WESTMOUNT PLACE

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

Minutes of Meeting of the Board of Directors
May 8, 2017

Present: Lee Mills (chair after the election of officers), Bob Boyd (minutes), Mona Jones, Susannah Mason, Daniel Gonzalez, Sandra Williams (Montgomery Ross), Rob Stevens (Abba's Maintenance – part time).
Absent: Jason Lei (no reason provided)
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 119 repairs.
   Add fire panel project.
   Add planter maintenance.

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

   April 17, 2017 motion by Bob Boyd and second by Lee Mills to approve the Apr. 10, 2017 board minutes and post them to the website. Motion carried.

   Apr. 19, 2017 motion by Bob Boyd and second by Lee Mills to issue a demand letter to unit #117 for non-payment of fees and the special assessment and to request accelerated payments. Motion carried.

   May 8, 2017 motion by Jason Lei for nomination of officers: Treasurer Susannah Mason, Secretary Bob Boyd, Vice President Lee Mills, President Mona Jones. See section 4.

4. **Election of Officers:**
   Bob seconded Jason's email nominations. Motion not carried.
   For President Lee motion by Lee seconded by Susannah motion carried
   For Vice President Reg motion by Bob seconded by Lee motion carried
   For Treasurer Susannah motion by Lee seconded by Reg motion carried
   For Secretary Bob motion by Susannah seconded by Lee motion carried

   Any Board member can participate in any Board committee or project at their request.

Maintenance committee: Bob, Mona, Reg, Abbas
Design committee: Lee, Susannah, Reg
Insurance committee: Reg, Sandra

5. 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.

5.1 Abbas will add safety locking knobs on the garbage chute doors for worker protection. Have pricing from Schlage but can get locks from Home Depot. Reg thinks he can get lower price. Rob to supply model number to Reg.

5.2 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. Have kick plates but need to install.

5.3 Work on storm sump in progress. Meeting set for Tuesday at 2pm.

5.4 Abbas are to confirm the parkade drains are able to handle the parkade cleaning scheduled for May 13, 2017. Drains are good to go.

5.5 Parkade cleaning Thur or Fri. Rob and Sandra. Rob to arrange vehicle if needed.

5.6 Still an issue with the gym TV's needing to be constantly reset. Daniel to look into.

5.7 We will be using Caon for the flow limiting valves for the DHW re-circulation lines. Subject for Friday maintenance meeting.

5.8 Irrigation of planters. Sandra to arrange with Cyclone Irrigation to get irrigation operational for the summer. Reg to work with Katharine and Sandra on a maintenance contract with Cobblestone for planters. We will need to get the planters cleaned up for spring and fall.

5.9 Katharine to provide irrigation schedule for planters. Abbas to water planters as the gardening committee is no longer operational.

5.10 Renovations are complying with the renovation requests.

5.11 Rob is scheduled to attend the 3-day AHS pool maintenance course starting June 19.

5.12 Reported water stain in unit 86 does not appear to be current or active victaulic.

5.13 New garbage chute door for the 9th floor has been received. Abbas to install.

6. Treasurer's Report (Susannah Mason):

6.1 April financials deferred as Susannah has just been elected treasurer.

6.2 MRA needs access to our CRA account to be able to reconcile our GST account.

6.3 Motion by Reg seconded by Daniel that Sandra and Susannah be given access to our CRA account. Motion carried.

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

Sandra provides a report before each meeting.

7.1 GST was not current. GST collected as part of the special assessment had not been properly filed by MRA. MRA will be able to reconcile once access is provided to our CRA account.

7.2 Arrears stand at about $81k 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 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 over $200.

7.3 A caveat was placed on unit 120.

7.4 Sandra and Bob to coordinate getting information to Entuitive to allow them to perform the Reserve Fund Study. Information requested has been provided. RFS should be completed around the end of May. Still need a date for site visit.

7.5 Target of May 13 for next parkade 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.

7.6 Window cleaning is complete and window cleaners can be paid.

7.7 Waiting on report from Chubb on fire system testing.

7.8 Carpet cleaning is scheduled for May 29.

7.9 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.

7.10 Entuitive have proposed checking the parkade traffic deck coating a year after the repairs. Price unknown. It was decided to proceed with the check. The check would likely be done immediately after the parkade cleaning.

7.11 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.

7.12 Repairs to our rental suite were completed by Residential Leasing.

7.13 The draft of the AGM minutes is under review by the Board before posting.

7.14 The City requires composting facilities by November. Issue deferred.

7.15 Three of the lockers have been leased.

8. Bylaws

8.1 We have received noise complaints about weights being dropped in the gym. Sandra to write a letter to the individual involved and coordinate with Lee.

9. Building Maintenance Report (Bob Boyd, Mona Jones):

9.1 Security system modernization project is under way. All cameras have been installed and are in operation although they haven't yet been commissioned. Most door access units

have been installed. Installation of the remaining door access units, doors, lobby display and intercom is in progress.

9.2 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.

9.3 The elevator cab interiors need to be available to install as each elevator completes its modernization. That means about 30 weeks after the order was placed with TK for the first elevator.

9.4 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.

9.5 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 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.

10. Insurance (Reg, Sandra Williams)

10.1 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. MDR waiting on instructions.

10.2 Unit 83 repairs being handled by MDR.

10.3 Bob has prepared a comprehensive document on insurance policies and procedures. It was decided to post this document to the web site.

10.4 Unit 119 has had a long standing small leak from the deck above. Sandra to write letter confirming this is a building issue. Rob to visit unit and determine repairs needed. It is intended the deck will be repaired as part of the deck renovation project. Reg to look into options that might be done sooner as the deck project is a least a couple of years away.

11. Other:

11.1 It was decided to replace the residential hallway lights with a globe style bulb and get rid of the shades. Both 6w and 12w versions were tried in the 21st floor hallway. The design committee was given a budget to purchase and install the bulbs along with some spares. Reg was against this project.

11.2 The issue of repairing or replacing the pool table was deferred pending a decision on the future use of the reading/billiards room. This is ongoing.

11.3 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.

11.4 Motion by Lee to hire Shahid Naqi Professional Corporation to perform the 2017 audit seconded by Daniel. Motion carried.

11.5 Discussion on the fate of the mat requirements and if we will be renewing the contract with Executive Mats. Recommendation needed. Lee to handle.

11.6 The existing cable TV contract with Shaw will expire July 31, 2019. Service is for the 127 residential units and includes 82 digital channels, 40 commercial music stations and interactive TV guide along with one standard definition digital cable terminal per suite. We did not accept the Shaw offer for Internet or phone service and the commercial units are not included. Additional features and stations may be ordered from Shaw by the unit Owner and they will have to pay the extra cost to Shaw directly. Owners are eligible for the bundle discount if they purchase another service from Shaw. In 2014 when the agreement was signed the residential rate for the TV package was $69/mo and the discounted Owner cost for a median 61 Unit Factor suite was $31.37/mo. There is an annual escalation clause and the actual cost for each suite varies by UF.

11.7 The easiest way to contact the Board is through the Westmount Place web site at http://westmountplacecalgary.org/. If you log in with your user name under the Board Members 2017-2018 tab you can contact all the Board members or each individual Board member. If you aren't a member of the web site application is easy. Without logging in you can use the Contact Us or Contact Building Manager and request the message be sent to the Board. You can email the Building Manager, Sandra Williams, at sandra.williams@montgomeryross.ca and request the email be sent to the Board. You can drop a letter off at the security desk addressed to the Westmount Place Board of Directors.

12. Adjourned:

Meeting adjourned at 8:33pm.

Next regular Board meeting is Monday June 12 at 5:30PM in room 420.