WESTMOUNT PLACE

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

Minutes of Meeting of the Board of Directors
June 25, 2018

Present: Mona Jones (chair), Bob Boyd (minutes), Brenda Edwards, Harrison Gallelli, Susannah Mason (from 5:44), Melissa Collins, Patrick Payne (Abba's Maintenance).
Absent: Rob Parry (vacation), Sandra Williams (Montgomery Ross, vacation)
The meeting was held in the boardroom of suite 420

1. Call to order:

Meeting called to order at 5:31pm by Mona Jones.

2. Changes to the Agenda:

Add interest on outstanding insurance amounts

3. Board Motions and Decisions Since The Last Monthly Meeting

3.1 May 30, 2018 Motion by Susannah seconded by Bob to approve the April 2018 financial reports and post them to the web site. Motion approved.
3.2 May 30, 2018 Decision to delay publication of the elevator usage policy and procedure manual until further Board discussion as relates to applicable costs and/or charge backs and fines.
3.3 June 18, 2018 Decision to close the pool and spa area during the Stampede parade.
3.4 June 22, 2018 Decision to accept Burton quote to pressure wash and apply sealant to the concrete on the SE and SW plaza areas when Burton has available time. Caution tape and barricades to be supplied by Burton.
3.5 June 22, 2018 Decision to accept Can-West Concrete scope of work for ceiling hook to facilitate Ainsworth cooling tower repairs.
3.6 June 18, 2018 Motion by Bob seconded by Rob to approve the minutes of the May 25 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. Unit 37 is requesting the Corporation cover costs of levelling

their floor to install tile instead of the hardwood installed by the Owner. This is a pre-existing condition not covered by insurance.

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 of unit 138 in progress being paid for by unit 138 insurance who will subrogate against Westmount Place and Reggin. Rebuild of unit 1A being paid for by the Owner of unit 1A (using Abbas) who will subrogate against unit 138.

4.4 Commercial Owners wish to present their case to the Board as to why the base 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, Harrison)

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. Next shutdown July 4.

5.2 Annual generator test completed August 8. Last monthly test June 13. Next monthly test July 18.

5.3 Abbas confirmed all mechanical logs are up to date and installed in their proper locations.

5.4 We have issues with the cooling towers. A new motor is required for the west tower (currently down) and a new motor and other repairs for the east tower. We have approved Ainsworth for repairs and are waiting on a date. A hook for hoisting is required for the east tower.

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 Pool testing is current.

5.7 Waiting on quote for Tiger Shark Aqua Vac to assist with cleaning of pool.

5.8 Glass coverings in hot tub have been removed but not replaced as yet with something more appropriate. River City Pools to provide a fix.

5.9 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. Units affected include 1A, 8, 15, 77, 136.

5.10 Abbas to install the security windows in the loading dock doors when time and weather permit. Security windows have been installed.

5.11 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 has been repaired.

5.12 Loading dock doors to be repainted by Abbas.

5.13 Project to install permanent irrigation for planters in progress. Planned trial with one planter first. Waiting on oversized furnco.

5.14 Recurring leak into unit 141 when it rains. Abbas is investigating.

5.15 Patrick and Sandra to investigate status of bathroom repairs in unit 79.

5.16 VFD drive faults on RBI #1 have been resolved.

5.17 Abbas will secure the property during the Stampede parade and provide support for the Stampede breakfast.

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

6.1 Susannah is reviewing the May financial reports. One minor adjustment needed.

6.2 GST is current.

6.3 Arrears stand at about $19k. 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 provided ownership information for unit 132 so that the SA could be collected.

6.5 GST issue with audit has been resolved.

6.6 Bob provided updated reserve spending plan.

6.7 Costs for the annual PT study should be included in operating budget not the reserve fund.

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

6.9 Susannah will look into options for the 2018 auditor. It may be possible to lower our annual audit costs. Have two quotes. Still waiting on third quote.

6.10 Susannah has been tracking our water use. Need to wait as billing is after the fact.

6.11 Request for Sandra to contact DWCA and have our membership check returned as we did not intend to join the DWCA.

6.12 Collection of interest on outstanding insurance amounts owed to us by Owners was discussed. There can be a delay in Owners getting insurance payments from the insurance companies. No conclusion was reached.

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 have found the source to be unit 61 who spilled drinks over the side. Unit 61 is being charged for the extra cleaning cost.
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.
7.6 Size for a replacement mat for P4 has been received from Patrick. Mat has been ordered.
7.7 We still haven't received our LED lighting rebate from the province.

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 has received a $100 fine.
8.3 Unit 107 is now being used for short term (less than 30 day) rentals. Owner to provide Renter Bylaw Acknowledgement Forms before renter moves in and other forms as required by our Bylaws including the Intent to Rent Form and a certificate of insurance evidencing existence of a tenant's insurance policy.
8.4 Motion by Bob seconded by Susannah to fine the Owner of unit 107 the amount of $50 per day for each day they have not provided the required tenant documentation. Motion carried.
8.5 A draft elevator use policy was provided to Board members and was agreed to in principle. See following items.
8.6 Moves are currently not allowed on weekends or holidays. It was decided moves will be allowed on Saturdays but not Sundays or holidays. Mona objected to this decision.
8.7 We will require a $100 non-refundable fee for all moves and no longer collect a deposit. This must be paid when the elevator is booked. The fees are intended to help fund the inevitable maintenance required from the general wear and tear of moves on the building. Where specific damage can be attributed to a move the owner will be back charged any costs. Melissa objected to not collecting a security deposit.
8.8 There were a number of dangerous situations and bylaw infractions identified from the building exterior. Harrison to put together letters to the suite Owners.
8.9 Marijuana legalization and plant growth was discussed. It was agreed there wasn't much we can do at this time. Smoking in any form is not allowed on WMP common property.

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 July. Elevator #1 will be next starting in July and the freight elevator will be last. Residents need to be aware that moves and renovations will be very problematic when the freight elevator is out of service.

9.2 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. The overhead door is now working on the new system and we will begin distributing the new fobs. The system documentation has been received. We are still waiting on the new visitor access panel.

9.3 Payment for the blue fobs purchased by Owner is due at the end of June. An invoice has been sent to all Owners who have not yet paid. Starting in July the amounts will be overdue and subject to collection procedures and cancellation of the fobs.

9.4 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.

9.5 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.

9.6 The concrete repair projects on the SE and SW plaza areas has been deferred. We have arranged to have these areas pressure washed and re-sealed.

9.7 The flow limiting valves in the low rise domestic hot water system will be installed during the water shutdown on July 4.

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 Replacement of black painted baseboards in parkade elevator lobbies has been turned over the design committee.

10.3 The elevator #2 signage package needs to meet AEDARSA requirements. Any signage review or input required to be handled by the design committee.

10.4 It was decided to install custom hoarding inside elevator #2 to allow it to be used for moving while the freight elevator is not available. The hoarding can be taken down and stored for future use.

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. Brenda asked to be involved and Bob will provide case information.

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 have reviewed our documentation with respect to what we consider a fair amount. Melissa asked to be involved and Bob will provide project information.

12. Other (Committee of the Whole):

12.1 Owner communications policy currently being worked on by Susannah, Melissa, and Harrison.

12.2 Bob and Mona met with Shaw. Shaw offered a discounted package deal on Internet service for the suites and a lower cost option for building telephone lines and an upgraded service on our Internet. It was decided not to follow up on the Internet service offer for the suites.

13. Adjourned:

Meeting adjourned at 8:29pm.

Proposed Remaining Regular Meeting Schedule:

(Regular Board meetings are held at 5:30PM in room 420.)
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, Harrison, 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.