WESTMOUNT PLACE

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

Minutes of Meeting of the Board of Directors
October 29, 2018

Present: Mona Jones (chair)**,** Bob Boyd (minutes), Brenda Edwards, Melissa Collins (from 5:36 to 6:33), Rob Parry, Sandra Williams (Montgomery Ross), Patrick Payne (Abba's Maintenance part time).
Absent: Harrison Gallelli, Susannah Mason (arrived 7:39 for item 6)
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 69 door
   Add insurance items
   Add concierge chair
   Add PT cables

3. **Board Motions and Decisions Since The Last Monthly Meeting**

   3.1 September 28, 2018 Decisions to accept Reggin quotes for repair of RBI and Laars boilers.
   3.2 October 12,2018 Decision to accept Kydrid quote to relocate garage door sensors to prevent snow from blocking them.
   3.3 October 14, 2018 Motion by Bob seconded by Mona to approve the Gallagher insurance quote. Superseded by Board meeting of October 25.
   3.4 October 17, 2018 Motion by Rob seconded by Susannah to approve the Hub insurance quote. Superseded by Board meeting of October 25.
   3.5 October 18, 2018 Decision to accept Fountainhead quote to investigate the recirculation lines serving floors 16 and above and make recommendations to limit recirculation flow.
   3.6 October 19, 2018 Decision to accept All Kind doors proposal to repair the east entrance sliding doors.
   3.7 October 22, 2018 Motion by Bob seconded by Brenda to approve the minutes of the September 24, 2018 Board meeting and post them to the web site. Motion carried.

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

   4.1 The insurance company for Unit 138 accepted responsibility for the sewer backup DOL 20180201 after discussions with our insurer. Payout is awaiting approval by the Owner.

Brenda to contact Owner. If unsuccessful we will proceed with the Demand letter previously authorized by the Board.

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. The couplings have been repaired and repairs to the suites are underway. We are expecting to complete this work this week.

4.3 DOL 20181013. Sewer backup into units 4 and 12 also affected units 139, 1C and 1A. Emergency response complete waiting on rebuild estimated. Our insurance adjuster is involved.

4.4 DOL 20181020 Sewer backup into unit 110. Also unit 111 which didn't suffer any damage. Emergency response complete waiting on rebuild cost. Unit 110 has been substantially modified by renovations but Owner is requesting rebuild to base standard. This may not be possible.

4.5 DOL 20180829 toilet leak from unit 115 to 111. Report being prepared.

4.6 DOL 20101029 tub leak from unit 107 to 103. Abbas to investigate.

4.7 There are a number of outstanding incident reports. Abbas to complete and forward this week.

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 Nov 14.

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

5.4 Pool testing is current.

5.5 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 has been received and will be set up next week.

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

5.7 There are possibly 3 heating risers with Victaulic coupling leaks. The building heating system was shutdown and the leaking Victaulic couplings repaired. Drywall repairs in progress.

5.8 Loading dock doors were repainted by Abbas.

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

5.10 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. A full video scan needs to be completed first.

5.11 All Kind doors repaired the issue with the locking pins on the east sliding door. Work still needs to be done on the slides.

5.12 There are issues with the Laars 4 and 5 boilers. We have scavenged parts from 4 to keep 5 operational. We are waiting for repairs.

5.13 Paladin and Calgary Lock and Safe are working on the doors from the loading dock to the hallway and loading dock to outside. Waiting on parts.

5.14 Annual dryer vent cleaning booked for tomorrow.

5.15 Problem with the temperature sensors used in the steam rooms. Bob to purchase different style units.

5.16 There is a temperature control issue in unit 66. Abbas has been investigating and Fountainhead has reviewed the HVAC equipment. Bob and Abbas discussed with Owner. Abbas to obtain pneumatic test equipment to better troubleshoot the problem.

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

6.4 Susannah is reviewing the September financial reports.

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

6.6 Sandra to provide first draft of budget tomorrow. Budget meeting scheduled for Nov 5 at 5:30pm.

6.7 Bob and Sandra to coordinate information on outstanding amounts owed for blue fob purchases. All paid except unit 140. Sandra missing the check from unit 1A.

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 It was decided to use Bennett Glass instead of TruFit to repair the window in unit 10 and also the broken glass pane above the loading dock.

7.5 Sandra to send letter to thyssenkrupp regarding their use of profanity.

7.6 A sample replacement bulb for the residential hallways has been requested from Calgary Lighting Products.

7.7 A gym maintenance contract has been arranged with Fitness West.

7.8 Unit 69 has been sold effective Oct 31. The tenant has damaged the entrance door beyond repair and it will have to be replaced. We are arranging with Workboot Projects to replace the door. Sandra to arrange with our lawyer to ensure money is retained from the sale to pay for the new door and any other work that may be needed on common property. An initial investigation by Abbas did not find any other damage to common property. Abbas is in the process of installing a temporary door to make the suite habitable.

7.9 Sandra to arrange for a new chair for the concierge.

7.10 Sandra and Abbas to handle graffiti that is not easily removed and is bleeding into the brick.

7.11 Our insurance has been renewed per the Board meeting held Oct. 25.

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 The dirty stall assigned to unit 79 was cleaned but the contaminants from the vehicle seemed to have damaged the membrane. Will need to be repaired with the next membrane repair and costs charged to the owner.

8.3 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. The fine amounts have reached $1900. The company operating the short term rental business has decided to give up its lease and the suite will be leased to a long term renter.

8.4 Unit 69 has paid its fines for storing inappropriate materials in its parking stall.

9. Building Mechanical Projects (Bob, Mona):

9.1 A coordination meeting on the elevator project is planned for Nov 7. Thyssenkrupp were to provide a price to change the button colours but this hasn't been received.

9.2 Most security project items are complete. 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 flow limiting valves in the low rise domestic hot water system were installed and are functioning as planned. We are planning to extend this program to the high rise water distribution. Fountainhead will be investigating to determine the requirements.

9.4 Two of the PT cables in the 5th floor slab have failed. We have engaged Burton and Entuitive to investigate.

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. Chair was replaced under warranty.

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 year. See November 2017 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. 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.

11.4 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 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 lawyer is sending a reminder to the Owner of his obligations. We will seek an injunction in the new year.

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. Work has been completed.

12.3 A discussion was held on privacy regulations and standards. MRA is the keeper of Owners private information.

12.4 A presentation on marijuana legalization was put on by Associa and McLeod Law. This was attended by Bob, Mona, Harrison and Rob.

13. Adjourned:

Meeting adjourned at 7:49pm.

Proposed Remaining Regular Meeting Schedule:

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