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 28, 2018

Present: Mona Jones (chair), Bob Boyd (minutes), Brenda Edwards, Harrison Gallelli (from 7:57), Rob Parry, Sandra Williams (Montgomery Ross), Patrick Payne (Abba's Maintenance to 6:01).
Absent: Susannah Mason (vacation), Melissa Collins (training course)
The meeting was held in the boardroom of suite 420

1. Call to order:

Meeting called to order at 5:33pm by Mona Jones.

2. Changes to the Agenda:

Add fob accounting
Add temporary electrical service for owner with electric vehicle
Add air compressor
Add text notices
Add elevator message re damage and fine

3. Board Motions and Decisions Since The Last Monthly Meeting

3.1 May 4, 2018 Motion by Susannah seconded by Mona to approve the March 2018 financial reports and post them to the web site. Motion approved.
3.2 May 5, 2018 decision to renew the chiller contract with Johnson Controls.
3.3 May 7, 2018 Motion by Bob seconded by Mona to fine the Owner of unit 79 the amount of $100 per day if he does not repair the plumbing in his unit within the 10 day notice period we are required to provide. Motion approved.
3.4 May 10, 2018 Decision to accept the Downtown West Community Association invitation to advertise and participate in the annual City of Calgary recycling program at the Kerby Centre lot.
3.5 May 18, 2018 decision to accept the Fountainhead Mechanical quote to supply and install balancing valves on branches of the recirculating lines on the 15th floor.
3.6 May 20, 2018 Motion by Bob seconded by Mona to approve the minutes of the May 3 Board meeting and post them to the web site. Motion approved.

4. Insurance (Led by 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. Mostly complete but unit 43 still selecting flooring.

4.3 DOL 20180201 sewer backup into unit 138. Also affected units 1A and 1C. 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 being paid for by unit 138 insurance who will subrogate against Westmount Place and Reggin.

4.4 Commercial Owners wish to present their case to the Board as to why the standard for betterments and improvements in commercial suites should be the same as in the residential suites. It was decided that this would be a meeting separate from the monthly Board meeting. Brenda to arrange meeting time and location. Bob to provide Board members with background information.

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 May 22 and 28. No date set for the next shutdown.

5.2 Annual generator test completed August 8. Last monthly test May 16. Next monthly test June 13.

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. We have approved Ainsworth for repairs and are waiting on a date.

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

5.5 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. Wrong valves received but piping prepped during recent shutdown so valves can be installed without another shutdown.

5.6 Mechanical logs are current and stored in their proper locations.

5.7 Pool testing is current.

5.8 Boiler temperatures have been lowered to 175F for the summer and Laars boilers turned off.

5.9 Glass coverings in hot tub have been removed but not replaced as yet with something more appropriate.

5.10 Vandalism to the large planter irrigation system has been repaired.

5.11 The recent major graffiti attack has been cleaned.

5.12 There are possibly 3 heating risers with Victaulic coupling leaks. Abbas are investigating to find the specific leak locations. This is always problematic as the leaks come and go.

5.13 Abbas to install the security windows in the loading dock doors when time and weather permit.

5.14 The recent problems with excessive heat in suites is due to a failure of the air compressor which operates the thermostats and zone valves. The failure caused the heat to turn on and the air conditioning to turn off. The air compressor is operating in a backup mode and will be repaired Friday.

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

6.1 Susannah is reviewing the April financial reports.

6.2 GST is current.

6.3 Arrears stand at about $33k. 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 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. Bob to review the ownership of unit 132 and advise who to collect the special assessment from.

6.5 Fob accounting was discussed. The current method of having Owners pay for their new fobs with a cheque at time of purchase is the best approach. Sandra will enter the cheques into the financial system.

6.6 We have not received our Alberta rebate for the LED lighting upgrade. Sandra to contact CLP.

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

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

7. Building Management (Committee of the Whole):

Sandra provides a Property Managers report before each meeting.

7.1 Parkade cleaning last completed May 26 next date December.

7.2 Window cleaning last completed May 2018 next date expected to start in the fall weather dependent.

7.3 During the window cleaning a red sticky substance was found on a number of balcony glass panels. We were charged extra by the window cleaners for removing this substance. We are investigating the source.

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

7.5 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 May 30 to repair.

7.6 Size for a replacement mat for P4 with Patrick.

7.7 A question was raised by an Owner about pressure washing the parkade pipes during the next parkade cleaning. We can't pressure wash the pipes because of the sprinkler heads.

7.8 A request was received to allow a service dog into one of the commercial units when accompanying a patron. The dog in question does not have the proper documentation to qualify under the Alberta Service Dog Act and won't be allowed in.

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 There were 13 vehicles left in the parkade during the May 26 cleaning. Each will get a $100 fine.

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

9.2 It looks like the in service date for elevator #2 has been delayed by a couple of weeks.

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 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.

9.5 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.

9.6 The Owner of unit 123 has been made aware of the deck repair project. A meeting with the Owner is needed once the timelines are established.

10. Building Design Projects (Susannah):

10.1 Repair or replacement of the ceiling grates in the vestibule has been turned over to the design committee.

10.2 The elevator #2 signage package needs to be completed when the elevator is put into service. Specifically we need the notice regarding damage and fines.

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.

11.3 Westcor, the pool contractor, decided to preemptively put a lien on the building for the money they believe they are owed. This was done without discussion or documentation. While we expect we owe them some money we believe it is less than they are requesting. We will be reviewing our documentation to determine what we consider a fair amount.

12. Other (Committee of the Whole):

12.1 Elevator usage policy currently with Susannah.

12.2 There are a few bylaw infractions and other issues identified in the Building Envelope Visual Assessment report that need to be addressed.

12.3 One Owner has purchased an all electric vehicle and Westmount Place does not have any charging facilities. The question was raised as to whether the Owner could put in a temporary service at their cost. The issue of electric vehicle charging is something that has not even been addressed at the City or Provincial level. It was decided not to set a precedent by allowing one Owner to put in an electrical service to their stall even if it was temporary.

12.4 Westmount Place uses text messaging to notify people for most of the elevator messages. We will likely use this as the only mechanism for pool messages rather than put up pool notices in the elevators.

13. Adjourned:

Meeting adjourned at 8:20pm.

Proposed Remaining Regular Meeting Schedule:
(Regular Board meetings are held at 5:30PM in room 420.)
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.