WESTMOUNT PLACE

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

Minutes of Meeting of the Board of Directors
July 27, 2020

Present: Harrison Gallelli (chair)**,** Bob Boyd (minutes), Brenda Edwards, Rob Parry, Kathleen Dinneen, Sandra Williams (MRA), Patrick Payne (Abbas part time)
Absent: Jules Wilkins, Melissa Collins
The meeting was held via video conference

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.

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

   3.1 July 7, 2020 Decision to install a new Telus phone line for Chubb to use in monitoring our fire panel.
   3.2 July 12, 2020 Motion by Bob seconded by Kathleen to approve the minutes of the June 29, 2020 Board meeting and post them to the web site. Motion carried July 13.
   3.3 July 13, 2020 Decision not to allow Rogers to install a fibre optic cable to the building for possible future use by commercial suites. To be reviewed if a commercial suite wants to use Rogers for their Internet connection.
   3.4 July 13, 2020 Decision to accept the Fountainhead quote to replace the shower valves in the men's shower room.
   3.5 July 15, 2020 Decision to renew the Kydrid overhead door maintenance contract for another year.
   3.6 July 17, 2020 Motion by Rob seconded by Brenda to approve the June financial report. Motion carried July 27.
   3.7 July 20, 2020 Decision to drain the building heating system and repair the leaking Victaulic couplings.

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. Repairs to unit 16 and 24 complete.

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.

4.3 DOL20200615 Tub drain from unit 126 leaked into unit 123. Report prepared. Unit 126 arranging for repairs.

4.4 DOL20200719 Victaulic leaks various locations. Building heating system drained and repairs made to Victaulic couplings. We will be obtaining quotes for the in-suite repairs.

4.5 DOL20200727 Leak from above unit 55 affecting units 55, 43, 37 and 31. Currently under investigation.

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

5.2 Last domestic water shutdown July 9. Next shutdown not scheduled.

5.3 Patrick and Harrison met with AHS over concerns that had been identified to them about having water shutdowns during the pandemic. AHS were satisfied that the shutdowns were a necessary part of maintaining our building and were allowed within the provincial guidelines. We are currently trying to limit non-emergency domestic water shutdowns to one every two months.

5.4 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.

5.5 There was a leak in one of our hot water storage tanks on the 29th floor. There are 3 tanks all of the same age. These were all replaced with the last water shutdown.

5.6 The building heating system was shutdown July 20 due to the amount of leakage from Victaulic couplings on the north west corner of the building. The couplings were repaired and the heating system refilled today.

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 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. We have also requested accelerated payments. Our lawyer has been instructed to file a statement of claim as soon as we can.

6.4 Unit 138 has never paid their condo fees since the unit was purchased. This has been determined to be an error in the PAP not collecting for this unit. The fees have been paid and the interest waived.

6.5 For some reason the amount owed by unit 75, a charge back for delaying the parkade repairs, was not on the arrears report. Sandra to investigate.

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

6.7 Suite 503 is rented until the end of May 2021.

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.

7. Building Management (Committee of the Whole):

Sandra provides a Property Managers report before each meeting.

7.1 Parkade cleaning last completed May 30. Next cleaning November/December.

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

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

7.4 Our insurance renewal is at the end of October. We are currently getting an updated appraisal. Our current insurer, Hub, sent out a questionnaire. One question related to the use of aluminum wiring. It is believed we have some aluminum wiring in the building. We will be investigating.

8. Bylaws (Committee of the Whole):

8.1 The existing renovation sites appear to be in compliance with the bylaws and approved renovation requests except as noted below.

8.2 Unit 106 installed a fabric mat over their deck pavers and under their deck covering contrary to their renovation approval. This material may interfere with proper drainage of the deck. At this time we are not requiring them to remove it. It will have to be removed, along with the deck covering, when we do the deck repair currently scheduled for next year. At that time we will have our engineer comment as to whether it will be allowed. Prior to that any damages cause by poor drainage will be the responsibility of the owner.

8.3 Motion by Harrison seconded by Brenda that unit 36 has 10 days to correct their bylaw violation or receive a $50/day fine. Unit 36 installed patio lights and wiring along their parapet wall without approval. This is to be removed. Motion carried.

8.4 Motion by Harrison seconded by Brenda that unit 46 has 10 days to correct their bylaw violation or receive a $50/day fine. Unit 46 installed a shelf on their balcony railing without approval. This is to be removed. Motion carried.

8.5 Motion by Harrison seconded by Brenda that unit 85 has 10 days to correct their bylaw violation or receive a $50/day fine. Unit 85 enclosed their balcony with a fine mesh screen without approval. This is to be removed. Motion carried.

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

9.1 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. Entuitive has produced a design and we have received a proposal from Burton. A draft budget was prepared and provided to the board. There is a question as to whether we include the city sidewalk at each end of the driveway.

9.2 Motion by Harrison to approve the driveway membrane repair budget seconded by Rob. Motion carried. Kathleen to check on whether we should include the city sidewalk work.

10. Owner Renovations (Bob, Sandra):

10.1 July 7, 2020 verbal request from unit 6 to install and electrical outlet on their deck. They were advised that if they didn't already have one they should submit a renovation request.

10.2 July 15, 2020 Renovation request from unit 95 to replace flooring, doors, cabinets and plumbing fixtures. We are waiting on flooring information.

10.3 July 17, 2020 Received some renovation materials for unit 76. We are waiting on the rest including details of the renovation. Sandra is working on getting information from the new owners.

11. Building Design Projects (Kathleen, Harrison):

11.1 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 are 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. We were asked by Westcor's counsel to participate in a non-binding Judicial Dispute Resolution (JDR) to which we agreed.

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 Harrison contacted our insurer regarding re-opening the amenity areas. Their response was vague and not useful.

13.4 Re-opening of the amenities was discussed and it was decided they will remain closed as we cannot meet the provincial requirements for their opening. We will review this again at the next board meeting.

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 Harrison has been looking into maintenance tracking software and has signed up for a preview of a possible package. He will provide an update at the next meeting.

14. Adjourned:

Meeting adjourned at 7:00pm.

Proposed Remaining Regular Meeting Schedule:

(Regular Board meetings are held at 5:30PM in the Westmount Place boardroom)
20200824 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, Kathleen, 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.