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 28, 2019

Present: Harrison Gallelli (chair)**,** Bob Boyd (minutes), Brenda Edwards, Rob Parry, Kathleen Dinneen, Melissa Collins (from 5:54), Sandra Williams (MRA), Patrick Payne (Abbas to 6:09)
Absent: Jules Wilkins
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.
Approval of 2020 budget

3. Board Motions and Decisions Since The Last Monthly Meeting

3.1 October 2, 2019 Motion by Bob seconded by Brenda to fine suite 1801 the sum of $50 per occurrence of violation of bylaw 62. d) ii) for allowing marijuana smoke odours to emanate or escape from their unit starting October 13, 2019 after the 10 day grace period for them to correct this situation. Motion carried.
3.2 October 2, 2019 Motion by Bob seconded by Brenda to evict the tenants of suite 1801 as per bylaw 51. b) ii) if there are three fines imposed on the suite for violation of bylaw 62. d) ii). Motion carried.
3.3 October 8, 2019 Motion by Bob seconded by Brenda to approve the minutes of the September 23, 2019 Board meeting and post them to the web site. Motion carried October 9.
3.4 October 24, 2019 Motion by Rob seconded by Harrison to accept the HUB insurance policy renewal for the 2019/2020 year. Motion carried October 24.

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 DOL20191015 Mold found in unit 101 during renovation. Remediation in progress.
4.3 DOL20191023 Toilet overflow from unit 107 into unit 103. Damage appears minor. Toilet was repaired and incident is complete.

4.4 Associa (parent company of MRA) put on an insurance seminar for board members Sept. 26. Attended by Bob and Rob.

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 October 29.

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

5.5 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. Drip pan has been installed.

5.6 Some leaks around the chimney of unit 106. We have authorized repair of all the flashing around all the chimney's. Chimney flashing has been repaired.

5.7 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. Repair completed Oct 16.

5.8 After the Victaulic coupling repair was completed another coupling leak was found in unit 16. We will be performing an emergency repair.

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

5.10 There is a leak into the racquetball court from the ceiling. Possibly the leak is from the 5th floor deck drain. Abbas investigated and it appears there is a leak around the drain. This will be addressed by the deck project work next year.

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

5.12 We are in the process of investigating repair of the domestic water pressure reducing station located on the 4th floor.

5.13 We have brought in a specialist to investigate the amount of repairs that have been needed on the Laars boilers.

5.14 Unit 107 parapet flashing was seen flapping in the wind. This is considered a safety issue. We are arranging access to repair.

5.15 Unit 127 was requested to repair a leaking toiled.

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 Unit 86 has not paid their condo fees since June. There is already a caveat on the title.
6.4 Motion by Bob seconded by Melissa to send a demand letter to unit 86. Motion carried.
6.5 Four of the lockers in the parkade are under lease.
6.6 Suite 503 is rented.
6.7 Upon a motion duly made by Rob Parry and seconded by Harrison Gallelli it was resolved that the Westmount Place 2020 budget be hereby adopted for operating expenses, reserve fund contributions and contingency totalling $2,213,087.00 for the fiscal year commencing January 1, 2020. The budget of $2,213,087.00 consists of operating expenses of $1,513,087, 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 2021. The amount of $2,213,087.00 will be raised through condominium unit fees assessment of $2,187,862 and $25,225 via other sources. Motion unanimously carried.
6.8 The amount of $2,187,862 represents an approximate 1.2% increase in the amount collected via unit fees.
6.9 Concern was expressed about whether MRA was paying invoices promptly. Rob to work with MRA.

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. Sandra is obtaining quotes.
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 December 11.
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. The door issues have been addressed and the fire pump testing completed. We are working to resolve the outstanding deficiencies including the glycol filled sprinklers.
7.5 We are looking into options for the monthly fire pump testing. We have had success with North Star on the fire inspection deficiencies.
7.6 We are working with Divcon on renewing the contract for snow removal and planter maintenance.
7.7 Our insurance was renewed with Hub. We only had one quote as AJG refused to quote due to our claims history. We have been advised that the insurance industry is pulling back from unprofitable business areas.

7.8 One suite was having difficulty getting Shaw to service the cable feeding the suite. Shaw claimed that it was the building's responsibility. Bob met with Shaw today and we believe the issue has been resolved and that Shaw understands the cable to the suite is their responsibility.

7.9 As part of our fire plan approved by the city we will have to have two fire drills per year.

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. See motions by email.

8.3 Lime scooters have been regularly brought into the building. We believe this is a violation of the bylaws in that the suite is being used to earn money by charging the scooters. There is no other reason to bring them into the building.

8.4 Motion by Bob seconded by Brenda to not allow Lime or Bird scooters into the building. Motion carried. Melissa and Kathleen abstained.

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

9.1 The elevator project is now complete except for the security system and removing the hoarding. Bob will be meeting with Paladin for a final inspection of the security system. Initially we were looking at having residents pick up their guests. This does not appear to be viable so we are asking Paladin for other options. We need signage to direct people to the freight elevator with any bulky items before we remove the hoarding.

9.2 We are concerned about the number of problems with the new elevators. We have requested a meeting with thyssenkrupp to discuss. Sandra to obtain a report from thyssenkrupp for all the service calls since May when thyssenkrupp claimed to be complete. Melissa to participate in discussions with thyssenkrupp.

9.3 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.

9.4 We have the bid documents for the PT cable repair and are currently reviewing them.

9.5 We have Entuitive's report on the maintenance work required on the concrete and traffic deck coating in the parkade. We are waiting on the bid documents for review.

9.6 We will be bidding out the PT and parkade maintenance projects with options to do one or both projects and options for timing. It is likely the maintenance work will require a short shutdown of the parkade as some of the work involves the driving lanes and the bottom of the main ramp.

9.7 Tru-Craft were selected to repair the 26th floor roof/deck. Work began Oct 15 and is expected to take 4-6 weeks depending on weather. We have successfully completed the flood test on the part of the deck associated with unit 122.

9.8 We have experienced close to or below freezing temperatures at the very bottom of the parkade. Motion by Harrison seconded by Brenda to install a unit heater in P4 east. Motion carried.

10. Owner Renovations (Bob, Sandra):

10.1 Unit 106 requested approval to replace the electrical service to the suite. The request was denied because of lack of available infrastructure.

11. Building Design Projects (Kathleen, Harrison):

11.1 The design committee has select McKinley Burkhart to develop the design concepts for renovation of the common areas of our building. Our designer will be Diane Cassidy.

11.2 Motion by Kathleen seconded by Brenda to approve the budget for the initial design concept stage. Motion carried.

11.3 We are expecting to complete the design concept in January. The first area to be targeted for renovation is the main floor followed by the residential hallways then the other hallways and amenity areas.

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

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 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 An owner complained about the security patrols entering the ladies locker area. We believe the patrols are necessary and that they need to be random so we won't be posting

a schedule. We will be posting signs that the patrols will happen and that it is at the discretion of the user of the facilities whether they continue to do so.

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 Harrison has arranged with Telus for free Wi-Fi services for some areas. The discount will not begin until Telus has held a lobby sales event at which time discount information will be distributed.

13.4 Proposed date for the annual Christmas party is December 18. Motion by Rob seconded by Harrison to provide $500 toward the party. Motion carried.

13.5 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.

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

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

13.8 Harrison is obtaining quotes for a digital communications board to reduce the number of notices we post in the elevators. He provided some concept and costing information to the Board. It was decided to test a demo of the concept in the foyer area. Motion by Harrison seconded by Melissa. Motion carried.

13.9 Previously the Board had advised our concierge staff that they were not to engage in suite monitoring for residents who were away. Our concern was the potential liability of the Corporation should there be issues. This was discussed again and it was decided there would be no change to the policy.

14. Adjourned:

Meeting adjourned at 8:56pm.

Proposed Remaining Regular Meeting Schedule:

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

20191119 Town Hall Budget Presentation at Kerby Centre at 7PM

20191125 Regular Board Meeting

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.