WESTMOUNT PLACE

Condominium Corporation No. 8310969
Suite #420, 1100 – 8th Avenue SW, Calgary, Alberta, T2P 3T8

Minutes of Meeting of the Board of Directors
April 10, 2017

Present: Mona Jones (chair), Bob Boyd (minutes), Jason Lei, Lee Mills (from 5:54), Jiu Liu, Sandra Williams (Montgomery Ross), Rob Stevens (Abba's Maintenance – part time).
Absent: Susannah Mason (business), Richard Beale (illness)
The meeting was held in the boardroom of suite 420

1. **Call to order:**
   Meeting called to order at 5:36pm by Mona Jones.

2. **Changes to the Agenda:**

   Add window cleaning status.
   Add post tensioned cable monitoring review.
   Add unit by unit review of the arrears and action to be taken.

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

   Mar. 7, 2017 Madden Matthews Engineering Ltd. completed site review and provided a 2017 Roof Level Anchor Review

   Mar. 16, 2017 Decision to accept Contava change order #21884-3-7 to supply and install a new motion light on the south side of Westmount Place by the entrance to unit128A.

   Mar. 17, 2017 Decision to accept Contava change order #21884-3-4 to supply and install status LEDs for the P4 freight elevator. Input and output modules will allow access to monitor and control systems such as the sump pumps in the parkade. Receiving alarms as soon as they activate will allow proactive responses to problems

   Mar. 17, 2017 Decision to accept Contava change order #21884-3-13 to supply and install an additional 48 port network switch to match the existing one on site and handle the additional devices that have been added to the project.

   Mar. 21, 2017 Decision to accept the Westcor Construction Ltd. proposal for construction management and related services for the Westmount Place Pool Reopening Project

Mar. 27, 2017 Decision to accept the thyssenkrupp Elevator (Canada) Limited Westmount Place Condominium Elevator Modernization proposal for the three (3) overhead gearless elevators.

Apr. 7, 2017 Decision to accept Contava change order #21884-3-12 to supply and install a secure wireless receiver to control the garage overhead door. The quote also includes single button Visor mount wireless fobs.
Condition: all fob programming is to be completed and monitored by Westmount Place

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 have 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. This system is critical as the parkade floods very quickly when these pumps are down. Rob and Bob are working with Reggin to have a more reliable design.
4.5 Reggin has repaired the cracked cast iron floor drain pipe in the cooling tower sump room.
4.6 Abbas are to confirm the parkade drains are able to handle the parkade cleaning scheduled for May 13, 2017. Work in progress. During the last cleaning Komodo protected the drains and removed the dirt.
4.7 Rockyview window cleaners have been filling in the roof anchor usage log.
4.8 Drywall repair and paint touch up in the gym is complete. Both TV's functional.
4.9 Dryer vent stack cleaning completed.
4.10 We will be using Caon for the flow limiting valves for the DHW re-circulation lines.
4.11 Constant repaired the leak in the fire pump.
4.12 Clean Team will clean the hallway suite air vents on request at no extra charge. The vents were cleaned in January. Rob to clean MUA units when they are serviced.
4.13 Rob and Sandra to meet with Telus on issues relating to getting the fibre optic cable through the walls and into the suites. Telus has concerns after being back charged for a pneumatic line that was damaged accessing one suite.
4.14 Rob visited unit 30 and confirmed their renovation design with them.
4.15 It would be helpful to have a checklist for reviewing renovations. Abbas should review renovations periodically to confirm the renovation is being performed to the required standards. Rob, Sandra, and Bob to work on checklist.

5. Treasurer's Report (Jason Lei):

5.1 The auditor has asked about the TD Bank account that still has a balance of $6000. This account was supposed to have been closed.

5.2 Motion by Jason seconded by Mona to close the TD Bank account and have the money sent to MRA for deposit to our operating account. Motion approved.

5.3 When asked about the performance of our reserve fund investments Jason commented "ain't nothing to be tripping' on there..."

5.4 Motion to approve the February and March financial statements by Jason seconded by Mona. Motion approved. Sandra to provide web version and Bob to post to the web site.

5.5 It was questioned why we had received a T5 and other tax forms with the February financial reports. We need to file a T1044 with the CRA as we earned over $10,000 in investment income. We will not need to pay any tax as we are a non-profit organization.

5.6 We are rolling over the bonds in our Reserve Fund account as they mature.

5.7 Sandra to transfer the $100k from the 2016 contingency to the Reserve Fund as per the March motion.

5.8 Jason would like MRA to change the formatting for negative numbers on the Excel format report.

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

Sandra provides a report before each meeting.

6.1 GST was not current. GST collected as part of the special assessment had not been properly filed by MRA. MRA has now filed the GST and MRA has covered the late charge of $14.

6.2 Arrears stand at about $59k of which about $25k 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 unit #44 as long as other charges are paid but will instead impose such sanctions as are available to us. Interest charges at the rate of 18% are being applied to all outstanding amounts.

6.3 With the new security system access to the amenities was cut off for all suites that owe money to the Corporation as allowed for in our bylaws. This resulted in 3 suites immediately paying their outstanding balance. Unit #104 that hadn't been paying their monthly fees volunteered to turn over their rental income to the Corporation. This approach seems to be most effective for suites with renters who use the amenities. Amenity access was restored for the suite that is turning over their rental income.

6.4 Motion by Lee seconded by Bob to issue a demand letter to unit #37 for non-payment of the special assessment. Motion approved.

6.5 Unit #44 is one month behind on fees and has a long outstanding charge back 0f $1900. There is already a caveat because of the charge back. No further action this month.

6.6 Unit #74 missed two fee payment in late 2016 due to the change in accounting systems at MRA. They are now on a repayment plan starting May 1 and their amenity access has been restored.

6.7 Motion by Jiu seconded by Bob to issue a demand letter to unit #104 for non-payment of fees and the special assessment. Motion approved.

6.8 Motion by Jason seconded by Lee to issue a demand letter to unit #106 for non-payment of fees and the special assessment and to request accelerated payments. Motion approved.

6.9 Motion by Jason seconded by Lee to issue a demand letter to unit #79 for non-payment of fees and the special assessment and to request accelerated payments. Motion approved.

6.10 Motion by Bob seconded by Jason to compel the Renter (or Owner as determined by our Lawyer) to turn over all the rent from unit #117 to the Corporation to be applied to the current fees and outstanding amounts owed for previous fees and the special assessment. Motion approved.

6.11 Motion by Bob seconded by Lee to issue a demand letter to unit #107 for non-payment of fees and the special assessment and to request accelerated payments. Motion approved.

6.12 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. Rob confirmed that the delay has been caused by illness of a principle of the firm and this is now being corrected.

6.13 Sandra and Bob to coordinate getting information to Entuitive to allow them to perform the Reserve Fund Study. Information requested has been provided. Sandra to follow up on the status of the study.

6.14 Target of May 13 for next parkade cleaning. Sandra to post notice. It was agreed to maintain the $100 fine for stalls that are not vacated at the start of cleaning. There will be a review of stall contents on May 12 and materials not allowed will be removed to the dump. Owners may be charged for the cost of taking materials to the dump.

6.15 Stalls must be kept neat and clean. The only items allowed in a stall are a vehicle, bicycle, approved storage locker and a set of winter/summer tires neatly stowed. We will be advising Owners not in compliance and they will have until May 11 to clean their stalls or the non-allowed items will be taken to the dump.

6.16 Window cleaning is in progress weather permitting. We don't think they will be finished by their April 14 target. We will advise Owners when cleaning is complete. There is only one cleaner working on the building. We have some concerns if this is safe. Sandra will check with the window cleaning company. Sandra will address the window cleaning access issues related to 2800.

6.17 Fire system testing in progress. Chubb will be working on it today and tomorrow.

6.18 Carpet cleaning is scheduled for May 29.

6.19 Contacting Alberta Energy Alliance (Jesse Row) to get application forms for LED offer to residential and condominiums. There are application forms on their web site. We don't think they will cover any of our pool renovation costs.

6.20 Our rental suite needs some minor repairs. Sandra to work with Abbas and Residential Leasing to complete.

6.21 The Commissionaires started working April 1 replacing Garda. The transition seems to have been smooth. There has not been any feedback from the residents.

6.22 Entuitive have proposed checking the parkade traffic deck coating a year after the repairs. Price unknown. Original plan was to do a minor repair every two years. Sandra to check with Entuitive. The check would likely be done immediately after the parkade cleaning.

6.23 It was decided to have Entuitive perform the monitoring review on the post tensioned cables in the parkade and main floor. They will also arrange to chip some more access ports. Sandra to arrange with Entuitive.

6.24 The Clean Team cleaned the dust bunnies in the chandeliers in the main floor elevator lobby.

6.25 The Kerby Centre has been booked for the AGM Wednesday April 26 at 7pm. A projector is required. Haley O'Brien will be the recording secretary. Sandra may not be able to make it. If not Vicci will attend from MRA. Shahid Naqi will present the audit report.

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 door access units, doors, lobby display and intercom is in progress.

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 there are 4 suites without fobs (vacant or on vacation) and a small number of rental suites where the renter is using a temporary fob as the Owner hasn't provided the required paperwork.

8.3 We will be distributing one new fob for the parkade overhead door for each parking stall. We will use this opportunity to collect any amounts due for extra fobs, collect outstanding paperwork for rental units and collect telephone information for the visitor entry system.

8.4 The elevator modernization project has been awarded to thyssenkrupp. 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. Thyssenkrupp are into their design process. We are anticipating

design and equipment order to take approximately 18 weeks. Each elevator modernization will take about 17 weeks and we will be starting with either elevator #1 or #2. We expect the freight elevator to be last.

8.5 We are currently working with Bambrough and Associates on replacing the fire panel and associated equipment. This needs to be in place by the end of the elevator project.

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 complete. We have awarded a contract to Westcor to manage the construction work. They are applying for the necessary permits and ordering equipment. Once they are ready to start construction we will be closing the locker areas. Construction is expected to take 10-14 weeks.

8.7 Abbas (Rob) has signed up for the next pool maintenance course put on by AHS. It will take 3 days in June.

9. Insurance (Richard Beale, Sandra Williams)

9.1 Unit #124 repairs from previous Victaulic leak not completed by MDR. This was an error by MDR and the Owner did not advise. The Owner has betterments and improvements and has now contacted their insurance company.

9.2 MDR will be in tomorrow to address issues in units 124, 62 and 120.

9.3 The insurance company for unit 124 has requested a better definition of betterments and improvements. We are currently using notes prepared by Christine Perrin of MRA a couple of years ago based on the original building specifications. We should prepare a more comprehensive document.

10. Other:

10.1 The minutes of the March 13, 2017 board meeting were approved and will be posted on the web site.

10.2 The issue of replacing the bulbs and shades in the hallways and the issue of the floor mats were deferred pending further work on the interior design approach. Lee has met with 3 designers so far.

10.3 Lee provided some options for the pool table. The issue of repairing or replacing the pool table was deferred pending a decision on the future use of the reading/billiards room.

10.4 It was decided to continue the practice of having a Stampede breakfast this year with a budget of $500 so a commitment could be made to the catering company. Date and organizers to be determined.

10.5 Lee will review the signage in the gym and decide if larger signs are required.

10.6 Concrete Innovations will be repairing the concrete in front of the building damaged during painting of the vestibule exterior. Cost of repairs was withheld from the painters.

10.7 Mona and Bob met with the auditor to review and sign the audit report. The audit report will be provided to the owners and posted on the web site.

11. Adjourned:

Meeting adjourned at 8:37pm.

Next meeting is the AGM Wednesday April 26, 2017 at 7:00PM at the Kerby Centre.