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 23, 2019

Present: Harrison Gallelli (chair)**,** Bob Boyd (minutes), Brenda Edwards, Rob Parry, Jules Wilkins (via teleconference), Kathleen Dinneen, Melissa Collins (from 7:14), Sandra Williams (MRA), Patrick Payne (Abbas to 6:00)
Absent:
The meeting was held in the Westmount Place boardroom

1. Call to order:
Meeting called to order at 5:30pm by Harrison Gallelli

2. Changes to the Agenda:
Obsolete items to be removed during discussion.
Add marijuana investigation
Add gym bike repair
Add clean up bin

3. Board Motions and Decisions Since The Last Monthly Meeting

3.1 September 15, 2019 Motion by Bob seconded by Rob to approve the minutes of the August 26, 2019 Board meeting and post them to the web site. Motion carried September 16.

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

4.1 DOL20190819 Victaulic leak into unit 16. Repairs will be deferred until after the Victaulic repair project in October as will other units affected by leaking Victaulic couplings.
4.2 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 October.
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 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.

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

5.8 So far it is looking like we have 4 Victaulic couplings to repair this year and there has only been very minor damage. We were unable to do the planned repairs during the September heating system shutdown as some valves would not seal closed. We will be repairing the valves and re-scheduling the heating shutdown for October.

5.9 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. We have tested the vinyl sheet used in most suites and there is no asbestos present.

5.10 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.

5.11 Abbas to provide documentation on pool area repairs performed by Westmount Place for use in the lawsuit with Westcor.

5.12 There is a leak into the racquetball court from the ceiling. Possibly the leak is from the 5th floor deck drain. Abbas to investigate.

5.13 Abbas to confirm the planter sprinklers have been blown down for the winter. There are broken sprinkler heads that will be replaced in the spring.

5.14 The hot tub is currently shutdown because of a chemical imbalance. This is being corrected.

5.15 There is a cracked window in unit 76. We are getting a quote to repair from Bennett Glass.

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

6.1 GST is current.

6.2 Arrears stand at about $11k. 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.
6.4 Suite 503 is rented.
6.5 Rob set up a meeting with Matco who handle our investments attended by Rob, Bob and Kathleen. Further discussion of our investments will be done with our budget planning.
6.6 Bob provided an updated 3-year reserve fund spending plan prior to the Matco meeting.
6.7 Sandra to provide first draft of the 2020 budget by Oct 21 and there will be a meeting to discuss the budget on Oct 24.
6.8 At the budget discussion there will also be a discussion on which items should/can be charged to the reserve fund.
6.9 Cremers and Elliott confirmed they will do the 2019 financial audit.

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. 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 believe we have a solution and will be performing the test in early October.
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 We are working with Divcon on renewing the contract for snow removal and planter maintenance.
7.7 We are awaiting our insurance appraisal update and quotes for insurance renewal.
7.8 It was decided to get a garbage bin for resident use the weekend of Oct 5/6. Sandra to arrange.
7.9 At the last preventative maintenance visit one of the bikes in the exercise room was found to be in need of repairs. After investigating the cost of repairs versus a new bike it was decided not to do the repairs.

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 have been a number of complaints of marijuana smells in bathrooms. We have investigated and believe we have identified the suites involved with the smell travelling through the exhaust ducting. While smoking in a suite isn't against our bylaws letting the odour out is against the bylaws. Bob to provide suite numbers to Sandra who will contact the Owner and property manager for each of the suites. In both cases the suites are rented and the rental agreement probably doesn't allow smoking in-suite.

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. Thyssenkrupp has developed the required software which they will be installing this week. 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. We put together a bid package for repairing the roof and have received back the bids. We have tentatively selected a contractor for the work.

9.4 Motion by Bob seconded by Harrison to approve the budget for repair of the 26th floor roof deck. Motion carried. Budget is conditional on a successful pre-award meeting with the selected contractor.

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

9.6 The 26th floor roof deck work to start on October 15 and last approximately one month weather dependent. We will be using Abbas to provide in-suite security during the project. The contractor plans to use a crane to lift the heavy materials onto and off of the roof.

10. Owner Renovations (Bob, Sandra):

10.1 Unit 100 and 101 requested approval to replace their flooring. Approved 20190924.

11. Building Design Projects (Kathleen, Harrison):

11.1 Design committee is working on options and budget for updating the residential hallways, vestibule, foyer and elevator lobby. Looking to come up with an overarching strategy. Preliminary meetings have been held with a few designers.

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. After review it was decided the 27th floor was not in any worse shape than the rest of the residential hall flooring and is not an immediate issue.

11.4 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 selected a paint colour which is the same as used on our hallway bulkheads.

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 attended questioning Sept 18/19. Each party has a number of undertakings to perform.

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 (renewable) in exchange for being allowed to market their services in the building. Bob and Harrison met with Telus and signed LOU. Telus to provide details on how to claim the discount.

13.3 Canada Post has offered to provide lockable parcel boxes. It was decided we would accept two parcel boxes to be located at the east end of the hallway across from suite 100. Residents would receive a key in their mail box which would allow access to the box with their parcel. The parcel boxes will also accept outgoing mail.

13.4 Proposed date for the annual Christmas party is December 18.

13.5 An owner has requested the ability to rent the office boardroom. Deferred.

13.6 We need to update a number of Westmount Place documents including the Approved Contractors list, Westmount Place Reference Guide, Renovation documents, Security Desk manual and the Insurance policies. Deferred.

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

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

13.9 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 8:09pm.

Proposed Remaining Regular Meeting Schedule:

(Regular Board meetings are held at 5:30PM in the Westmount Place boardroom)
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.