WESTMOUNT PLACE

Condominium Corporation No. 8310969
Suite #420, 1100 – 8th Avenue SW, Calgary, Alberta, T2P 3T8

Minutes of Meeting of the Board of Directors
March 19, 2018

Present: Lee Mills**,** Bob Boyd (minutes), Mona Jones, Susannah Mason (via audio conference to 8:51), Daniel Gonzalez (via audio conference to 8:51), Patrick Payne (Abba's Maintenance – part time).
Absent: Reg Wamboldt (out of town), Sandra Williams (Montgomery Ross)
The meeting was held in the boardroom of suite 420

1. Call to order:

Meeting called to order at 5:50pm by Lee Mills.

2. Changes to the Agenda:

Obsolete items will be removed during the discussion.
Add Owner request for parking stall swap
Add electricity contract
Add missing mat

3. Board Motions and Decisions Since The Last Monthly Meeting

3.1 February 24, 2018 Motion by Susannah seconded by Mona to approve the January financial reports and post them to the web site. Motion approved.
3.2 February 25, 2018 Motion by Bob seconded by Mona to approve the project and budget for the 2018 post tensioned cable work and concrete repairs and to award the project to Burton. Motion approved. Motion included a request for a special Board meeting March 5 if necessary. The March 5 meeting wasn't necessary as the project was approved by email.
3.3 March 11, 2018 Motion by Bob seconded by Mona to approve the minutes of the February 12 Board meeting and post them to the web site. Motion approved.

4. Insurance (Led by Reg, Bob, Mona, Sandra Williams, Abbas)

4.1 Unit 118 bathroom leaking into the unit below. Unit 118 repaired leak. Ceiling of unit 114 to be repaired.
4.2 DOL 20170723 units 34, 27, 19. Unit 34 performed a renovation without an approved request and without using an approved plumber. They installed compression fittings which leaked and damaged their unit as well as units 27 and 19. Rebuild is mostly complete.
4.3 DOL 20170623 units 4, 139, 4th floor hallway. Sink backup from obstruction in common piping. Emergency response complete. Rebuild by MDR complete except for unit 4.

Rebuild delayed as unit 4 owner wishes to also do renovations for which a renovation request has been provided. Unit 4 renovation terminated by Owner ending agreement with renovation company.

4.4 DOL 20170920 many units. Leaking Victaulic coupling in unit 66, 53. Rebuild complete waiting on insurance cheque.

4.5 DOL 20171006 toilet line break in unit 12. Also affected units 4, 139, 133, 134, squash court, hallways on 6, 5, 4, 3, 1. Rebuild is complete. Waiting for insurance cheque.

4.6 DOL 20180104 sink backup in unit 43 from plugged building stack. Also affected units 37, 31, 23. Rebuild in progress.

4.7 DOL 20180201 sewer backup into unit 138. Also affected units 1A and 1C. Emergency response complete. Plumbers for unit 138 were clearing a blockage and they pushed it down the line to where it also blocked men's shower drain. They left without advising Westmount Place they had blocked the drain and left the toilet off in unit 138. Building Operations used the 4th floor shower to drain the domestic water lines which, because of the blockage, came out in unit 138 bathroom. Owner of unit 138 considered negligent for creating and leaving an unsafe situation and not advising Westmount Place. Rebuild being done by Owner's contractor.

4.8 DOL 20180209 leak into unit 131. Appears to be from bathroom of unit 1A. Abbas is investigating. Unit 1A to not use bathroom until resolved. Owner of Unit 1A is making the necessary repairs.

5. Building Maintenance And Operations (Led by Bob, Mona)

Abbas provided their report to the Board. Abbas meets weekly with the Maintenance Committee Friday afternoons at 3PM and produces an action items report for the weekly review.

5.1 Last domestic water shutdown February 1. No currently scheduled shutdown.

5.2 Annual generator test completed August 8. Last monthly test February 9. Next monthly test TBD. Generator testing is a lower priority and dates are set by Abbas based on work load.

5.3 One cooling tower had to be shut down because of excessive noise. Tower has been repaired. There appears to be issues with the other tower which we are looking into. Some quotes have been received.

5.4 Calgary Lighting will be making repairs to the failed parkade lighting under warranty. In progress

5.5 Issues with doors not closing properly in the parkade. Issue around building air pressure. Abbas to look into better reclosers. Example installed on P3 seems to be very difficult to set correctly.

5.6 Sample locking handle installed on 9th floor garbage room doors. We have been unsuccessful using signs to prevent people putting garbage down the garbage chute when there are problems or repairs in progress. This creates an unsafe condition. We are putting locking handles on all garbage room doors.

5.7 Abbas to sweep parkade which is collecting a lot of dirt these days.

5.8 We had Pure Air in to clean the ducts in the pool area.

5.9 It was decided to install flow limiting valves on the 15th floor recirculation lines. These should help with variations in flow between different risers and minimize failures in these lines. The variations in flow can cause some risers to take a long time for the hot water to reach the suite. If successful the program will be extended to the other risers.

5.10 We have obtained a quote to segregate the sewer connections for Unit 138 and the men's locker room. This is similar to what was done with the third floor.

5.11 It was decided we will no longer allow garburators in suites. We believe they are part of the problem with clogging of kitchen drain stacks. They produce a waste sludge that requires a lot of water to move through the drainage system and that has a tendency to cling to pipe walls and create clogs. They are now unnecessary as we are providing composting. Existing units do not have to be removed but new units will not be approved with renovation requests.

6. Treasurer's Report (Led by Susannah):

6.1 Susannah is reviewing the February financial reports.

6.2 GST is current. Under review for extra charges. Issue is with Susannah.

6.3 Arrears stand at about $12k. All arrears, interest, caveats and demand letters are in progress. Interest charges at the rate of 18% are being applied to all outstanding amounts over $200.

6.4 Three of the lockers in the parkade are under lease. Suite 503 has been rented.

6.5 The $100,000.00 in contingency funds collected in 2017 and not needed will be moved to the reserve fund in March.

6.6 The 2017 financial audit is in progress. We expect a review meeting with the auditor in April. The final audit report is needed for the AGM.

6.7 Bob provided an updated quarterly reserve fund cash flow plan. It was confirmed with Sandra that the Builder's Lien holdbacks had already been charged against the current reserve fund balance so we are slightly better off than we thought.

7. Building Management (Committee of the Whole):

Sandra provides a Property Managers report before each meeting.

7.1 Parkade cleaning last completed December 2 next date targeted for May 26.

7.2 Window cleaning last completed November 2017 next date expected to start May 2018 weather dependent.

7.3 Carpet cleaning last completed March 6 next date not set.

7.4 Sandra and Abbas are making arrangements to repair the cracked windows in units 10, 93, 107 and 22. Also the broken glass pane above the loading dock.

7.5 We have selected River City Pools to provide technical support, chemicals and specialized repairs for the pool. Services will be provided on an hourly, as requested, basis.

7.6 We were offered a choice of 1 or 2 year contract terms for the extension of our property management contract with MRA. Motion to accept a one year term by Bob seconded by Susannah. Motion carried. Lee to finalize contract with MRA.

7.7 We have not given a raise to Magdi or Peter since 2014. We are now asking them to take on other duties including weekend and holiday pool support. It was decided that we would give them a 5% raise.

7.8 It was decided to bid out our building cleaning contract. We will put together a scope of work for building cleaning and ask at least three bidders to supply quotes. Bidders will include the Clean Team and Vanguard.

7.9 Our electricity contract concludes at the end of June. Based on recent price activity we believe it worthwhile to lock in a contract at current rates. Daniel and Susannah have been looking into this and believe a contract with Enmax is our best option.

7.10 Motion by Lee seconded by Mona to allow Susannah to accept an electrical contract on a basis of up to 4 years for 75% of our load at a maximum of 6.2 cents/kwh. Motion carried. The excess load will be purchased at spot rates.

7.11 Lee to arrange for removal of the handicapped sign in front of our building which is located in the wrong place and is not needed.

7.12 It appears one mat has been stolen from elevator #1. We will replace the mat and purchase a mat for P4. The old mat from P4 will be used in the maintenance office to try and minimize dust tracked through the gym.

8. Bylaws (Committee of the Whole):

8.1 The existing renovation sites appear to be in compliance with the bylaws and approved renovation requests.

8.2 Our building policy manual needs updating. Susannah will take on putting together new elevator use policies particularly around moves. Susannah provided a number of issues for discussion.

8.3 It was decided that management of the elevators with respect to moves and bookings will continue to be handled by the concierge.

8.4 It was decided we would try a pilot project to require moves to hire a security guard to ensure there is no damage to the building. This will be particularly problematic with the modernized elevators and more so when the freight elevator is taken out of service. Details of how this will be implemented will have to be determined.

8.5 Susannah to suggest appropriate fines for violation of elevator use policies and appropriate signage.

9. Building Mechanical Projects (Bob, Mona):

9.1 We began construction work on the elevators on January 22. We started with elevator #2 which will be out of service until May. Elevator #1 will be next between May and September and the freight elevator will be last from September throughout the end of the year. Residents need to be aware that moves and renovations will be very problematic

when the freight elevator is out of service. We are also trying to limit the amount of time the freight elevator is tied up for the duration of the project.

9.2 We have hired Riviera Electric to provide electrical support to the elevator project. There is good synergy as they also handle the fire system tie in and are able to handle the security system wiring. We are in the process of finalizing the security system design.

9.3 The security systems upgrade project is progressing. Most items are complete. The overhead door has now been integrated and an information package prepared for Owners to get their new fobs as well as pay for previous fob purchases. The package is with Sandra and will be sent out in the next day or two. We are still waiting on the new visitor access panel and final project documentation.

9.4 The pool project is progressing but still suffers from unexpected issues. There have been issues with the HVAC equipment that seem to have been resolved. We found that the construction company used the wrong type of paint in the pool area and we will have to redo the ceiling and heating cabinets. At this time we are not engaging in commercial discussions and are focused on getting the pool operational.

9.5 We have submitted draft copies of our pool documentation to AHS. We expect they will be providing comments and be requesting changes. AHS sign off is required to close our building permit and get our occupancy permit.

9.6 The pool security equipment has been installed and is being configured.

9.7 The parkade work has started for the PT cable repairs and concrete work. This will last through April and there may be additional outside concrete work and PT cable testing after that. A total of 23 vehicles will have to find alternate parking while this work is going on. We have arranged for most vehicles to only have to be out for 3 weeks.

10. Building Design Projects (Lee, Susannah, Reg):

10.1 No items.

11. Legal (Committee of the Whole):

11.1 Lawsuit against the Corporation by unit 38. There hasn't been any significant progress over the last few months. Next step would be questioning.

11.2 Human Rights Commission complaint. Complaint sent to the regional director for a ruling as the documents filed by both parties are comprehensive. Regional director referred complaint to director who may end the proceeding or pass on to a tribunal. There has been no progress for the last few months. See previous Board minutes for more details on this complaint.

12. Other (Committee of the Whole):

12.1 An owner of two units requested assignment of parking stalls 97 and 98 be swapped. The stalls appear to be basically identical so the Board has agreed to the swap. The parking register will be updated.

13. Adjourned:

Meeting adjourned at 9:40pm.

Proposed Remaining Regular Meeting Schedule:

(Regular Board meetings are held at 5:30PM in room 420.)
April 16, 2018 Board Meeting
April 25, 2018 Annual General Meeting at Kerby Centre

Officers of the Board:

President: Lee Mills
Vice President: Reg Wamboldt
Treasurer: Susannah Mason
Secretary: Bob Boyd

Committees:

Maintenance: Bob, Mona, Reg, Abbas
Design: Lee, Susannah, Reg, Bob, Mona, Margrit Mortensen, Kathleen Dineen
Insurance: Reg, Mona, Bob, Sandra

Contacting The Board:

The Board can be contacted through the Westmount Place web site at https://westmountplacecalgary.org/. Log in with your user name and navigate to under the Board Members 2017-2018 tab. There you can contact all the Board members or an individual Board member if preferred. Creating a new profile is easy if not already registered.
Residents can also use the Contact Us or Contact Building Manager without logging in.
Residents can also directly email the Property Manager, Sandra Williams, at sandra.williams@montgomeryross.ca and request the email be sent to the Board.
Residents can also drop a letter off at the security desk addressed to the Westmount Place Board of Directors.