WESTMOUNT PLACE

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

Minutes of Meeting of the Board of Directors
August 27, 2018

Present: Mona Jones (chair)**,** Bob Boyd (minutes), Brenda Edwards, Harrison Gallelli , Susannah Mason Melissa Collins (from 6:54), Rob Parry, Sandra Williams (Montgomery Ross), Patrick Payne and Alvin Payne (Abba's Maintenance to 5:54).
Absent:
The meeting was held in the boardroom of suite 420

1. Call to order:
Meeting called to order at 5:30pm by Mona Jones.

2. Changes to the Agenda:
Add approval of June financial report
Add payment to Westcor

3. Board Motions and Decisions Since The Last Monthly Meeting

3.1 August 21, 2018 Decision to renew the Memorandum of Understanding between the Kerby Centre and Westmount Place.
3.2 August 23, 2018 Motion by Bob seconded by Brenda to approve the minutes of the July 30 Board meeting and post them to the web site. Motion carried.

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. Complete.
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. Sandra to contact the Owner of unit 138 to collect the money owed to the Corporation. We are waiting on the insurer for 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 arranged this for August 15 at 5:30pm in room 400. Bob provided Board members with background information. Meeting was held as scheduled.

4.5 There are a number of suites that have been affected by Victaulic coupling leaks including units 1A, 136, 8, 15, 27, 46, 59, 64, 65, 77. We will be scheduling a heating system shutdown in September to repair the couplings. After the couplings are repaired we will repair the affected suites.

4.6 The annual update to the appraisal has been completed. Hub is preparing an insurance proposal. We expect their quote 60 days before renewal.

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 July 4. Next shutdown scheduled for Sept 12.

5.2 Annual generator test completed August 8. Last monthly test July 18. A full test is scheduled for Sept 12.

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. Scanning for the hook is complete. We are waiting for Prime Movers on the hook installation. One cooling tower motor is installed and the other is on site..

5.5 Pool testing is current. There have been concerns about the testing and Abbas has been working with our concierge for weekends and holidays. Abbas has looking into re-arranging hours of work to accommodate but this has proved unworkable.

5.6 We have approved purchase of a Tiger Shark Aqua Vac to assist with cleaning of pool. Harrison will purchase from a Toronto discount pool supplier. Unit is on order.

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

5.8 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. See also insurance section. We are planning a building heating system shutdown for a couple of days in September to repair the leaking couplings and any non-leaking couplings that were exposed during the investigation. We are planning on using Fountainhead Mechanical to do the repairs.

5.9 Loading dock doors to be repainted by Abbas. Low priority project.

5.10 Project to install permanent irrigation for planters in progress. Planned trial with one planter first. Harrison is coordinating. Work deferred to mid-September.

5.11 Recurring leak into unit 141 when it rains. Abbas is investigating and working on a solution. Also there is a failed drain pipe which will be repaired as soon as we can finalize the arrangements. The failed drain pipe has been repaired.

5.12 Patrick and Sandra to investigate status of bathroom repairs in unit 79. Entry planned for August 1. Repairs have been satisfactorily completed.

5.13 Leak from unit 115 toilet into unit 111. MDR will be called in to handle. Repairs in progress.

5.14 New leak from unit 12 into unit 4. Abbas to investigate.

5.15 It was decided not to replace the cooling system air bleed as the existing unit seems to be performing satisfactorily.

5.16 A check valve is needed for the water softener brine pump. Abbas to arrange.

5.17 The electrical connection for the high rise recirculation pumps has been moved so it is no longer connected to the elevator lights.

5.18 Several lights not working in the pool area. Abbas to repair.

5.19 Annual back flow preventor testing scheduled for Sept 6.

5.20 Abbas to paint lines for parking stall 113. It appears these lines were never painted.

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

6.1 Susannah is reviewing the June and July financial reports. She will make email motion to approve after the meeting.

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 Unit 58 has not provided contact or payment information. Letters sent.

6.5 Unit 106 to provide authorization to collect outstanding amount on Sept PAP.

6.6 Three of the lockers in the parkade are under lease. Suite 503 is rented.

6.7 Motion by Susannah seconded by Harrison to select Cremers & Elliott as our auditors for 2018. Motion carried.

6.8 Susannah to contact our new auditor.

6.9 A stop payment was placed on a cheque cut (but possibly not mailed) to Westcor in June.

6.10 Water usage is up slightly but not significantly.

6.11 We will no longer allow cash advances on our credit card. Sandra to discuss with Magdi.

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 November 24.

7.2 Window cleaning last completed May 2018 next date expected to start in the fall weather dependent. Cleaners proposed to start Sept 3. It was decided not to have a fall window cleaning.

7.3 Carpet cleaning last completed March 6 next date not set. We are obtaining pricing from a couple of companies to compare with the work done by NuLife.

7.4 TruFit to repair the window in unit 10 and also the broken glass pane above the loading dock on August 6. They broke windows before installation. We are now waiting on a new date.

7.5 Bob has contacted CLP regarding outstanding LED project work which was to be completed under warranty. Outstanding work is now complete except for parkade lights over parking stalls which we were not able to access. These will be completed as piece items and the cost charged back to the Owners who did not provide access.

7.6 The Waste Management contract is coming up for renewal in October. Sandra to obtain two quotes.

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. To date there are still 4 fines that haven't been paid. Amenity access has been cut off for those who haven't paid. Abbas to clean stall 124 and back charge the Owner. This stall was not cleaned in the last two cleanings and is very dirty.

8.3 On July 29 amenity access was cut off for the suites that purchased blue fobs between January 2017 and March 2018 and had not yet paid for them. At the end of August we will deactivate any fobs not paid for.

8.4 Unit 27 is now being used for short term (less than 30 day) rentals. Fines for operating a business in a residential suite and not providing the required renter documentation were put in place in July. This is being monitored and Bob to advise Sandra of fine amounts after the end of the month.

8.5 Motion by Bob seconded by Brenda to fine the Owner of the suite assigned stall 122 the amount of $50/day for each day there is a barbecue in the stall. Motion carried. The Owner to be given 10 days to remove the barbecue first. The barbecue has been removed.

9. Building Mechanical Projects (Bob, Mona):

9.1 A coordination meeting is planned for Sept 6 on the elevator project. After the meeting we will update the schedule to the Owners regarding the availability of the freight elevator. Also to be discussed are the amount of noise from the voice and bell and the button colors.

9.2 Most security project items are complete. The overhead door has now been integrated and about one half of Owners have received their new fobs. We are still waiting on the new visitor access panel. This may take a while as the phone line had to be removed and re-purposed to the elevator project. Item is now a Westmount Place responsibility.

9.3 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 were expecting the sun room to be removed by mid-September with the deck work postponed until 2019. We are still awaiting a detailed renovation request from the Owner. It appears the Owner will not be fulfilling his obligations. It was decided to turn the matter over to our lawyers. Bob to engage our lawyers.

9.4 The flow limiting valves in the low rise domestic hot water system were installed and are functioning as planned. We have had no complaints regarding the availability of hot water in the low rise suites and the recirculation flow rate has been greatly reduced. We are planning to extend this program to the high rise water distribution. Abbas to obtain quotes.

10. Building Design Projects (Susannah, Harrison):

10.1 Design committee is working on options and budget for updating the vestibule ceiling.

10.2 Design committee is working on options and budget to repair the 15th floor hallway bulkheads. Need to be able to access valves. Cullum was in today to review the requirements.

11. Legal (Committee of the Whole):

11.1 Lawsuit against the Corporation by unit 38. There hasn't been any progress over the last few months. Questioning may take place in November.

11.2 Human Rights Commission complaint. There has been no progress for the last few months. See November 2017 Board minutes for more details on this complaint. Brenda to look into time limitations for a ruling by HRC.

11.3 Westcor, the pool contractor, decided to preemptively put a lien on the building for the money they believe they are owed. A meeting was held in July with Westcor and Group2 to discuss the amounts owed and disputed items. A followup meeting was planned for August but will not happen. We believe the amount owing to be substantially less than claimed by Westcor and the documentation provided so far is not clear nor comprehensible and is not complete.

12. Other (Committee of the Whole):

12.1 Work on the Owner communication policy by Susannah, Melissa, and Harrison is in progress.

12.2 Need to coordinate with Burton on date for re-sealing plaza concrete.

12.3 Susannah and Harrison to update the elevator use policy to add a renovations section.

13. Adjourned:

Meeting adjourned at 7:38pm.

Proposed Remaining Regular Meeting Schedule:

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