WESTMOUNT PLACE

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

Minutes of Meeting of the Board of Directors
September 24, 2018

Present: Mona Jones (chair), Bob Boyd (minutes), Brenda Edwards, Susannah Mason (from 5:49) Melissa Collins (to 6:32), Rob Parry, Sandra Williams (Montgomery Ross), Patrick Payne (Abba's Maintenance part time).
Absent: Harrison Gallelli
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 unit 138 insurance deductible recovery

3. Board Motions and Decisions Since The Last Monthly Meeting

3.1 September 12, 2018 Motion by Bob seconded by Brenda to fine the Owner of unit 69 the amount of $50/day for keeping materials in their parking stall that aren't allowed by the bylaws. Owner to be given another 10 days to comply. Motion carried.
3.2 September 16, 2018 Motion by Bob seconded by Mona to approve the minutes of the August 27, 2018 Board meeting and post them to the web site. Motion carried.
3.3 September 22, 2018 Motion by Susannah seconded by Mona to approve the August financial reports and post them to the web site. Motion carried.

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

4.1 Motion by Bob seconded by Mona to give the Owner and insurance company for Unit 138 two weeks to admit responsibility for the sewer backup DOL 20180201 and offer to pay the amount owing. Should this not be resolved in two weeks to our satisfaction we will issue a demand letter to the Owner of unit 138 and proceed to recover the money owing through the courts. Motion carried. Brenda abstained from the vote. During the two weeks we will try to have our insurer, Hub, intervene with the Owner's insurance company.
4.2 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 October to repair the couplings. After the couplings are repaired we will repair the affected suites.

4.3 The annual update to the appraisal has been completed. Hub is preparing an insurance proposal.

4.4 Harrison, Mona, Rob, Bob and Susannah attended an insurance symposium put on by Hub Insurance and MRA.

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 Sept 12. Next shutdown not scheduled.

5.2 Annual generator test completed Sept 12. Next test scheduled for Oct 17.

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

5.4 We had issues with the cooling towers. All repairs are now complete and a hoisting hook has been installed for the east tower.

5.5 Pool testing is current. Abbas has been working with our concierge for weekends and holidays.

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 Abbas to prepare incident reports for all problems with the pool equipment so we can identify warranty issues.

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. See also insurance section. We are planning a building heating system shutdown for a couple of days in October (tentatively Oct 2-3 weather permitting) 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.

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

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

5.12 Recurring leak into unit 141 when it rains. Abbas is investigating and working on a solution. This pipe extends from the 28th floor to P1 which will be very difficult to access. We are looking at the possibility of using an internal pipe coating.

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

5.14 Calgary Lock and Safe has been called to work with Paladin on issues with the loading dock doors and east front entrance door.

5.15 The chiller booster pump has been repaired.

5.16 Abbas have been cleaning out the miscellaneous materials that have been stored in the electrical rooms on each floor. This is mostly complete.

5.17 The janitorial sink in the compactor room has failed and will be replaced this week. The floor drain has been cleared.

5.18 There are issues with the Laars 4 and 5 boilers. We have scavenged parts from 4 to keep 5 operational. We are waiting on a quote for repairs. The Laars boilers are only used as a backup in cold weather.

5.19 There is some graffiti that is hard to remove. Abbas will do extra cleaning and call in specialists if unsuccessful.

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

6.1 GST is current.

6.2 Arrears stand at about $14k. 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.

6.3 Unit 39 is still on the arrears list. Arrears letter sent and caveat in place. It was agreed that if this unit is still on the arrears list next month we will issue a demand letter.

6.4 Four of the lockers in the parkade are under lease. Suite 503 is rented.

6.5 Confirmed by Susannah Cremers & Elliott as our auditors for 2018.

6.6 Water usage is no issue.

6.7 Budget meeting town hall scheduled for Wednesday Nov 28 at Kerby Centre. Require the computer projector and screen.

6.8 Sandra to provide first draft of budget after the September financial reports are available. Susannah to schedule Board budget discussions for the 3rd or 4th week of October at the normal time of 5:30.

6.9 Bob provided and updated reserve fund spending plan.

6.10 Bob and Sandra to coordinate information on outstanding amounts owed for blue fob purchases. There are only a few suites that haven't paid.

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. It was decided not to have a fall window cleaning.

7.3 Carpet cleaning last completed March 6 next date not set but probably December. It was decided to continue using NuLife.

7.4 TruFit to repair the window in unit 10 and also the broken glass pane above the loading dock. Expect repair on Oct 9 or 10.

7.5 The Waste Management contract is coming up for renewal in October. Sandra obtained two quotes. It was decided to continue using Waste Management.

7.6 It was decided to continue using Divcon for planter maintenance in the summer and snow removal in the winter.

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.

8.3 The dirty parking stall assigned to unit 79 has been cleaned and the Owner back charged the cost.

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. The fine amount for August is $800 and the amount for September will be slightly higher.

8.5 Two persons who were removing the notices posted in the elevators have been identified.

9. Building Mechanical Projects (Bob, Mona):

9.1 A coordination meeting was held on the elevator project. An updated notice will be posted to the residents saying the freight elevator would be taken out of service Nov. 19. Thyssenkrupp were to provide a price to change the button colours but this hasn't been received. The voice sound level has been lowered but the bell is still too loud.

9.2 Most security project items are complete. The overhead door has now been integrated and about one half of Owners have requested and 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 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. Our lawyers have been engaged but there will be a delay due to their current workload. We don't consider that significant at the moment as nothing can be done now until next year.

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.

10.3 Repairs to the damaged chair in the foyer is with the design committee.

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. There doesn't seem to be any limit as to how long the AHRC can take.

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 neither 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. They need 4 consecutive days with warm weather.

12.3 Susannah and Harrison updated the elevator use policy and it has been posted on the web site.

12.4 It was decided to hold the annual Christmas party again this year. Date to be determined.

13. Adjourned:

Meeting adjourned at 7:37pm.

Proposed Remaining Regular Meeting Schedule:

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

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.