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 28, 2020

Present: Harrison Gallelli (chair)**,** Bob Boyd (minutes), Brenda Edwards, Rob Parry, Kathleen Dinneen, Melissa Collins, Sandra Williams (MRA), Patrick Payne (Abbas part time)
Absent: Jules Wilkins
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 September 13, 2020 Motion by Bob seconded by Rob to purchase a replacement for our parkade sweeper which is no longer working. Motion on hold waiting on proposal from Komodo to periodically sweep the drive lanes. Estimate is $400/occurrence.
   3.2 September 14, 2020 Decision to purchase a replacement mirror for the first floor elevator lobby to replace the one that fell down.
   3.3 September 25, 2020 Decision to shut down the old Keyscan system currently controlling the overhead door. This system was functionally replaced by the new security system installed in 2017.
   3.4 September 27, 2020 Motion by Bob seconded by Harrison to approve the minutes of the August 31, 2020 Board meeting and post them to the web site. Motion carried September 27.

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.

   This has created a situation where Owners are responsible for repairing suites they do not own and do not have a means to access. It was decided that the Owner responsible for the repair has 10 days to show repairs are substantially under way or completed. If this cannot be shown the Corporation will perform the repairs and back charge the responsible unit.

Because of the Owner to Owner nature of these repairs the Corporation has difficulty tracking the work being done and the status of the repairs. Affected Owners are requested to reach out to our Property Manager, Sandra Williams, or our Building Operator if their repairs are not being promptly resolved.

We continue to have issues where Owners/Tenants are not allowing our contractors in to effect repairs to their suite or are requesting specific access conditions. We will only allow this to continue for a maximum of 10 days. Depending on the situation we will either demand entry per the Act and our Bylaws or we will cease trying to make the repair and the responsibility to repair will fall on the Owner.

4.1 DOL20200518 Leak from a sink line in unit 38 into unit 25. Damage to unit 25. Leak repaired. Quote 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 also provide quote. All costs to unit 126. Issue is respolved
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 confirmed 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. First round of repairs to be completed Friday.
4.5 DOL20200727 Leak affecting units 55, 43, 37 and 31. Source of water could not be confirmed. Repairs in progress.
4.6 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.
4.7 DOL20200921 Leaking sink in unit 62. Shutoff valves not holding. Called Fountainhead in on an emergency basis and stopped leak. No damage to other units. All costs to repair to unit 62.

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 Sept 2. Next shutdown scheduled for Oct 7.
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 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. We did not receive a suitable solution. Abbas to clean the area from time to time.

5.5 The heat exchanger coils in the makeup air units were cleaned.

5.6 We have a few burned out bulbs in the front of the building and some motion sensors in the electrical rooms aren't working. We have not had a response from CLP. Sandra to contact them.

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

6.1 GST is current.

6.2 Arrears stand at about $5k. 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. Fees have been paid to the end of the year.

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. Apparently some old items are showing as current.

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 video presentation is complete. Harrison to forward to Bob to put on the web site.

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

6.9 Sandra to provide Harrison with a record of our credit card payments.

6.10 MRA is currently making revisions to the August financial reports. When this is complete Rob will send out an email motion to approve.

6.11 For some reason we have had difficulty with MRA paying Tru-Craft their remaining amounts for the 5th floor deck work completed in the spring. MRA to resolve.

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 December 5. Kerby Centre parking has been confirmed.

7.2 Window cleaning in the spring starting March 31 is now complete. We are trying to obtain a date for a fall cleaning.
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. Harrison has been in discussion with AJG over our claims history.
7.5 We have received complaints from Waste Management that our recycle bin contains contaminated materials. This may result in additional charges to handle contaminated material. Apparently one issue is using plastic bags to contain materials dropped into the bin. Plastic bags are not allowed in the recycle bin. Sandra to confirm requirements with Waste Management.
7.6 Unit 109 has condensation in one window. Also we have the same issue with some of the windows in the pool area. We are obtaining quotes to repair or replace.

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 A smoke alarm was triggered on the east side of the 14th floor resulting in a fire department response. Residents are reminded it is their responsibility to not allow smoke out of their apartment and in particular should not open their suite door to let smoke from cooking into the hallway.

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

9.1 We are making 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. The curbs and bollards will be installed tomorrow. It is expected to finish October 5.
9.2 Repair of the tower makeup air dampers on each floor is complete. There does not appear to be a source of fresh air for the main floor.

10. Owner Renovations (Bob, Sandra):

10.1 August 31, 2020 Received request from unit 103 to replace shutoff valves Request approved Sept 1.

11. Building Design Projects (Kathleen, Harrison):

11.1 No new items or changes.

12. Legal (Committee of the Whole):

12.1 No new items or changes.

13. Other (Committee of the Whole):

13.1 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.

13.2 Because of the need for social distancing and current limitations on gathering sizes we cannot guarantee when the AGM can be held.

13.3 Harrison has been looking into maintenance tracking software. He has been looking at 3 software packages and believes the best current choice for us is Yardi Breeze at a cost of about U$1/unit/month. Yardi is also working on a condo specific version and we should be able to transition to that when it is available for half the cost.

13.4 Motion by Harrison seconded by Rob to purchase one year of Yardi Breeze to evaluate its usefulness to us. Harrison to set up. Motion carried.

14. Adjourned:

Meeting adjourned at 7:03pm.

Proposed Remaining Regular Meeting Schedule:

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