WESTMOUNT PLACE

Condominium Corporation No. 8310969

Suite #420, 1100 – 8th Avenue SW, Calgary, Alberta, T2P 3T8

Minutes of Meeting of the Board of Directors
January 09, 2017

Present: Mona Jones (chair), Bob Boyd (minutes), Jason Lei, Susannah Mason (from 6:30), Lee Mills, Sandra Williams (Montgomery Ross), Patrick Payne (Abba's Maintenance – part time).
Absent: Jiu Liu (no notice or reason provided), Richard Beale (illness)
The meeting was held in the boardroom of suite 420

1. **Call to order:**
   Meeting called to order at 5:30pm by Mona Jones.

2. **Changes to the Agenda:**

   Add unit 70 noise complaint
   Add unit 93 speeding in the parkade
   Add discussion on new fobs and policy and procedures
   Add discussion on additional equipment for the gym

   Add approval of November minutes. The minutes were approved and will be posted to the web site.

3. **Motions and decisions made by email for the minutes:**

   Dec. 5, 2016 Decision to accept Reggin Mechanical quote #266-16-CD to replace a pump on the domestic storage tanks. The rebuilt of the current pump which
   will be used as a spare and kept at WMP will follow.

   Dec. 6, 2016 Motion by Susannah Mason and seconded by Mona Jones to reschedule the Jan. 2017 board meeting to Monday, Jan. 9, 2017.
   Motion approved

   Dec. 12, 2016 Decision to accept Reggin Mechanical quote #R080-16-LT to replace the Refrigerant Monitoring System in the 3rd floor mechanical room.

   Dec. 15, 2016 Decision to accept Caon Services quote #D3971 to replace the steam cylinders in the men's steam room.

Dec. 20, 2016 Decision to purchase pre-paid credit cards for a Christmas bonus for Magdi and Peter.

Jan. 3, 2017 Decision to accept Caon Mechanical quote #D3996 to replace the Nortec Humidifiers in the Men's & Ladies steam rooms. The quote is to include a proposal to list the electrical issues with the control wiring and to submit a further quote for those repairs.

Jan. 05, 2017 Decision to accept Contava proposal #22597-1-0 to purchase Genetic key fobs for the security upgrade project.

4. Building Operator Report (Abbas Maintenance):

Abbas provided their report. Abbas meets weekly with the maintenance committee Friday afternoons at 3PM and produces an action items report for the weekly review. The most recent report is provided to all board members before regular board meetings.

4.1 There may be issues with the garbage chute door not closing tightly on some floors. After searching for parts or replacement doors we finally found a source (Wilkinson) for replacement doors. We will order one to be installed on the 9th floor as a test case. Door has been ordered.

4.2 Chubb Edwards to provide report following concerns trouble status not being monitored. Action with Sandra and Chubb. Chubb work completed.

4.3 The elevator pit for the #3 elevator to be checked on a regular basis for standing water. As of the most recent elevator inspection there is no water in the pit.

4.4 Boiler 2 alarming with error in ignition fault. Sensors require regular cleaning. We have an extra sensor on site. Cleaning of the flame sensor will be included with routine maintenance.

4.5 The parkade baseboards to be painted and caulked. Baseboards replaced with paint. Work in progress.

4.6 Regular parkade sweeping in progress through the winter season.

4.7 Garbage compactor seems to have a hydraulic leak. We are monitoring and looking for the source of the leak.

4.8 Having great difficulty getting service help from JCI on the pump controls. They are not responsive or helpful.

4.9 The broken mirror in elevator 2 will have a metal cover placed over it. The elevator interiors will be replaced as part of the elevator project.

4.10 City of Calgary received an anonymous health complaint relating to odours in the garbage chute rooms and residential hallways. Upon investigation, the inspector advised that the garbage chute areas were kept cleaner and were less odorous than in most buildings and there was no health issue present. The board has asked for a written statement to this effect but has yet to receive one.

5. Treasurer's Report (Jason Lei):

5.1 It was decided that more time was required to review the October and November financial reports due to the change in accounting software used by MRA. Jason will make a motion by email once the issues have been resolved.

5.2 Jason would like to receive the financial report in Excel format to make it easier to analyze. Jason to send requirements to Don at MRA.

5.3 Bob provided an updated reserve fund spending plan which included an update to the elevator modernization costs.

5.4 We would like to be able to get a report on reserve fund spending from the new MRA accounting system.

6. Montgomery Ross & Associates Report (Sandra Williams):

Sandra provides a report before each meeting. This month MRA is trying a new format.

6.1 GST is current.

6.2 Arrears stand at about $83k of which about $46k is still outstanding from the special assessment and some of the rest is late payment of the January fees (<30 days). All arrears, interest, caveats and demand letters are in progress. Per minutes of the August 15, 2016 Board meeting we will not actively pursue collection from units 37/138/140 and 44 as long as other charges are paid but will instead impose such sanctions as are available to us.

6.3 The Clean Team contract has been received as has an alternate proposal from Vanguard. It was decided to accept the Clean Team contract. We will monitor the performance of the Clean Team. The contract can be cancelled with one month's notice if there are significant performance issues.

6.4 As part of the security system project a proposal was received from the Commissionaires to provide night guard service. They would replace Garda. It was decided to further investigate their proposal and obtain a copy of their contract for review.

6.5 The Telus fibre optic cable infrastructure installation is almost complete with just the cosmetic pieces to be installed on the wire moulding. Telus will begin to offer services to the Owners who decided to have the fibre optic backbone extended into their suites.

6.6 Some floors have black marks and hand prints after the Telus installation. These appear to come from the fine dirt in the air vents. Abbas and/or the Clean Team to clean the marks.

6.7 The City has provided notice that composting will be required by Nov. 1, 2017. Sandra to email letter to the Board members.

6.8 Bob compared our mat contract, invoices, and quantity of mats in use and found significant differences. Lee to investigate what we need for mats.

7. Bylaws

7.1 Unit 21 has been using their residential suite as an office in contravention of the bylaws. It was decided to give the Owner 30 days to correct this and that they would be fined $50/week after that.

7.2 A noise complaint was made against unit 70 on Dec. 31. It was decided to warn them that excess noise was not acceptable and to require them to sign the Renter Bylaw Acknowledgement form.

7.3 Unit 93 has been observed driving very fast and recklessly in the parkade a number of times. It was decided to fine them $300 for each speeding instance.

8. Building Maintenance Report (Bob Boyd, Richard Beale, Mona Jones):

8.1 Security system modernization project is under way. Camera installation in the parkade is complete and in progress in other areas. Completion scheduled for first quarter 2017.

8.2 The new security system will use a different format for the fobs used on all access doors except the parkade overhead door. A new fob policy and procedure document along with a cost structure for the new fobs was distributed to the Board before the meeting. It was decided that each suite would get 3 of the new fobs at no charge as part of the project. It was decided not to charge an administrative fee for transfer of ownership, changing access level, or re-instating an expired fob. It was decided to update our records and collect Intent to Rent, Renter Bylaw Acknowledgement, and Notification of Corporate Representative forms at the same time as we issue new fobs.

8.3 The elevator modernization project bids have been received. We are in the process of selecting a vendor and finalizing the project scope and budget.

8.4 We have hired Group2 Architecture to lead the project and AME to support them with respect to mechanical design. The design work is in progress. We will be hiring a construction manager to assist with the design to help ensure it is cost effective and within our budget.

9. Insurance (Richard Beale, Sandra Williams)

9.1 There was a major flood in unit 128A on Nov. 30 when repairs to a heating system component resulted in discharging all the water from our heating system into the unit. There has been some delay in addressing the rebuild due to a lack of clarity of responsibility between the Owners insurance, our insurance, and Abba's insurance. We have opened a file with our insurance adjuster. We believe our responsibility to be small as our insurance doesn't cover betterments and improvements and almost everything in a commercial suite is a betterment or improvement.

10. Other:

10.1 The gym is functional but a few additional pieces are needed to complete the installation. It was decided to purchase the additional pieces. Lee to look into possible

Internet access. It appears the issues with connecting the TV's to the Shaw cable have been resolved.

10.2 We have the quotes for a combined Reserve Fund Study and City Maintenance Bylaw inspection in 2017. Motion by Mona seconded by Bob to hire Entuitive to perform this work. Motion approved.

10.3 The 27th floor carpeting is in bad shape as a result of several hallway repair projects and as a result from increased traffic from maintenance and operations personnel accessing the mechanical penthouse. The board has decided that before moving to repair/replace/refinish the carpeting and other features on the 27th floor, it is in the buildings best interest to review interior design options and themes that may be used when redoing the hallways on other floors in the coming years. Lee and Susannah to approach designers and put together a tentative plan of approach.

11. Adjourned:

Meeting adjourned at 9:02pm.

Next regular Board meeting Monday February 13, 2017 at 5:30PM.