WESTMOUNT PLACE

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

Minutes of Meeting of the Board of Directors
April 16, 2018

Present: Lee Mills**,** Bob Boyd (minutes), Mona Jones, Reg Wamboldt, Sandra Williams (Montgomery Ross), Patrick Payne (Abba's Maintenance to 6:18).
Absent: Susannah Mason (out of town), Daniel Gonzalez (out of town)
The meeting was held in the boardroom of suite 420

1. Call to order:

Meeting called to order at 5:51pm by Lee Mills.

2. Changes to the Agenda:

Obsolete items will be removed during the discussion.

3. Board Motions and Decisions Since The Last Monthly Meeting

3.1 April 4, 2018 Motion by Susannah seconded by Bob to approve the February financial reports and post them to the web site. Motion approved.
3.2 March 29, 2018 a new electricity contract was signed with Enmax starting July 1, 2018 and ending October 31, 2021.
3.3 April 9, 2018 Motion by Bob seconded by Mona to approve the minutes of the March 16 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 20180104 sink backup in unit 43 from plugged building stack. Also affected units 37, 31, 23. Rebuild in progress to be completed in April.
4.3 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. Third floor work being done by third floor owner and by Abbas on the common property.

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. Three Owners have requested a shutdown but not filed their renovation requests. No currently scheduled shutdown.

5.2 Annual generator test completed August 8. Last monthly test February 9. Next monthly test April 18.

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 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 which should be completed this week.

5.6 Abbas to sweep parkade which is collecting a lot of dirt these days. Full sweep of driving lanes done last week.

5.7 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.

5.8 The broken drain covers in the parkade have been repaired. We were able to find a supplier.

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

6.1 Susannah is reviewing the March financial reports.

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

6.3 A question was raised by our auditor regarding whether the CRA is paying amounts owed to the Corporation. It may be that tax returns for 2002 were not filed.

6.4 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.

6.5 Most of the money owed to us is an insurance deductible owed by unit 12. We are expecting a cheque from them when their insurance pays out. Sandra is sending a letter to the Owner.

6.6 The auditor raised a question as to whether unit 132 has paid the special assessment. This unit is complicated as it is the 2nd floor hallway. Sandra to look into this.

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

6.8 The 2017 financial audit is complete and has been posted to the web site and mailed to Owners.

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. Sandra to arrange for individual door notices.

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. Tru-fit will be in Wednesday to confirm details.

7.5 It appears one mat has been stolen from elevator #1. We are now using the mat from elevator #2 which is out of service being modernized. 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.

7.6 Cleaning of the new mats has not been going as well as desired. Lee to look into options. We also need to clean the mats more frequently.

7.7 A spring cleaning bin has been arranged for April 28 and 29. It should be here the afternoon of April 27.

7.8 Riviera Electric will be doing the monthly fire pump test.

7.9 AGM notices were posted on the web site and mailed to Owners on April 11. The audit report was mailed on April 13 and posted on the web site April 15.

7.10 Gardening committee, Sandra, and Divcon to get together May 1 on spring gardening needs.

8. Bylaws (Committee of the Whole):

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

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 the end of May. Elevator #1 will be next between June 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 There will be a lift taking place to lift the new elevator equipment for elevator #2 on April 28 weather permitting. The other equipment is expected to be lifted in June.

9.3 The security systems upgrade project is progressing. Most items are complete. The overhead door has now been integrated and an information package sent to Owners to get their new fobs as well as pay for previous fob purchases. Distribution of the new fobs has been delayed due to issues with the receiver antenna. We are still waiting on the new visitor access panel and final project documentation.

9.4 The pool project is mostly complete. The pool and hot tub have been filled, heated and chemically balanced. We have arranged for AHS to inspect the facilities on Thursday. If all goes well we may be allowed to open the pool and spa area sometime next week. At this time we are not engaging in commercial discussions and are focused on getting the pool operational.

9.5 To get the pool open as soon as we can the Board has been directly hiring contractors to complete the outstanding work as well as engaging Abbas and our pool support company River City Pools.

9.6 The parkade work is under way 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. So far we have found one area that has required more work than expected and one less work than expected. It appears that some damage has been caused by our daily washing of the compactor room. We are looking into adding a traffic deck coating there to protect the concrete and PT cables.

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 November Board minutes for more details on this complaint.

12. Other (Committee of the Whole):

12.1 No items.

13. Adjourned:

Meeting adjourned at 7:24pm.

Proposed Remaining Regular Meeting Schedule:

(Regular Board meetings are held at 5:30PM in room 420.)
April 25, 2018 Annual General Meeting at Kerby Centre at 7PM

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
Gardening: Margrit Mortensen, Kathleen Dineen

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.