

# The Condominium Corporation's Minutes

---



# The Condominium Corporation's Minutes

The Condominium Corporation's Minutes are important Core Records CAO Records and Condominium Managers/Boards need to give them proper time and attention.

**Who should take minutes?** Perhaps, originally it was envisioned that the Board's Secretary position would take the minutes (usually for free), and maybe in some Corporations this is how this is done (or maybe Board members take turns). Generally speaking, it is highly recommended that an independent minute taker be hired to take the minutes of all Board and Owner Meetings. A budget line should be set for this cost. Managers should never be asked to take the minutes.

**So, why pay someone to take minutes?** Paying an independent After the Meeting, your minute taker will complete typing the minutes, and review them for typographical errors. Then the minute taker will typically forward the minutes to your Condominium Manager for review and distribution to the Directors.

The minutes will only be an overview of the discussions, decisions, motions, etc. of the meeting. The minutes will not be verbatim documentation of the meeting. Some Owners expect precise quotes when it comes to the minutes of the Annual General Meetings, but this is not how minutes are usually taken in the industry.

Directors are encouraged to always read the minutes before the next meeting, because errors could happen. The minute taker could have misunderstood or misinterpreted a certain discussion or decision.

Typos or grammatical errors are usually less important than making sure all of the key discussion points and motions are reflected accurately without serious error or omission.

If a Director finds an error or omission, they should bring this forward during the next Board Meeting; when it comes to the 'Approval of the Minutes' portion of the meeting.

Directors should feel confident to bring forward these concerns, and have amendments made to the minutes as required. If the other Directors do not agree, it would still be suggested that your thoughts and opinions be noted for the minutes.

At the end of the day, if the minutes do not accurately reflect the Board's majority decisions, then this could cause avoidable problems in the future.

## How are minutes typically used after they are approved by the Board?

Managers and Management Companies will review minutes to confirm Board decisions/policies/etc.

The Auditor will review the minutes during the annual audit. Minutes could become important should the Corporation face litigation.

Minutes can diffuse misunderstandings between Directors/Management.

Owners may make record requests to review minutes. Minutes must be signed by the Directors. It is common that the President and Secretary sign the minutes, and this should be a standard procedure. In some Condominiums all of the Directors sign the minutes, and this protocol has a nice united feel. The Condominium Manager cannot sign the minutes on behalf of the Board.

Once approved and signed, the Manager will often keep both a paper copy and digital copy on file as a Core Record.

## Board Meetings - Confidential Matters and "In-Camera" discussions:

The Manager will sometimes need to discuss with the Board items pertaining to specific Suites/Owners/Residents/Staff (an example could be reviewing a suite with arrears). These agenda items must be addressed with discretion, and will be minuted accordingly. Often this is minuted as "In-Camera" discussion or maybe an addendum to the regular meeting minutes. Either way, these discussions must remain confidential at all times, and would always be redacted when an Owner makes a record request to review the minutes of the Board Meeting(s).

### EXAMPLE MINUTES





# The Condominium Corporation's Minutes

---

Below is an example of how Board Meeting Minutes may look, but other variations may be adequate as well.

---

**TORONTO STANDARD CONDOMINIUM CORPORATION No. #####**  
**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**HELD IN THE PARTY ROOM**  
**AT 123 FIGMENT ROAD**  
**TORONTO, ONTARIO**  
**ON WEDNESDAY, APRIL 21, 2021**

---

**Present:**

Kate Red	President
John Green	Treasurer
Ali Blue	Secretary
Jane Purple	Director
Ravi Orange	Director

**Invited Guests:**

Michael Brown	Property Manager, GPM Property Management
Lee Pink	Recording Secretary, Minute Company

**1. CALL TO ORDER**

There being a quorum of Directors present, the meeting was declared duly constituted to conduct the business of the Corporation and was called to order at 6:00 p.m.

**2. AGENDA**

**MOTION to approve the agenda as presented by Management**

**Moved by Kate Red**

**Seconded by Ravi Orange**

**All in Favour: Motion carried.**

**3. APPROVAL OF PREVIOUS MINUTES**

**(a) March 31, 2021** – The minutes of the Board of Directors meeting held on March 31, 2021 were circulated to the Board prior to the meeting. The minutes were reviewed by the Board. Management asked if there were any errors or omissions to the minutes, and there were none.



# The Condominium Corporation's Minutes

---

## 4. FINANCIAL STATEMENTS

**March 31, 2021** – Management presented an overview of the unaudited Financial Statements for the periods ending March 31, 2021 which were distributed to the Board prior to the meeting. Management noted two investments that will be maturing in June, reviewed significant budget variances, reported the Operating (\$998,234) and Reserve Fund (\$1,822,433) balances, including the current year surplus which was \$8,922. Management provided clarification in response to queries raised by Board members.

**Arrears List** – Management presented the Arrears List, and updated the Board with respect to collection efforts which will be detailed in the “IN-CAMERA” portion of these minutes.

**MOTION to approve the unaudited Financial Statements for the periods ending March 31, 2021 as presented**

**Moved by Ali Blue**

**Seconded by John Green**

**All in Favour: Motion carried.**

## 5. MANAGEMENT REPORT

### 5.1 ITEMS FOR DISCUSSION / APPROVAL

**Annual General Meeting (AGM) Planning** – As discussed in the January Board Meeting, the 2021 Annual General Meeting has been scheduled for July 14, 2021, which provides the Corporation's auditor with sufficient time to complete the financial audit, which is to be included with the meeting package to Owners.

Management inquired with the Board if they wish to have the Corporation's solicitor Chair the AGM this year, which would be at a cost of \$1,700.00.

**MOTION to proceed with hiring the Corporation's solicitor to Chair the Annual General Meeting, at a cost of \$1,700.00.**

**Moved by Kate Red**

**Seconded by Ravi Orange**

**All in Favour: Motion carried.**

**Action: Management to notify and book the solicitor for the meeting.**

**Carpet Cleaning** – Management provided the Board with three proposals for carpet cleaning for all common spaces of the building.

Mickey's Carpet Cleaning: \$1,500.00

Donald's Carpet Scrubbing: \$2,000.00

Pluto Carpet Cleaning Service: \$1,800.00

The Board reviewed the proposals and proceeded with Mickey's Carpet Cleaning for \$1,500.00.

**MOTION to proceed with Mickey's Carpet Cleaning at a cost of \$1,500.00.**

**Moved by Jane Purple**

**Seconded by Ali Blue**

**All in Favour: Motion carried.**



# The Condominium Corporation's Minutes

---

**Action:** Management to book carpet cleaning with Mickey Mouse's Carpet Cleaning.



**Elevator 2 (Middle Elevator)** - Management advised the Board that the middle elevator would need rope replacement, which is covered in the Elevator Contract. The work will take place May 3rd to May 5th, and the elevator will be out of service during this work.

## 5.2 ITEMS COMPLETED AND ITEMS FOR BOARD INFORMATION

A detailed list of items completed and items for Board information was included in the Management Report and will be kept on record.

## 6. NEW BUSINESS

John Green asked if Management could send notice to pet owners about dogs using the grass at the north end of the property for bathroom purposes, and the grass is now turning yellow.

Kate Red asked if security could perform extra evening patrols of the playground on the south end of the property since there have been non-residents loitering in this area.

**Action:** Management will send notice to dog owners, and ask security to make extra rounds of the playground area in the evenings.

## 7. DATE OF NEXT MEETING

The next Board of Directors meeting was scheduled for Wednesday, May 26, 2021 at 6:00 p.m.

## 8. ADJOURNMENT

**MOTION to adjourn the Board meeting at 6:45 p.m.**

**Moved by Ali Blue**

**Seconded by Kate Red**

**All in Favour: Motion carried.**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# The Condominium Corporation's Minutes

---

## EXAMPLE OF IN-CAMERA MINUTES:

---

**TORONTO STANDARD CONDOMINIUM CORPORATION No. #####  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
HELD IN THE PARTY ROOM  
AT 123 FIGMENT ROAD  
TORONTO, ONTARIO  
ON WEDNESDAY, APRIL 21, 2021**

---

## **ADDENDUM TO THE MINUTES IN-CAMERA DISCUSSION**

### **RESTRICTED RECORDS (s.55 (4) of the Condominium Act, 1998)**

#### **Confidential Matters**

#### **5. MANAGEMENT REPORT continued**

#### **5.4 UNIT SPECIFIC ITEMS**

Updates & Information with respect to Unit specific matters, were included in the Management Report, for the Board's information.

- (a) Unit #303** – Owner has paid a charge back for a repair to the common element hallway wallpaper.
- (b) Unit #707** – Owner has requested to paint their balcony floor which is an exclusive use common element. The Board discussed and denied this request due to safety concerns, and Management will contact this Owner to advise them of the Board's decision.
- (c) Unit #1505** – Owner has arrears of two months. Management has contacted the Owner with arrears notices, and will continue to monitor accordingly.



---

For more info please contact us:

242 Applewood Crescent | Unit #5 | Concord | Ontario | L4K 4E5 | 905.669.0222  
gpmmanagement.com | info@gpmmanagement.com

