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 26, 2020

Present: Harrison Gallelli (chair)**,** Bob Boyd (minutes), Brenda Edwards, Rob Parry, Kathleen Dinneen, Melissa Collins, Jules Wilkins, Sandra Williams (MRA), Patrick Payne (Abbas part time to 6:09)
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 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 Komodo to sweep the drive lanes so we can judge their effectiveness. Estimate is $400/occurrence. Sandra is arranging a sweeping.
3.2 September 29, 2020 Motion by Rob seconded by Kathleen to approve the August financial report and post to the web site. Motion carried October 18.
3.3 October 18, 2020 Motion by Bob seconded by Brenda to approve the minutes of the September 28, 2020 Board meeting and post them to the web site. Motion carried October 18.
3.4 October 23, 2020 Motion by Rob seconded by Brenda to approve the September financial report and post to the web site. Motion carried October 23.

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 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. Work is nearly complete and Abbas is obtaining COC's. Expect to be completed within two weeks.
4.2 DOL20200727 Leak affecting units 55, 43, 37 and 31. Source of water could not be confirmed. Repairs in progress and have been included with Victaulic repairs.
4.3 DOL20200727 Leak in laundry room of unit 13.
4.4 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.
4.5 DOL20201007 Fridge line leak in unit 34. All costs to unit 34.
4.6 DOL20201007 Dishwasher leak in unit 27 also affecting units 28, 20, and 12. This is the second dishwasher leak this year from unit 27. All costs to unit 27. Abbas has provided quote to repair all units. Sandra to contact unit 27.
4.7 DOL20201008 Laundry room leak in unit 16 also affecting unit 140. All costs to unit 16.
4.8 DOL20201016 Dishwasher leak in unit 128B. All costs to unit 128B

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 Oct. 8. Next shutdown is not scheduled.
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 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 despite efforts by Sandra and Abbas to contact them.
5.5 Issues with the loading dock doors and the door into the elevator lobby on the main floor. Calgary Lock and Safe has been engaged.

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

6.1 GST is current.

6.2 Arrears stand at about $5k exclusive of fines. 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 Sandra is now using a new arrears report which is more accurate in describing the current arrears.

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

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

6.6 MRA will be correcting the financial report to charge the irrigation system to the reserve fund.

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. [NOTE: Subsequent to the meeting the video presentation was posted to the web site.]

6.8 A budget meeting was scheduled for Nov 2 for the board to develop the proposed 2021 budget. Sandra has provided a draft budget.

6.9 There will not be an Owners budget meeting this year due to the government restrictions on gathering sizes.

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 but at this time it is unlikely to happen.

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

7.4 We received a quote from Hub for our insurance renewal and AJG declined to quote. The Hub quote is almost $164k which is $60k above our current insurance. This was discounted from $240k! Many deductibles have increased and/or the coverage has decreased. The water deductible is now $75k up from $25k. Note that suite owners are liable for up to $50k per the current Condominium Act. Also significantly they have stated a communicable disease exclusion.

7.5 Motion by Harrison seconded by Rob to accept the Hub quote along with the optional Privacy Breach and Terrorism insurance. Motion carried unanimously.

7.6 We have received complaints from Waste Management that our recycle bin contains contaminated materials and that it is often overloaded. A notice has been sent to all residents as to what is allowed in the recycle bin. Sandra is working with WM to see what options we may have to increase our recycle capacity.

7.7 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 20200928 Unit 83 lost their mailbox key and damaged the mail box so it would stay open. Unit 83 to repair the mailbox or it will be repaired and back charged.

8.3 20201010 Unit 106 hosted a party where a drunk and disorderly guest intentionally damaged a protective mat in the freight elevator. We will be replacing the mat and back charging unit 106 the cost.

8.4 20201019 Guests to a residential unit were observed vaping in an elevator. They were advised this was unacceptable.

8.5 20201025 A guest to unit 117 was observed bring a cat into their suit. This is the second incident as they were warned in August for the same offence. Motion by Bob seconded by Brenda to fine unit 117 the amount of $100/day for any day they have an animal in the building contrary to our bylaws. Motion carried.

8.6 20201025 The Owner of unit 125 has been closing the makeup air supply to their floor. This could negatively affect the health and safety of the residents on the floor and they were advised to stop. Should this behaviour continue we will impose a fine. If they have caused any damage to the supply louvres we will repair or replace them and back charge the costs.

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

9.1 The driveway membrane repairs are now complete.

9.2 Entuitive has been engaged to perform the annual post tension cable review. This year the review will include both the parkade and the tower.

10. Owner Renovations (Bob, Sandra):

10.1 September 28 Request by unit 35 to replace their washing machine shutoff valves. Approved October 1.

10.2 September 29 Request by unit 35 to paint their unit. Approved October 1.

10.3 October 7 Request by unit 125 to replace their doors, kitchen and bathroom cabinets, install new hardwood flooring and new walls. Approved October 18.

10.4 October 19 Request by unit 123 to replace water damaged hardwood flooring and drywall. Approved October 22.

10.5 October 21 Request by unit 91 to paint their unit and remove the old security system. Approved.

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 The amenities will remain closed as we cannot meet the provincial requirements for their opening.

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 purchased one year of Yardi Breeze property management software to evaluate its usefulness to us. Harrison to set up and demonstrate functionality to other board members.

14. Adjourned:

Meeting adjourned at 7:23pm.

Proposed Remaining Regular Meeting Schedule:

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

20201123 Regular Board Meeting

20210125 Regular Board Meeting

20210222 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.