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 30, 2021

Present: Harrison Gallelli (chair)**,** Bob Boyd (minutes), Brenda Edwards, Rob Parry, Kathleen Dinneen, Jules Wilkins (from 6:04), Janan Tahir (Rancho Realty), Patrick Payne (Abbas part time to 6:05)
Absent: Melissa Collins
The meeting was held via video conference

1. Call to order:
Meeting called to order at 5:32pm 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 27, 2021 Decision to hold the AGM on Sept 8, 2021.
3.2 July 29, 2021 Decision to have JPW add occupancy sensors to mechanical room lighting and do the annual backflow preventor inspection.
3.3 August 3, 2021 Decision to have Normac prepare the SIUD.
3.4 August 9, 2021 Decision to accept the Goodbye Graffiti proposal to apply a non-visible, non-permanent exterior brick coating which will allow graffiti to be more easily removed.
3.5 August 16, 2021 Decision to shutdown the building heating system for a couple of days the week of Sept 13 to repair leaking Victaulic couplings.
3.6 August 16, 2021 Decision to accept the Fountainhead quote to place drip pans in the elevator mechanical rooms to catch condensation from the air conditioners.
3.7 August 24, 2021 Motion by Rob seconded by Harrison to accept and sign the Matco document showing a change in our management company to Rancho Realty. Document left at security desk for signature. Motion carried August 30.
3.8 August 27, 2021 Motion by Bob seconded by Kathleen to approve the minutes of the July 26 board meeting and post to the web site. Motion carried August 30.
3.9 August 30, 2021 Decision to accept the Fountainhead quote to replace the drain pipe over the entrance to the main foyer from the vestibule.

4. Insurance (Led by Bob, Rancho, 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 DOL20210104 bathroom sink leak in unit 8 affecting units 8, 140, 137, 1A and 133. The shutoff valves in the suite were not functional and an emergency building water shutdown was required. The line to the sink was repaired on an emergency basis. All costs to unit 8 as the source of the water. The owner does not have insurance and the suite has not been occupied for over a year. The owner performed their own suite repairs and has rented the suite.

4.2 DOL20210503 Unit 27 washing machine drain leak into units 11, 3, 2, 139. Drywall repairs required. All costs to unit 27 as the source of the water. Abbas provided quote for repairs. Repairs are almost complete.

4.3 DOL20210517 Fourth floor drain overflow. Plugged toilets in commercial bathroom. Owner brought in non-approved plumber in the evening. Plug was pushed to the area of the men's locker room where sewage came out of the drain. This would not be noticeable to the plumber as the locker area is closed. Damage to the 4th and 3rd floors and unit 131 that reported the problem. All costs to the owner of the 4th floor commercial washrooms. Emergency response complete. Abbas provided rebuild quote for the common areas and men's locker room. Quote was approved and repairs in progress.

4.4 DOL20210522 Humidifier leak in unit 81 causing damage to unit 75 particularly the engineered hardwood flooring. All costs to unit 81 as the source of the water. Additionally unit 81 is negligent as per the previous letter to owners with respect to the dangers posed by humidifiers connected to the building water supply. The flooring in unit 75 is considered a betterment and improvement and will need to be addressed by the owner or its insurance. We are awaiting direction from the owner or its insurer. The insurer quoted an obsolete version of the bylaws claiming the responsibility for B&I rested with the building. They were provided with the correct version of the bylaws.

4.5 DOL20210628 Chilled water air vent leak unit 126 affecting units 126, 121, 120, 108, 104. Building responsibility. Repairs are now complete.

4.6 DOL20210802 Flooding in 3rd floor mechanical room from failed pressure relief affected 3rd floor hallway and unit 1A. Emergency response complete. No damage to hallway. Unit 1A responsible for their repairs.

4.7 DOL20210806 Leak from Jacuzzi in unit 80 into unit 74. All costs to unit 80. Unit 74 is currently being renovated so only drywall repair required. Abbas quote approved.

4.8 DOL20210822 Second floor bathroom drain overflow onto second floor and main floor lobby. Drain line over entrance plugged with old grease and paper towels causing backup into the drains immediately above. Emergency response complete. No damage to

common property. Repair to damage to second floor commercial units is the responsibility of the second floor owners.

4.9 DOL20210824 Leak from 4th floor commercial bathroom into 3rd floor commercial bathroom. The 4th floor commercial bathroom drains were found to be plugged. The building arranged to clear the drain and repair the leak. The cause of the plug was found to be tampons, paper towels and vastly excessive amounts of toilet paper from the women's washroom. All costs to the owner of the 4th floor commercial bathroom.

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 August 4. Next shutdown is not scheduled.

5.3 Abbas are tracking water supply issues within suites. Some suites are experiencing hot water in the cold water lines. This may relate to the current high pressure in the lower DHW lines due to the failed PRV tree. The PRV tree was replaced during the August 4 shutdown.

5.4 We are investigating replacing drain pipes on the main floor that may be passed their prime. It may be good timing while the ceiling is down on the main floor lobby. We have received quotes and the first pipe to be replaced will be the main line over the entrance. Currently XFR pipe is in short supply at an inflated price so we may defer some of the replacement.

5.5 We expect to have a shutdown of the heating system the week of Sept 13 for repair of Victaulic couplings.

5.6 Some common area washrooms have acquired multiple soap dispensers. Harrison and Katharine Jones to investigate.

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

6.1 GST is current.

6.2 Arrears are currently about $32k. There are a few owners that have not paid their condo fees since March and a number of charge backs and fines that have not been paid.

6.3 The following action was decided on those suites with serious issues: unit 50 send caveat warning, unit 75 send letter with threat of legal action, unit 106 place caveat, unit 138 place caveat, unit 140 send letter with threat of legal action, unit 27 may be in error and Bob to review, unit 28 first contact by phone then place caveat, and unit 37 send caveat warning letter.

6.4 Brenda and Kathleen to look into missing charge back invoices from 2019 and 2020.

6.5 Rob is looking into the July financial reports. There are a number of items that need to be corrected. There are also a number of new accounts that need to be set up.

6.6 We are having problems paying our invoices in a timely manner. Janan to set up a video meeting with Rancho accounting to discuss the issues.
6.7 Bob provided an updated three year reserve fund working cash flow summary. Need to add item for building automation.
6.8 Four of the lockers in the parkade are under lease.
6.9 Suite 503 is rented until the end of May 2022.
6.10 Two motorcycle stalls are now rented to the end of the year.

7. Building Management (Committee of the Whole):

Rancho provides a Property Managers report before each meeting.

7.1 Parkade cleaning last completed May 29. Next cleaning in the fall.
7.2 Window cleaning is complete. A heavy wind gust pushed a cleaner into a window on the 27th floor breaking the outer pane. Some damage on the 26th floor and a 20th floor balcony. Repairs are being handled by the window cleaners, Rockyview.
7.3 Carpet cleaning last completed June 7. Next cleaning scheduled for December.
7.4 Unit 109 has condensation in one window. Also we have the same issue with some of the windows in the pool area. We have hired Alpine Glass to replace the windows as well as fix a flashing in unit 2. There was a problem with the glass Alpine planned to install and it has to be re-ordered.
7.5 Bob and Janan to review the Contract Expire List and Yearly Planning Guide that Rancho includes with its monthly report.
7.6 Normac (formerly Reliance) has updated the insurance appraisal. Janan is arranging for insurance quotes.
7.7 Normac provided a standard insured unit description (SIUD) for approval and filing.
7.8 The AGM package to owners was mailed and emailed on August 18.
7.9 Our electricity supply contract is coming up for renewal this fall. Janan to look into.
7.10 Our contract with Waste Management is coming up for renewal this fall. Janan to contact them for a proposal to renew.

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 fine is currently in place of $500/week for unit 22 for having a dog in the building. This fine has been in place since June 19. The owner of unit 22 was further advised on July 22, 2021 that they had until August 23 to remove the dog from the premises or the Board would apply for a court order to have it removed. As of August 30 the dog is still residing in the building.
8.3 Motion by Bob seconded by Harrison to engage our lawyer to apply for a court order to have the dog in unit 22 removed permanently from the building. Motion carried.

8.4 July 29, August 12 and August 25 2021 Waste Management advised of an overloaded recycle container and charged us extra costs. Owners are required not to overfill the recycle container. We may charge back to any suite that overloads the containers.

8.5 August 8, 2021 complaint of cigarette smoke coming from unit 79. Janan contacted the owner.

8.6 August 22, 2021 a renter in unit 129C blocked access to the suite during an emergency when the second floor drain overflow was happening. This individual both verbally and physically assaulted a member of Abbas staff. The individual later apologized. We have requested the owner of unit 129C obtain the necessary paperwork from his tenants including our bylaw acknowledgement. We have also advised the owner that should there be a further significant bylaw violation we will evict the tenant. We will also not participate further in the emergency response or remediation from the flooding that day.

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

9.1 We have engaged Katharine Jones for the lobby renovation project. This was accelerated due to the overflow of the second floor drain which destroyed the lobby ceiling. The first part of the work will be to review the MUA and cooling requirements for the main floor. We have hired Smith and Anderson for the engineering work. We have received their report describing the work that needs to be done on the first floor.

9.2 We are in the process of finishing the resurfacing of the 5th floor walls that was started a few years ago.

9.3 We are in the process of renovating the residential hallways to the design produced by McKinley Burkhart last year. JB Construction has almost completed floors 27-25 and has started on floors 22-24. They will be working their way down the building at a rate of approximately 2 weeks per floor. They are removing the wallpaper and moulding, repairing and resurfacing the walls and painting.

9.4 We have engaged the Wizards of Electrostatic Painting to paint the elevator doors. They will be following the work done by JB Construction. Currently they have finished the elevator doors on floors 5, and 25-27. They will also be painting all of the metal doors on each floor. Currently there is a shortage of a chemical used in their painting process which may delay some of the work.

9.5 After the painting is complete we will be replacing the carpet on the residential floors. That will be followed by doors, lighting and trim and accents. Timing of these items will depend on their priority among the other work going on.

10. Owner Renovations (Bob, Janan):

10.1 June 1, 2021 Renovation request from unit 64 to improve main bathroom. Approved August 29.

10.2 August 26 2021 Request for information regarding installing a bathroom in unit 134.

10.3 August 30, 2021 Renovation request to install new shutoff valves in unit 111.

11. Building Design Projects (Kathleen, Harrison):

11.1 No activity.

12. Legal (Committee of the Whole):

12.1 It was decided to apply for dismissal of the legal action by the owner of unit 38 against the corporation. There has been no action that would progress this case since 2018 and it is no longer progressible per the Alberta Rules of Court. The owner of unit 38 is contesting the application.

13. Other (Committee of the Whole):

13.1 With the removal of most COVID restrictions by the Alberta government we will be re-opening the gym on July 1 at 9am and the racquet courts on July 5 at 9am. The pool area will remain closed for repairs to the shower areas and the pool area.

13.2 Harrison to contact McLeod Law about revising our bylaws, particularly the ones that contradict the revised Act.

13.3 At the request of an owner the board revisited the policy of not giving out our emergency keys to people doing work in a suite or otherwise authorized by the owner to enter the suite. It was unanimously agreed to continue the policy. Our emergency keys are only to be used for building purposes. In the case of a true emergency the concierge can let someone into the suite. Each instance will have to be approved by our property manager or the board.

13.4 It is strongly preferred that owners provide keys to anyone they want to have access to their suite including contractors and cleaners. If they want security to be involved they will have to supply an envelope to security (with their key). The envelope will have to have written on it who it can be given to and security will have to check the credentials of anyone requesting the envelope. Longer term this practice will end after suite doors are fitted with smart locks under the suite owner's control.

14. Adjourned:

Meeting adjourned at 8:05pm.

Proposed Remaining Regular Meeting Schedule:

(Regular Board meetings are held at 5:30PM via Zoom)

20210908 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, Janan
Design: Kathleen, Harrison, Lee Mills, Margrit Mortensen
Insurance: Bob, Harrison, Brenda, Rancho
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, Theresa Persihl, until March 31 and request the email be sent to the Board. After April 1 they can email the new Condominium Manager, Janan Tahir at jtahir@ranchogroup.com.
Residents can also drop a letter off at the security desk addressed to the Westmount Place Board of Directors.