WESTMOUNT PLACE

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

Minutes of Meeting of the Board of Directors
May 3, 2018

Present: Mona Jones (chair)**,** Bob Boyd (minutes), Susannah Mason, Brenda Edwards, Harrison Gallelli, Rob Parry, Melissa Collins, Sandra Williams (Montgomery Ross), Patrick Payne (Abba's Maintenance - part time).
Absent:
The meeting was held in the boardroom of suite 420

1. Call to order:
Meeting called to order at 5:40pm by Mona Jones.

2. Changes to the Agenda:

Add unit 122 deck
Add Stampede Breakfast budget
Add timing for the next meeting and future Board meetings

3. Board Motions and Decisions Since The Last Monthly Meeting

3.1 April 24, 2018 Motion by Bob seconded by Mona to approve the minutes of the April 16 Board meeting and post them to the web site. Motion approved.

4. Election of Officers:

For President Mona motion by Bob seconded by Harrison motion carried
For Vice President Brenda motion by Mona seconded by Harrison motion carried
For Treasurer Susannah motion by Mona seconded by Harrison motion carried
For Secretary Bob motion by Brenda seconded by Mona motion carried

Any Board member can participate in any Board committee or project at their request.

Maintenance committee: Bob, Mona, Harrison, Sandra, Abbas (meets Fridays 3PM)
Design committee: Susannah, Lee Mills, Kathleen Dineen, Margrit Mortensen (meets ad-hoc)
Insurance committee: Bob, Mona, Sandra (meets with maintenance meeting)
Landscaping: Kathleen Dineen, Lorraine Ellert (meets ad-hoc)

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

5.1 Unit 118 bathroom leaking into the unit below. Unit 118 repaired leak. Ceiling of unit 114 to be repaired.

5.2 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.

5.3 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 in progress.

6. 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.

6.1 Last domestic water shutdown February 1. Three Owners have requested a shutdown but not filed their renovation requests. We expect a shutdown in May but the date has not been set.

6.2 Annual generator test completed August 8. Last monthly test April 18. Next monthly test May 16.

6.3 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. We have approved repairs and are waiting on a date.

6.4 Calgary Lighting will be making repairs to the failed parkade lighting under warranty. In progress being handled by Abbas.

6.5 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 have put locking handles on all garbage room doors. These were used when the compactor room had to be shut down to seal the floor.

6.6 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. We expect installation to occur during the next building water shutdown.

6.7 Repair of the main drain in the pool mechanical room has been delayed because of problems with the installation company. We now expect the repairs to take place May 10.

6.8 Steve from Cyclone will be coming tomorrow to start up the planter irrigation.

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

7.1 Susannah is reviewing the March financial reports. The $100k transfer to the reserve fund took place in April.

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

7.3 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. It appears we have been receiving any amounts due to us so there doesn't seem to be a problem.

7.4 Arrears stand at about $30k. 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.

7.5 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.

7.6 Investment portfolio information was being sent to the previous treasurer. This has now been corrected.

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

7.8 Susannah will look into options for the 2018 auditor. It may be possible to lower our annual audit costs.

8. Building Management (Committee of the Whole):

Sandra provides a Property Managers report before each meeting.

8.1 Parkade cleaning last completed December 2 next date May 26.

8.2 Window cleaning last completed November 2017 next date expected to start May 7, 2018 weather dependent.

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

8.4 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.

8.5 Landscaping committee, Abbas and Cyclone irrigation to get together May 4 to get irrigation operational.

9. Bylaws (Committee of the Whole):

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

10. Building Mechanical Projects (Bob, Mona):

10.1 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 and we will be requiring a security guard for all moves.

10.2 We are still on track to complete elevator #2 by the end of May.

10.3 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.

10.4 The pool and spa area is operational. There a re a number of commercial issues to be resolved with our consultants and contractors.

10.5 The parkade work is complete with respect to concrete repairs and PT cable repairs. We are in the process of testing the PT cables in the parkade and tower for the 2018 report. We are expecting the 2018 report in June.

10.6 The plan was to perform the plaza concrete repairs and re-sealing as part of the parkade concrete work as it was anticipated some of that work would damage the plaza. That didn't happen so we need to reevaluate our plaza work.

10.7 The purchaser of unit 122 has decided to remove the sun room built on the deck. After this is done we will need to perform repairs to the decks of unit 122 and 123. We have engaged Cambrian Condo Consulting to manage our work had Building Envelope Engineers look at what is required. We are expecting the sun room to be removed by the end of August and the deck work to take place in the fall. We are expecting detailed information from the owner of unit 122 by the end of the month.

11. Building Design Projects (Susannah):

11.1 Removal of wallpaper and painting of the 5th floor was deferred pending installation of the bulkheads. This has been done. Susannah to look at just what areas need work as we may not have to do anything with the walls around the elevator core.

12. Legal (Committee of the Whole):

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

12.2 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.

13. Other (Committee of the Whole):

13.1 It was decided to fund the annual Westmount Place stampede breakfast again this year. Amount to be similar to last year with an increase for the increase in cost of the griddle unit. The breakfast takes place on the Wednesday during stampede week.

14. Adjourned:

Meeting adjourned at 7:49pm.

Proposed Remaining Regular Meeting Schedule:

(Regular Board meetings are held at 5:30PM in room 420.)
May 28, 2018 Regular Board Meeting
June 25, 2018 Regular Board Meeting
July 30, 2018 Regular Board Meeting
August 27, 2018 Regular Board Meeting
September 24, 2018 Regular Board Meeting
October 29, 2018 Regular Board Meeting
November 19, 2018 Regular Board Meeting
November 28, 2018 Town Hall Budget Meeting at Kerby Centre at 7PM
January 28, 2019 Regular Board Meeting
February 25, 2019 Regular Board Meeting
March 25, 2019 Regular Board Meeting
April 25, 2019 Regular Board Meeting
May 1, 2019 Annual General Meeting at Kerby Centre at 7PM

Officers of the Board:

President: Mona Jones
Vice President: Brenda Edwards
Treasurer: Susannah Mason
Secretary: Bob Boyd

Committees:

Maintenance: Bob, Mona, Harrison, Abbas
Design: Susannah, Lee Mills, Margrit Mortensen, Kathleen Dineen
Insurance: Mona, Bob, Sandra
Landscaping: Kathleen Dineen, Lorraine Ellert

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 2018-19 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.