WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

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

Present: Mona Jones (chair), Bob Boyd (minutes), Susannah Mason, Richard Beale, Jason Lei, Rob Stevens (Abba's Maintenance – part time).
Absent: Lee Mills (personal), Jiu Liu (personal), Sandra Williams (Montgomery Ross - vacation)
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 approval of the February minutes. The minutes were approved as written and will be posted to the web site.

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

   Feb. 14, 2017 Decision to sign and accept the Commissionaires Westmount Place Service Agreement effective April 1, 2017. It is a two year contract that includes a 30day notice to terminate clause.

   Feb. 14, 2017 Decision to sign and accept The Rocky View quote for exterior perimeter glass windows.

   Feb. 17, 2017 Decision to accept CONTAVA change order #21884-3-3 to install a 360 degree camera for the 3rd floor mechanical room.

   Feb. 22, 2017 Decision to sign and accept Reggin Technical Services quote #087-17-CL to repair HVAC deficiencies on MUA unit #6 and MUA unit #7 located in the penthouse mechanical room.

   Feb. 27, 2017 Motion by Jason Lei and seconded by Mona Jones to approve the Dec. 2016 and Jan. 2017 financial and post them to the website. Motion Approved

   Mar. 1,2017 Decision to accept Rocky View quote for post-construction cleanup including removing caulking and mineral deposits from the exterior perimeter glass

windows. Detailed report of the deficiencies corrected is to be provided. Start date is dependent on completion of the annual roof anchor maintenance report from Madden Engineering.

Mar. 1, 2017 Decision to accept the Chubb Calgary quote for annual fire safety review and maintenance of the fire alarm systems.

Mar. 1, 2017 Decision to accept Abbas quote #1035 for ceiling repair in unit #101 following a leak on a WMP re-circulation line.

Mar. 10, 2017 Decision to accept CONTAVA charge order #21884-3-11to supply and install 2 new HID card readers and associated controller for the front desk.

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 Abbas will add safety locking knobs on the garbage chute doors for worker protection. Waiting on quote for the locks.

4.2 Outstanding issues with the building JCI Metasys system are being resolved.

4.3 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. Had to re-order as wrong units supplied.

4.4 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. Met with Reggin and they will be providing a quote.

4.5 Reggin will be repairing the cracked cast iron floor drain pipe in the cooling tower sump room tomorrow.

4.6 We have two extra flame sensors on hand for the RBI boilers. These can be installed by Abbas if needed.

4.7 James Electric has repaired the P8 heating system pump. Both pumps have now been serviced.

4.8 Abbas are to confirm the parkade drains are able to handle the parkade cleaning scheduled for May 13, 2017.

4.9 Madden Mathews Engineering has conducted the annual roof anchor inspection. The letter will be posted at the security desk and the 29th floor.

4.10 Working on finishing the painting in the gym. Both TV's seem to be working correctly. Should get larger signs.

4.11 Dryer vent stack cleaning booked for March 22.

4.12 Waiting for a response from DC Sales on flow limiting valves for the DHW re-circulation lines.

4.13 Waiting for Constant to repair leak in fire pump.

4.14 Clean Team will clean the hallway suite air vents on request at no extra charge. This should not need to be done very frequently that is every few years. The vents were cleaned in January. Rob to clean MUA units.

5. Treasurer's Report (Jason Lei):

5.1 Issues with the MRA new C3 accounting system are being resolved and they will be providing the reports we requested in Excel format.

5.2 Our reserve fund investments are performing as expected. We are earning about 2.75% on the funds invested.

5.3 Bob provided an updated reserve fund cash flow report.

5.4 We have not had a need to use any of the 2016 contingency funds.

5.5 Motion by Jason seconded by Richard to transfer the $100,000 2016 contingency funds from the operating budget to the reserve fund. Motion approved.

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 $72k of which about $21k 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 The City has provided notice that composting will be required by Nov. 1, 2017. Waste Management has reviewed our building and provided a recommendation for a bin outside the loading dock door. This issue should be deferred to the new Board closer to the due date.

6.4 Washington Services to supply a garbage chute door to be installed on 9th floor. Rob and Sandra to follow up. A PO has been issued and we are waiting on delivery.

6.5 Sandra and Bob to coordinate getting information to Entuitive to allow them to perform the Reserve Fund Study. Information requested has been provided.

6.6 Target of May 13 for next parkade cleaning.

6.7 Target to start window cleaning March 27 weather permitting.

6.8 Fire system testing will take place in March.

6.9 Carpet cleaning is scheduled for May 29.

6.10 Trying to contact Alberta Energy Alliance (Jesse Row) to get application forms for LED offer to residential and condominiums.

7. Bylaws

7.1 No items.

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 April 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. As of the meeting date approximately 50% of the fobs have been distributed. We expect a last minute rush from those who are waiting to confirm their fobs don't work before requesting their new fobs.

8.3 The security project included tying the existing overhead door receiver into the new system so the existing fobs would continue to work. The existing receiver and fobs are an obsolete product no longer supported by their manufacturer. Failure of the receiver will make our overhead door non-functional and all the fobs useless. We are proposing a new receiver and fobs from a supplier that has a non-proprietary interface. Both the old and new systems would be run in parallel so the existing fobs will continue to work as long as the receiver is functional.

8.4 It was decided to distribute one fob for the new overhead door interface for each stall at no charge. Additional fobs could be purchased if needed. The new fobs come in a single button form factor similar to the existing fobs and in a visor mount style.

8.5 The elevator modernization project has been narrowed down to two bidders and we are in final discussions. The project 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.

8.6 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 nearly complete. 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 this week 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 Work Boots have replace the door to unit #126. Abbas to complete minor touch up of outside area near door. Waiting on owner CoC.

9.2 Unit #124 repairs from previous Victaulic leak not completed by MDR. This was an error by MDR and the Owner did not advise. Also the Owner has betterments and improvements and has not contacted their insurance company which is required before repairs can be started.

10. Other:

10.1 The issue of replacing the bulbs and shades in the hallways was discussed. Susannah brought two potential candidates for replacing the existing fixtures. Rob will install them on the 27th floor.

10.2 Mats and pool table were deferred to the next meeting.

11. Adjourned:

Meeting adjourned at 7:20pm.

Next regular Board meeting Monday April 10, 2017 at 5:30PM.