p.m. The meeting agenda was accepted as presented.

4.1. DISCUSSION REGARDING ENERPLAN BIDS

Michelle Kapila acknowledged the Board's concerns regarding Enerplan's higher-than-expected bids for work on the front porches and raised decks. She presented different options available, including accepting the bids as is, engaging another engineering firm to solicit bids on a reduced scope of work, and obtaining a loan to finance the construction work and spreading the costs over the amortization period in order to avoid a special assessment.
The Board discussed the bid from Cedar Grounds Maintenance. Michelle also provided information that construction prices in the fourth quarter of 2021 have risen 35% and 44% in the first quarter of 2022.
Michelle Kapila recommended that an engineer be involved for the structural scope of work and all bids received should be sealed bids.
The Board discussed having an engineering firm invite Cedar Grounds Maintenance and Tamarack Lumber to bid on the work.
The Board agreed that the budget cover letter should include information on the upcoming project.
The Board chose the option of engaging another engineering firm for an opinion based on the stripped-down, realistic needs of the Corporations and covering the safety and liability obligations of the Corporations.
Action: Michelle Kapila and Janice Tucker to speak with Tony Paglia, Director of Construction, regarding names of other engineering firms and to arrange a meeting to discuss the modified scope of work.

2.0 REVIEW AND APPROVAL OF PREVIOUS MINUTES

MEETING MINUTES OF JUNE 28

The minutes of the Board of Directors' meeting held Tuesday, June 28, 2022, were approved as read without any errors or omissions.

For PCC 527: *On a motion made by Ana Pacheco, and seconded by Derek Lanthier, it was resolved that the minutes of the Board of Directors' meeting of Tuesday, June 28, 2022, be approved as presented. All in favour, motion carried.*

For PCC 530: *On a motion made by Susan Tobin, and seconded by Elliot MacMillan, it was resolved that the minutes of the Board of Directors' meeting of Tuesday, June 28, 2022, be approved as presented. All in favour, motion carried.*

3.0 REVIEW AND ACCEPTANCE OF THE MOST RECENT UNAUDITED FINANCIAL STATEMENTS

FINANCIAL STATEMENTS PERIOD ENDING JUNE 30
Management provided a report on the unaudited financial statements for the period ending Thursday, June 30, 2022.

PCC 527 – OPERATING BUDGET
Management reported that the Corporation had an operating balance and accumulative surplus of $11,251.91 and a Reserve Fund balance of $583,258.73.

PCC 530 – OPERATING BUDGET
Management reported that the Corporation had an operating balance and accumulative surplus of $38,189.38 and a Reserve Fund balance of $1,079,509.71.

For PCC 527: *On a motion made by Sonia Leung, and seconded by Ana Pacheco, it was resolved that the unaudited financial statements for the period ending Thursday, June 30, 2022 be accepted as presented. All in favour, motion carried.*

For PCC 530: *On a motion made by Elliot MacMillan, and seconded by Falguni Mehta, it was resolved that the unaudited financial statements for the period ending Thursday, June 30, 2022 be accepted as presented. All in favour, motion carried.*

4.0 ITEMS FOR DISCUSSION AND APPROVAL

4.1 ENERPLAN
This topic was discussed earlier in the meeting.

4.2 CEDAR GROUNDS MAINTENANCE
This topic was discussed earlier in the meeting.

4.3 ATRENS-COUNSEL INSURANCE RENEWAL POLICY – PCC 527
On a motion made by Sonia Leung, and seconded by Ana Pacheco, it was resolved that the quotation for renewal of the insurance policy with Atrens-Counsel at a monthly cost of $2,936.31 be approved. All in favour, motion carried.

4.4 ATRENS-COUNSEL INSURANCE RENEWAL POLICY – PCC 530

On a motion made by Elliot MacMillan, and seconded by Susan Tobin, it was resolved that the quotation for renewal of the insurance policy with Atrens-Counsel at a monthly cost of $3,416.31 be approved. All in favour, motion carried.

4.5 THE SIGN DEPARTMENT
Management presented a quotation from The Sign Department to upgrade the visitor parking signs and the fire route signs on the property at a cost of $2,830.65 including HST.
The Board requested that management clarify with The Sign Department whether there were changes to the language on the visitor parking signs.
Action: Management to inquire with The Sign Department about whether the wording on the visitor parking signs had changed.

4.6 EDICK AND SONS – WEED SPRAY
Management confirmed with Edick and Sons that the quotation of $2,768.50 including HST for two applications of weed spray covered all common element areas.

For PCC 527: *On a motion made by Derek Lanthier, and seconded by Ana Pacheco, it was resolved that the quotation from Edick and Sons for two applications of weed spray at a cost of $2,768.50 including HST be approved. All in favour, motion carried.*

For PCC 530: *On a motion made by Elliot MacMillan, and seconded by Falguni Mehta, it was resolved that the quotation from Edick and Sons for two applications of weed spray at a cost of $2,768.50 including HST be approved. All in favour, motion carried.*

4.7 WINSIDE – PCC 527 – *See Confidential Minutes*

4.8 WINSIDE – PCC 530 – *See Confidential Minutes*

4.9 CURBSTOP REPAIR/REPLACEMENT – *See Confidential Minutes*

5.0 COMPLETED ITEMS
Management provided a report on the items completed since the previous Board of Directors' meeting.

6.0 ITEMS IN PROGRESS
Management provided a report on the items in progress (only items requiring new discussion or decisions are noted in the minutes).

6.1 GARAGE DOOR REPLACEMENT PROJECT
Management is awaiting a return date from Seal It Up to complete garage door trim deficiencies and repairs. Management advised there were three units who reported they could not open their garage doors since having remedial work done. Management confirmed that the holdback had not been released.

6.2 RESERVE FUND STUDY UPDATE
Management noted that original reserve fund numbers would be maintained for now.

6.6 PCC 527 – TREE PRUNING – *See Confidential Minutes*

6.8 PCC 530 – [redacted] POOL IN REAR YARD – *See Confidential Minutes*

6.9 REAR FENCE REPLACEMENT
Action: Management to confirm that a tree was planted in a unit's rear yard near the back fence.
6.10 PARK BENCHES
Management is working to obtain quotations for replacement of park benches.
The Board discussed deferring replacement of the park benches.
Action: Management to solicit a quotation for the removal of the existing park benches.

7.0 NEW BUSINESS

7.1 PCC 727 – RETAINING WALL REQUEST – *See Confidential Minutes*

7.2 PCC 530 –PATIO STONE REPLACE/RE-LEVEL – *See Confidential Minutes*

8.0 BOARD DISCUSSION

PLAYGROUND INSPECTION
The Board noted that a playground inspection was needed. Contact information was provided to management.

TREE PRUNING
The Board requested that management confirm that tree pruning was done to 12 feet.
Action: Management to confirm with Edick and Sons that tree pruning was done to 12 feet.

DRAFT BUDGETS
Management confirmed that budgets can be approved by email.
Action: Management to complete and send budgets to the Boards for review, and draft cover letters.

ANNUAL CALENDAR
Management and the Board reviewed upcoming items in the annual calendar.
Action: Management to solicit bids for irrigation services.

9.0 DATE AND TIME OF NEXT MEETING

The date and location of the next Board of Directors' meeting were determined as follows:

- Tuesday, August 30, 2022 at 6:30 p.m. – by teleconference.

10.0 CLOSE OF MEETING

There being no further business to transact the meeting was closed at 7:57 p.m. by Janice Tucker.

Disclaimer: The meeting minutes, including confidential minutes or any other attached addendums, are the responsibility of the Condominium Corporation, and it is the Board's responsibility to ensure the minutes are