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 31, 2020

Present: Harrison Gallelli (chair)**,** Bob Boyd (minutes), Brenda Edwards, Rob Parry, Kathleen Dinneen, Jules Wilkins, Melissa Collins, Sandra Williams (MRA to 6:33), Robin Klimchuk (Abbas part time)
Absent:
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 28, 2020 Decision to award the driveway repair project to Burton. We will also have them clean and reseal the plaza areas. We decided not to repair the city sidewalk portion.
   3.2 August 4, 2020 Decision to approve the Aqua Efficient quote to replace the sprinklers in the main planter.
   3.3 August 13, 2020 Motion by Rob seconded by Brenda to approve the July financial report and post to the web site. Motion carried August 13.
   3.4 August 21, 2020 Motion by Bob seconded by Brenda to approve the minutes of the July 27, 2020 Board meeting and post them to the web site. Motion carried August 21.
   3.5 August 24, 2020 Decision to drain the building heating system and repair the leaking Victaulic couplings. Shutdown scheduled for Sept 3.
   3.6 August 31, 2020 Decision to engage Entuitive to perform the annual post tensioned cable inspection. This year the inspection will include the parkade and tower.

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 DOL20200518 Leak from a sink line in unit 38 into unit 25. Damage to unit 25. Leak repaired. Quote being obtained from Abbas for repair to unit 25. All costs to the owner of unit 38.

4.2 DOL20200615 Tub drain from unit 126 leaked into unit 123. Report prepared. Unit 126 arranging for repairs. Abbas to also provide quote. All costs to unit 126.

4.3 DOL20200713 Leak from unit 52 shower area into unit 46 due to compromised caulking. Owner of suite 52 is attempting to repair the shower leak. Abbas to confirm leak is repaired. All costs to unit 52.

4.4 DOL20200719 Victaulic leaks various locations. Building heating system drained and repairs made to Victaulic couplings. Suite repairs in progress. Abbas to include status in their weekly report.

4.5 DOL20200727 Leak affecting units 55, 43, 37 and 31. Source of water could not be confirmed. Repairs in progress.

4.6 DOL20200727 Leak affecting unit 13 laundry area. It is believed this is related to the Victaulic repairs and will be included with that repair.

4.7 DOL20200817 Leak from toilet drain in unit 34 into unit 27. Drain has been repaired. Need quote for repairs from Abbas. All costs to unit 34.

4.8 DOL20200824 Leaking Victaulic coupling in unit 71. Building to be drained Sept 3 and coupling repaired. Suite repairs to be included with other Victaulic related repairs.

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 scheduled for Sept 2.

5.3 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.

5.4 There will be a building heating system shutdown Sept 3 to repair a leaking Victaulic coupling. The shutdown will not include the commercial floors so there should be domestic hot water in the building.

5.5 A complaint was received about dirty water from a drain pipe into stall 192. This comes from the drain at the bottom of the ramp into the parkade. We are looking at options to resolve.

5.6 We have had complaints of no cold water on the 16th floor. This was traced to unit 72 but it appears there is also another source.

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

6.1 GST is current.

6.2 Arrears stand at about $16k. 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. 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 For some reason the arrears on the management report does not include all the items in the monthly financial report. Sandra to investigate.

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

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

6.7 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 worked with Harrison to prepare an explanation of the audit for distribution to the owners. The PowerPoint presentation is complete.

6.8 The amounts owing between the operating account and the reserve account should be reconciled monthly. Rob to provide an email to MRA giving the authority to do this.

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 have just received an updated appraisal and will be getting two quotes. 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 investigated and found the aluminum wiring is only used for the main distribution and not within suites or to building fixtures. Our electrician confirmed that the aluminum wiring is properly installed and safe.

7.5 It was decided that our night security will not hand out our suite emergency keys to suite owners or tenants.

7.6 One of the compost bins was stolen. The issue was reported to Waste Management who owns the bin and they will replace it.

7.7 We are having the Clean Team install a shield screen at the security desk.

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 36 installed patio lights and wiring along their parapet wall without approval. They have been removed without a fine.

8.3 Unit 46 installed a shelf on their balcony railing without approval. This has been removed without a fine.

8.4 Unit 85 enclosed their balcony with a fine mesh screen without approval. This was removed but late and the owner has been fined $350.

8.5 Unit 84 guest brought a dog into the building. They were advised that animals were not allowed in the building as residents or guests.

8.6 Unit 117 guest brought a cat into the building. They were advised that animals were not allowed in the building as residents or guests.

8.7 Unit 105 put a boat and trailer into their parking stall. They were advised this was a contravention of the bylaws as to what can be in a parking stall. It has been removed.

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

9.1 We are making 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. Burton has been awarded the contract and work is under way. It is expected to finish late September.

9.2 When the concrete topping was removed from the driveway we found that the concrete was very thin at the ends and that there was a void under the city sidewalk. We will need to use a polymer concrete mix at the ends of the driveway to obtain the necessary strength. We will also put a low strength concrete under the sidewalk to fill the void.

9.3 The replacement of the irrigation system in the main planter is complete. We now have zoned pressure control and shrubblers that can be individually tailored for each plant to supply the correct amount of water.

9.4 Repair of the tower makeup air dampers on each floor is progressing. Most are complete with the exception of the commercial floors. There does not appear to be a source of fresh air for the main floor.

10. Owner Renovations (Bob, Sandra):

10.1 July 15, 2020 Renovation request from unit 95 to replace flooring, doors, cabinets and plumbing fixtures. Request approved July 29.

10.2 July 17, 2020 Received some renovation materials for unit 76. Remainder of the request received August 11. Renovation approved August 23.

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. We have no timing set for this.

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 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.

13.4 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.

13.5 Harrison has been looking into maintenance tracking software. He has been looking at 3 software packages and will send out an email motion for a trial use of one of them.

13.6 A Westmount Place YouTube site has been created. It is at https://www.youtube.com/channel/UCzXf6WANYisdFE1e_yukMew/

14. Adjourned:

Meeting adjourned at 7:19pm.

Proposed Remaining Regular Meeting Schedule:

(Regular Board meetings are held at 5:30PM in the Westmount Place boardroom)
20200928 Regular Board Meeting
20201026 Regular Board Meeting
20201123 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.