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 26, 2019

Present: Harrison Gallelli (chair, via teleconference)**,** Bob Boyd (minutes), Rob Parry, Jules Wilkins, Melissa Collins, Sandra Williams (MRA), Patrick Payne (Abbas part time)
Absent: Brenda Edwards (illness)
The meeting was held in the Westmount Place boardroom

1. Call to order:
Meeting called to order at 5:36pm by Harrison Gallelli

2. Changes to the Agenda:
Obsolete items to be removed during discussion.
Add Victaulic couplings repair

3. Board Motions and Decisions Since The Last Monthly Meeting

3.1 August 11, 2019 Motion by Bob seconded by Brenda to approve the minutes of the July 29, 2019 Board meeting and post them to the web site. Motion carried August 12.
3.2 August 14, 2019 Motion by Rob seconded by Brenda to approve the July financial report and post to the web site. Motion carried August 14.
3.3 Decision to purchase a new chair for the security desk. Action Harrison/Sandra.
3.4 Decision to engage Entuitive Engineering to perform a parkade assessment and put together a bid package for the necessary repairs and PT cable repairs.

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

4.1 DOL20190321 laundry stack overflow in unit 23. Unit has been repaired. During the emergency remediation it was determined the vinyl sheet flooring in the unit contained asbestos and appropriate procedures were taken to remove the asbestos. It was decided the flooring was original and the cost of the removal was covered by our self-insurance.
4.2 DOL20190520 toddler in unit 103 plugged the toilet and it overflowed into unit 98. Issue with getting unit 103 to do repairs. This has been declared negligence on the part of unit 103. We have repaired and charged back the amount.
4.3 DOL20190819 Victaulic leak into unit 16. Emergency response in progress. Repairs will be deferred until after the Victaulic repair project in September.
4.4 Associa (parent company of MRA) will be putting on an insurance seminar for board members Sept. 26.

5. Building Maintenance And Operations (Led by Bob, Harrison, Abbas)

Abbas provided their report to the Board. Abbas meets weekly with the Maintenance Committee Monday afternoons at 1PM and produces an action items report for the weekly review.

5.1 Last domestic water shutdown Jun 19. Next shutdown to be scheduled for sometime in September.

5.2 Annual generator test completed July 19.

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

5.4 There is a temperature control issue in some suites. Abbas has been investigating and Climate Control has been helping. Harrison also working on the issue. Main problem is air leaks in the pneumatic system which are being tracked down and repaired. Also the air compressor package has significantly failed and has been replaced. Since replacing the air compressor we have had a number of thermostats fail. We are replacing the failed thermostats as they are identified.

5.5 There are problems with hot water recirculation in the commercial units including the showers. Abbas is looking into this.

5.6 An issue with the recirculation lines that serve floors 5-8 has been identified. Fountainhead and Abbas investigated. There is no recirculation for the 06 and 07 bathrooms as they are close to the hot water source. The 08 washing machines and kitchen/bathrooms are coupled together and need to be separated. This is planned for the next water shutdown.

5.7 Mr. Thirsty (our water extraction machine) is not functional. The motor has burned out and needs to be replaced. Mr. Thirsty has been repaired.

5.8 No sign of the leak into unit 141 so far. It is proving very difficult to find the source. We are arranging for drip pans as a temporary patch.

5.9 Graffiti has been scratched into the main floor windows. We looked at options to repair but there doesn't appear to be anything practical. As the graffiti is not very noticeable we will not be replacing the windows.

5.10 The 4th floor water fountain valve has failed. During the next water shutdown we will be removing the water fountains on the 3rd and 4th floors.

5.11 Some leaks around the chimney of unit 106. We have authorized repair of all the flashing around all the chimney's.

5.12 So far it is looking like we have 4 Victaulic couplings to repair this year and there has only been very minor damage. We will continue investigating in August with a view to do the repairs September 17-19.

5.13 Asbestos was found in the original vinyl sheet flooring used in some suites. We do not believe this to be a hazard if the flooring is in good condition as the fibres are contained. We are testing a different style of vinyl sheet flooring that was used in most suites and it is likely vinyl asbestos tile was originally used in some common areas.

5.14 The windows replaced in unit 10 do not appear to be tinted the same as the other windows in the building. Abbas to take a look and comment. It appears the installers were going to add a tinted film but this never happened.

5.15 Bob will send a link to the building drawings to the other board members.

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

6.1 GST is current.

6.2 Arrears stand at about $6k. 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 Half of the arrears are fines. The other half is a new owner who may not be properly registered.

6.4 Unit 85 has paid for the damage to the freight elevator door.

6.5 Four of the lockers in the parkade are under lease.

6.6 Suite 503 is rented.

6.7 Rob has met with the MRA accounting team and will be setting up a meeting with Matco who handle our investments.

6.8 It was decided to move up the annual budget meeting with the Owners to Nov. 20.

7. Building Management (Committee of the Whole):

Sandra provides a Property Managers report before each meeting.

7.1 Parkade cleaning last completed May 4. Next cleaning late November or early December. We will try to find a different cleaning company. We may elect to spread the cleaning over two days.

7.2 Window cleaning last completed Apr 2019. Next cleaning not scheduled. It was decided we won't have a fall window cleaning.

7.3 Carpet cleaning last completed June 12. Next cleaning this fall.

7.4 We had a city fire inspection that identified a number of issues beyond the ones in the annual fire inspection and with a short time to resolve. Because of the number of issues we hired Katharine Jones of Cambrian Condo Consulting to manage resolving them. We have engaged JPW Contracting to address the door issues and fire pump pump testing. Bob met with JPW on how to address these issues. The doors needing immediate attention were identified and JPW was contracted to repair. Most doors have been repaired. It was decided to flow the standpipe water into storage containers and then let the water drain out more slowly than would come from the fire hose. This was done for the test on P4 but could not be done for the 29th floor as the container is too large. We are working on a solution.

7.5 We are looking into options for the monthly fire pump testing. We do not want to address monthly testing until the issue around the 5 year and annual testing has been resolved.

7.6 Access to Townsq web site run by Associa has been removed at board request.

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 tenant in unit 110 has been running a business out of his suite. He has been advised this is against the bylaws. We understand he will be moving out at the end of the month.

8.3 There have been a couple of complaints of marijuana smells in bathrooms.

9. Building Mechanical Projects (Bob, Harrison, Brenda):

9.1 The elevators currently do not meet our contract specifications. All elevators are now in service but thyssenkrupp is still working on the outstanding deficiencies. The main deficiency is the elevator #3 dedicated call buttons are not functioning correctly. They should only call elevator #3 and not all of them as they do now. This issue is with thyssenkrupp engineering group. Until this is resolved we do not want to remove the protection from elevators #1 and #2 nor implement the per-floor security.

9.2 The 2019 post tensioned cable inspection is complete and we have received and posted the report. We have engaged Entuitive Engineering to perform a check of the concrete and traffic deck coating. They will be preparing bid documents to correct the PT cable deficiencies and anything found with the concrete and traffic deck coating.

9.3 Unit 122 has completed removal of the sun room on its deck and installation of a new window and door. Our engineers inspected it on July 23 and are in the process of putting together a bid package for our deck repairs. At this time it is not known if we will be able to complete our work this year.

9.4 Unit 123 will have to remove the items on their deck before the 26th floor deck work starts. We have met with them and this is planned for September 28.

10. Owner Renovations (Bob, Sandra):

10.1 Unit 122 requested approval 20190723 to upgrade their electrical service from 60A to 100A. Approval was denied as the building electrical infrastructure will not support a larger service to the residential suites.

10.2 Unit 118 requested approval replace water shutoff valves. Approved 20190820.

10.3 Unit 69 requested approval to replace some flooring and paint the interior of the window frames. Approved 20190820.

11. Building Design Projects (Kathleen, Harrison):

11.1 Design committee is working on options and budget for updating the vestibule, foyer and elevator lobby. Deferred.

11.2 Repairs are complete on the 15th floor bulkheads and we will start on the 27th and 8th floor bulkheads. Harrison is managing.

11.3 Now that thyssenkrupp is nearing finishing we will need to address the 27th floor flooring. With the design committee.

11.4 Kathleen, Margrit and the design committee to look at overall strategy for hallways.

11.5 Two years ago we had approved removing the wallpaper from the 5th floor hallway and painting the walls. A test area was repaired to determine if the repairs would work and what it would cost. Harrison is getting an updated quote. Kathleen to select paint colour which will be similar to the existing colour.

12. Legal (Committee of the Whole):

12.1 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 received Westcor's Affidavit of Records. Bob has put together a package of our records for our lawyer who provided them to Westcor's lawyer. There will be questioning this September.

13. Other (Committee of the Whole):

13.1 Work on irrigation for the planters was deferred though the winter. There are only two planters without drain access points. Harrison is working with Fountainhead on irrigation design. Deferred.

13.2 Telus had previously provided an offer to give a 25% discount on their cable and TV offerings for a period of one year in exchange for being allowed to market their services in the building. This had been deferred due to the Shaw vote and it is unclear if they will continue the offer under the current circumstances. Motion to accept passed in July. Bob to contact Telus.

13.3 We need to update a number of Westmount Place documents including the Reference Guide, Renovation documents, Security Desk manual and the Insurance policies.

13.4 Our bylaws are in need of updating. Brenda volunteered to lead a committee of the whole. Deferred.

13.5 Jules to contact Hub insurance (Marjorie Andersen) regarding their offerings for Owners and tenants. In progress.

13.6 Harrison is obtaining quotes for a digital communications board to reduce the number of notices we post in the elevators. Deferred.

14. Adjourned:

Meeting adjourned at 8:20pm.

Proposed Remaining Regular Meeting Schedule:

(Regular Board meetings are held at 5:30PM in the Westmount Place boadroom)
20190923 Regular Board Meeting
20191028 Regular Board Meeting
20191125 Regular Board Meeting
20191120 Town Hall Budget Presentation at Kerby Centre at 7PM
20200127 Regular Board Meeting
20200224 Regular Board Meeting
20200323 Regular Board Meeting
20200427 Regular Board Meeting
20200521 Annual General Meeting at Kerby Centre at 7PM

Officers of the Board:

President: Harrison Gallelli
Vice President: Brenda Edwards
Treasurer: Rob Parry
Secretary: Bob Boyd

Committees:

Maintenance: Bob, Harrison, Brenda, Rob, Abbas, Sandra
Design: Kathleen, Harrison, Lee Mills, Margrit Mortensen
Insurance: Bob, Harrison, Brenda, Sandra
Communications: Melissa, Harrison, Bob
Landscaping: Kathleen, Lorraine Ellert
Social: Mona Jones

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 2019-20 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.
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.