WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

Minutes of Meeting of the Board of Directors
February 13, 2017

Present: Mona Jones (chair), Bob Boyd (minutes), Susannah Mason, Lee Mills, Jiu Liu, Richard Beale, Sandra Williams (Montgomery Ross), Rob Stevens (Abba's Maintenance – part time).
Absent: Jason Lei (business)
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 dryer vent cleaning (was not addressed during the meeting so will be added to Friday maintenance meeting agenda).

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

   Jan. 19, 2017 Motion by Jason Lei and seconded by Mona Jones to approve the October and November financial reports and post them to the website.
   Motion approved

   Feb. 9, 2017 Decision to approve Contava proposal #21884-3-2. Change order for the loading dock and garbage area doors.

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 The compactor garbage bin has a broken wheel. Waste Management will repair.
   4.2 Garbage compactor seems to have a hydraulic leak. The leak has been found and repaired. Abbas will add safety locking knobs on the doors for worker protection.
   4.3 Having great difficulty getting service help from JCI on the pump controls. Meeting planned for Feb 15. Bob to attend.
   4.4 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. Metal cover on order.

4.5 City of Calgary received a second health complaint from Jiu Liu unit #105 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 inspector advised they will no longer respond to this owner. The board has asked for a written statement from the City but has yet to receive one.

4.6 We had a failure of the storm water sump pumps. Problem was blown fuse. This system is critical as the parkade floods very quickly when these pumps are down. We will have Reggin advise on addition of third pump, better controls, and a remote alarm.

4.7 The new refrigerant alarm by the chiller is now installed and functional.

4.8 Unit #65 found an insect in their suite which was identified by Cal-Rid as a flour beetle. These are common and not a cause for alarm. Owner to address.

4.9 The steam showers in both the men's and women's locker areas have been repaired and are back in service. Abba's to confirm the correct invoice amount with MRA.

4.10 Drywall repair complete in gym, painting in progress. Abbas to look at wiring for second TV. Abbas has serviced the fan coil unit supplying the gym.

4.11 The baseboards outside the first floor washroom have been installed.

5. Treasurer's Report (Jason Lei):

5.1 Approval of December and January financial reports, MRA accounting issues, and transfer of 2016 money to the reserve fund were all deferred to March as Jason was unable to attend the meeting.

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

Sandra provides a report before each meeting.

6.1 GST is current.

6.2 Arrears stand at about $73k of which about $28k is still outstanding from the special assessment. 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 Two Owners representing 3 different suites that are behind on their assessments requested payment plans. It is not within the authority of the Board to lend money to Owners. All overdue fees are charged interest at the rate of 18% and Owners should obtain loans from a lending agency. We will place a caveat on units where there is money owed.

6.4 We are charging 18% interest on all outstanding amounts from the special assessment for the pool.

6.5 We have received competitive proposals from Garda and the Commissionaires to supply night guard service.

6.6 Motion by Bob and seconded by Richard to hire the Commissionaires for our night guard service. Motion carried.

6.7 Sandra to provide notice to Garda that we will be terminating their contract effective the end of March and thank them for the service provided to Westmount Place over the past few years. There are no significant concerns with Garda but it was felt the Commissionaires offered a superior product at a similar cost.

6.8 The City has provided notice that composting will be required by Nov. 1, 2017. Waste Management will review our building and provide a recommendation to meet the City's requirements. Further information is available on the City's website. This issue should be deferred to the new Board closer to the due date.

6.9 Bob compared our mat contract, invoices, and quantity of mats in use and found significant differences. Lee to investigate what we need for mats. Probably should include a mat in front of the mailboxes. Investigation ongoing.

6.10 MRA offered to meet with the Board to explain the new C3 accounting system. Jason, Don, Sandra to follow up if necessary.

6.11 Chubb Edwards investigated alarm monitoring issue and claims the problem has been addressed and a report generated. Sandra to obtain report.

6.12 Washington Services to supply a garbage chute door to be installed on 9th floor. Rob and Sandra to follow up.

6.13 Olympia Benefits sent a delinquent payment request to Mona in error. This has been corrected.

6.14 New elevator mats are on site and operational.

6.15 We are still waiting on a proposal from Convergent Technologies for our annual fire system review.

6.16 Sandra and Bob to coordinate getting information to Entuitive to allow them to perform the Reserve Fund Study.

6.17 Clean Team to clean the vent grates in the hallway that supply fresh air to each suite.

6.18 Target of May 13 for next parkade cleaning.

6.19 Sandra to arrange for additional signage in the parkade. Update speed limit sign to 15km/hr. Sign at bottom of entry ramp reminding drivers to wait until the door closes and watch for people entering. Sign by parkade overhead door with phone number of concierge. Better sign for stall 00 indicating it is an assigned stall.

6.20 We will try to do the window cleaning in March as requested by the cleaning company to minimize wind issues. Sandra to confirm wash details. Mona volunteered to help monitor the Owner's complaints.

7. Bylaws

7.1 A smoker was observed smoking in the parkade on Feb 7. Security to review camera footage.

7.2 Parkade speed limit was increased to 15km/hr which is considered more reasonable and consistent with other parkades.

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

8.1 Security system modernization project is under way. All cameras have been installed and are in operation although they haven't yet been commissioned. Installation of the intercom system is in progress. Doors are behind schedule as the new doors being installed in the loading dock area have just been ordered. Completion scheduled for first quarter 2017.

8.2 All Owners were sent a mailing in the middle of January describing the process for obtaining new fobs as the existing fobs will no longer function with the new security system. At the same time we are requesting updated Intent to Rent and Bylaw Renter Acknowledgement forms for all rented suites (residential and commercial) and rented parking stalls. At the same time we are requesting updated Notification of Authorized Representative forms for all suites owned by a corporation.

8.3 The elevator modernization project has been narrowed down to two bidders and we are in final discussions. A proposed budget has been provided to the Board members which includes new elevator controllers, new drive components which will also result in an increase in elevator spreed, new door operators, new cab interiors (excluding the flooring) and integration into the new security system. The modernization will only be for the three main traction elevators. The hydraulic elevator serving P1-3 is not included in the project and its continued use will be decided by the Board should there be a significant cost required to keep it operational. The budget also did not include changes to the fire system which will be a separate project and cooling for the elevator equipment room which will be a separate project.

8.4 Motion by Bob seconded by Jiu to approve the elevator modernization budget. Motion carried.

8.5 We have hired Group2 Architecture to lead the pool re-opening project and AME to support them with respect to mechanical design. The design work is in progress. We have engaged Westcor to be the construction manager to assist with the design to help ensure it is cost effective and within our budget. Westcor will be managing the construction work. We are expecting the final budget and scope documents in early March after which we will enter into a contract for the construction work, apply for the necessary permits and order equipment.

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. This is being handled by the Owner's insurance.

9.2 Work Boots are looking for approval of an August 2016 quote to replace the door to unit #126. Rob to meet with them to determine if the quote and solution are still valid.

10. Other:

10.1 The minutes of the January 9 board meeting were approved with changes requested. They will be posted to the web site.

10.2 The issue of replacing the bulbs and shades in the hallways was discussed. It may be worthwhile to consider a short term solution of just replacing the bulbs and shades rather than waiting for a hallway modernization project. Lee and Susannah to reconsider our options.

10.3 It was decided we should have a larger recycle bin by the mailboxes to handle all the mail people throw away every day. The recycle bin to be emptied into the main recycle bin in the loading dock every day.

10.4 The pool table in the reading/billiards room is in bad shape and we should repair or dispose of it. Mona obtained a couple of prices for repairing the table which also will have to be levelled. Lee will take on reviewing our options and making a proposal.

11. Adjourned:

Meeting adjourned at 8:40pm.

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