# *WESTMOUNT PLACE*

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

## Minutes of Meeting of the Board of Directors
## May 19, 2020

**Present:** Harrison Gallelli (chair)**,** Bob Boyd (minutes), Brenda Edwards, Rob Parry, Kathleen Dinneen, Melissa Collins, Jules Wilkins, Sandra Williams (MRA to 6:39), Robin Klimchuk (Abbas to 5:47)
**Absent:**
The meeting was held via video conference

**1. Call to order:**
Meeting called to order at 5:39pm by Harrison Gallelli

**2. Changes to the Agenda:**
Obsolete items to be removed during discussion.

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

3.1 April 28, 2020 Decision to repair the unsafe wiring under the security desk and remove any unnecessary/obsolete equipment.
3.2 May 5, 2020 Motion by Rob to approve the March 2020 financial reports seconded by Harrison. Motion carried May 5.
3.3 May 17, 2020 Motion by Bob seconded by Brenda to approve the minutes of the April 27, 2020 Board meeting and post them to the web site. Motion carried May 17.

**4. Insurance (Led by Bob, Sandra Williams, Abbas)**
Note that as of January 1, 2020, per the revisions to the Condominium Property Act, the Owner is responsible for all damage caused by a water leak from their suite up to the insurance deductible. There is no longer a requirement to determine negligence.

4.1 DOL20200422 leak from a toilet line in unit 32. Damage to units 24, 16. The owner had not replaced his toilet line to an approved type as requested of all owners in 2019. All costs to the owner of unit 32. During the investigation unit 8 had not supplied an access key to the security desk and a locksmith was brought in to access the unit. Costs for the locksmith to be charged to unit 8. Quotes to repair units 24 and 16 received and approved.
4.2 DOL20200518 Leak from a sink line in unit 38 into unit 25. Damage to unit 25. Quote being obtained for repair. All costs to the owner of unit 38.

**5. Building Maintenance And Operations (Led by Bob, Harrison, Brenda, 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 May 13. Next shutdown not scheduled.

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

5.3 We are in the process of investigating repair of the domestic water pressure reducing station located on the 4th floor. We think we need an engineer to design the repair or replacement. On hold.

5.4 It was noted that the wall at the west end of the pool has been compromised by water/humidity at the bottom. It has been decided not to repair in kind as the small ceramic tiles are very expensive. We will wait for the results of the design concept work and develop a solution based on it. On hold.

5.5 Some suites are supplied with natural gas for their fireplaces. There is concern that they don't properly lock off when the gas supply is interrupted. We arranged for a safety inspection of all suites with gas lines. Current code met if the fireplace dampers are fixed open. We are looking for other solutions as this would waste a lot of heat.

5.6 The MUA duct insulation in the pool area is not adequate. Additional insulation will be installed when the weather is warmer.

5.7 The parkade sweeper is not operational. We are looking at options to repair or replace.

5.8 Abbas following precautions with respect to COVID-19. Sanitizing mechanical rooms. Taking precautions entering suites such as asking the residents if they are in isolation and using face and hand protection. Limiting entry to suites where the issue is minor.

5.9 It was noted that our building fire alarm may not be heard or seen in some of the mechanical rooms. We will be performing a test. As a result of the test we are looking into additional alarms in the mechanical areas.

5.10 It was noted the fire panel controls for the parkade exhaust fans are not working correctly. We are arranging repairs. Until the repairs are made we will be controlling the fans from the electrical room.

5.11 We will be installing composite board bumpers in the loading dock to prevent damage to the bricks from being hit by the bins.

5.12 We have had a couple of complaints of drainage problems with the R drain stack which causes water from washing machines to back up into tubs. We are in the process of arranging to clean the stack.

5.13 There is currently a leak in one of our hot water storage tanks on the 29th floor. There are 3 tanks all of the same age. We are in the process of getting quotes to replace.

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

6.1 GST is current.

6.2 Arrears stand at about $8k. 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 which had previously fallen well behind on its fees but paid up is now falling behind again. Sandra spoke to the Owner. A demand letter is still in place as well as a caveat.

6.4 Motion by Rob that if unit 86 doesn't clear their outstanding amount in 7 days we will request accelerated payments. All condo fees for the remainder of the year would become due and payable immediately. Seconded by Jules. Motion carried.

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

6.6 Suite 503 is rented until the end of May.

6.7 We have received an offer to rent suite 503 for $1150/month which is $75 less than the current rent. Motion to accept the offer by Harrison seconded by Rob. Motion carried.

6.8 The audit is complete. Normally the results of the audit would be presented to the owners at the AGM. The AGM has been indefinitely delayed due to the restrictions on gatherings. Rob to work with Harrison to prepare an explanation of the audit for distribution to the owners.

6.9 Rob is looking into creating a separate chequing account for the reserve fund to avoid co-mingling of funds in our normal operating account. This account is currently being set up. Future reserve fund payments will be made from this account and not out of the normal operating account.

6.10 Invoices for our credit card are now going to MRA for payment. The card has Magdi's name on it. Sandra to confirm that it also has Westmount Place.

6.11 As the financial report for April was just received today Rob will review the reports and make a motion via email to approve.

**7. Building Management (Committee of the Whole):**

Sandra provides a Property Managers report before each meeting.

7.1 Parkade cleaning last completed December 14. Next cleaning May 30. We were unable to confirm that the Kerby Centre is available. Check again next week. If not there is free street parking on Saturday's.

7.2 Window cleaning in the spring starting March 31. It is believed cleaning is now complete.

7.3 Carpet cleaning last completed December 11. Next cleaning June 10.

7.4 Spring fling cleaning bin scheduled for May 23 and 24.

7.5 A broken window in unit 76 needs to be repaired. Window ordered.

7.6 There are no contract renewals coming up soon.

**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 A complaint has been received about children creating noise in the halls and in their suite late at night. A letter was sent to the 2 suites with children. We have asked the owner to continue to document the problem with security. If the problem continues we will have to take stronger action.

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

9.1 The post tensioned cable repair project is complete. The sidewalk repair and driveway repairs will take place after we get approval from the city. The city inspector was on site today.
9.2 The parkade concrete and traffic deck coating repairs are complete.
9.3 The 5th floor roof/deck project is complete. There is some minor work left to fix the curtain wall caulking. As the tenants are moving out of unit 6 this should be completed quickly.
9.4 We are looking at repairs to the membrane under the driveway. Failure of this membrane was partly responsible for failure of some post tensioned cables under the east plaza area. We have budgetary costs and have commissioned Entuitive to produce a project design.
9.5 We queried Tru-Craft with respect to repairing the remaining roof/decks on 9, 22 and 28. While we would likely get good pricing at this time we decided not to proceed. Access to all these decks would have to be through suites and the situation is not considered urgent. This project is still scheduled for spring 2021.

**10. Owner Renovations (Bob, Sandra):**

10.1 May 12, 2020 received the final documentation on the renovation for unit 106.
10.2 April 25, unit 125 requested approval for a storage unit for their parking stalls. More details required. Details were provided and the request approved.

**11. Building Design Projects (Kathleen, Harrison):**

11.1 The design committee has selected McKinley Burkhart to develop the design concepts for renovation of the common areas of our building. The project is now complete and final documentation has been received. It was decided to not put up display boards until the construction phase.
11.2 We had intended to move from the design phase into the execution phase for the main floor vestibule, foyer and elevator lobby. With the issues around the COVID-19 virus we will be deferring this project.

**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. Bob attended questioning Sept 18/19. Each party has a number of undertakings to perform. Undertaking answers were received from Westcor. Bob has provided our lawyer with the answers to our undertakings. This case is on hold.

**13. Other (Committee of the Whole):**

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

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

13.3 The spring landscaping cleanup has been arranged.

13.4 It was decided to replace the tree that was damaged in the south west planter.

13.5 Because of the need for social distancing and current limitations on gathering sizes we cannot guarantee when the AGM can be held. At this point the Kerby Centre is closed and we have not booked the AGM.

13.6 The dates of May 19, June 22 and July 20 were chosen for regular Board meetings at the last meeting. Due to the release dates for the financial report it was decided to change the remaining meeting to June 29 and July 27.

**14. Adjourned:**

Meeting adjourned at 6:56pm.

**Proposed Remaining Regular Meeting Schedule:**

(Regular Board meetings are held at 5:30PM in the Westmount Place boardroom)
20200629 Regular Board Meeting
20200727 Regular Board Meeting
TBD 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, Abbas, Sandra
Design: Kathleen, Harrison, Lee Mills, Margrit Mortensen
Insurance: Bob, Harrison, Brenda, Sandra
Communications: Melissa, Harrison

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.*