WESTMOUNT PLACE

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

Minutes of Meeting of the Board of Directors
November 19, 2018

Present: Mona Jones (chair)**,** Bob Boyd (minutes), Brenda Edwards, Melissa Collins , Rob Parry, Harrison Gallelli, Susannah Mason (from 6:28), Sandra Williams (Montgomery Ross), Patrick Payne (Abba's Maintenance part time).
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:

Bikes to go
Second floor washroom renovation
Cable TV cancellation
Budget approval

3. Board Motions and Decisions Since The Last Monthly Meeting

3.1 November 1, 2018 Motion by Susannah seconded by Mona to approve the September financial reports and post them to the web site. Motion carried November 12.
3.2 November 12, 2018 Motion by Bob seconded by Brenda to approve the minutes of the October 29, 2018 Board meeting and post them to the web site. Motion carried November 15.

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. They will not cover the interest and legal fees. We will not waive these charges as the insurer and Owner initially refused to pay significantly delaying payment and forcing us to protect our interests by placing a caveat on the title. We will leave the caveat on the title and continue to charge interest until we are paid the outstanding amounts.
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. Many are complete.

4.3 DOL 20181013. Sewer backup into units 4 and 12 also affected units 139, 1C and 1A. Rebuild is in progress.

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 20181021 toilet water supply line leak from unit 2 affecting units 140, 1A, 133 and the 5th floor hallway. Emergency response complete and waiting on rebuild cost. This is a case of the plastic nut on the supply hose being over torqued, damaged, and eventually failing. It may be in our best interest to supply hoses with metal nuts to Owners to install.

4.6 DOL 20180829 toilet leak from unit 115 to 111. Toilet repaired. Unit 111 Owner working with MDR on repair approach.

4.7 DOL 20181030 door on unit 69 destroyed by tenant. Unit has been sold. We have installed a temporary door for the new Owner and ordered a new door. We have requested the Owner's solicitor retain $10,000 to cover our costs.

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 early December.

5.2 Annual generator test completed Sept 12. Last test Nov 14 next test scheduled for Dec 12.

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 functions very well.

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 The remote readout temperature sensors in the steam rooms have failed. Bob to purchase replacements with a more rugged design.

5.8 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. Work has been deferred.

5.9 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.

5.10 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.

5.11 There is a temperature control issue in unit 66. Abbas has been investigating and Fountainhead has reviewed the HVAC equipment. Abbas has purchased some pneumatic

test equipment. Problem appears to relate to high demand for air to the point our compressors are unable to keep up. Need to investigate where we are losing air.

5.12 Abbas to follow up with Goodbye Graffiti on hard to remove graffiti.

5.13 Pruning of our trees has been completed.

5.14 An Owner has requested permission to install a humidifier that would be directly connected to the water supply. The request was refused. Our renovation rules were modified a year ago to no longer allow directly connected humidifiers due to their lack of reliability and the danger presented by an uncontrolled water discharge.

5.15 An Owner has requested that the toilets be upgraded in the second floor washroom. It was decided we would repair the existing toilets.

5.16 We have arranged with Kydrid to raise the vehicle sensors on the outside of the overhead door as they are being interfered with by the snow piled there. At the same time they will shorten the time the door remains open.

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

6.1 GST is current.

6.2 Arrears stand at about $15k. 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 Payment has not yet been received from the Owner of unit 138. A demand letter was previously approved but hasn't been sent yet.

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

6.5 Motion to approve the October financial reports and post them to the web site by Susannah seconded by Mona. Motion carried.

6.6 Motion by Susannah seconded by Harrison to not include funds in the budget for renewal of the cable television contract when it expires at the end of July 2019. Motion defeated.

6.7 The decision to renew or not renew the cable television contract is a decision for the Board that will be elected in the spring of 2019.

6.8 Upon a motion duly made by Rob Parry and seconded by Mona Jones it was resolved that the Westmount Place 2019 budget be hereby adopted for operating expenses, reserve fund contributions and contingency totalling $2,192,700.00 for the fiscal year commencing January 1, 2019. The budget of $2,192,700 consists of operating expenses of $1,492,700, reserve fund contribution of $600,000 and a contingency fund of $100,000. It is intended that the contingency fund will be transferred to the reserve fund in early 2020. The amount of $2,192,700 will be raised through condominium unit fees assessment of $2,162,000 and $30,700 via other sources. Motion unanimously carried.

6.9 The amount of $2,162,000 represents an approximate 2.8% increase in the amount collected via unit fees. The increase is due in part to not expecting an operating surplus at the end of 2018 as was available at the end of 2017.

6.10 Sandra will send the budget and assessment information to the Owners this week and Bob will post it on the web site. The mailing will include the insurance certificate and a copy of the Insurance Policies and Procedures.

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

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.

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. This is now complete.

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

7.6 It was decided not to purchase a new chair for the concierge as one is available to replace the damaged chair.

7.7 If any of the rental bikes are left on Westmount Place property security is to be advised and they will have them removed.

7.8 Our concierge dry cleaning invoices include rental of cloths. Susannah to look into details and options.

7.9 Rob to investigate hiring of a third concierge staff member by the Corporation.

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 Sandra to contact Owner regarding noise complaints about unit 6.

9. Building Mechanical Projects (Bob, Mona):

9.1 Thyssenkrupp were to provide a price to change the button colours but this hasn't been received. A coordination meeting is planned for Nov 30.

9.2 We are currently looking at AEDARSA inspection of elevator #1 around December 7. The ceiling wasn't installed to provide extra headroom. We will look into whether this is viable.

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. We are currently waiting on their quote.

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

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. A design has been provided and we are waiting on pricing from Cullum.

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.

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, filed a statement of claim 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. We have engaged a lawyer, Chris Jones, who is in the process of preparing our statement of defence.

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 has sent 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 Some work has been done by Susannah on templates for standard notices. Susannah to review non-urgent notices prior to posting.

12.3 There will be a Christmas social. Date to be announced.

13. Adjourned:

Meeting adjourned at 7:57pm.

Proposed Remaining Regular Meeting Schedule:

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

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.