WESTMOUNT PLACE

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

Minutes of Meeting of the Board of Directors
June 12, 2017

Present: Lee Mills (chair), Bob Boyd (minutes), Mona Jones, Susannah Mason, Reg Wamboldt, Sandra Williams (Montgomery Ross), Rob Stevens (Abba's Maintenance – part time).
Absent: Jason Lei (out of town), Daniel Gonzalez (no notice)
The meeting was held in the boardroom of suite 420

1. **Call to order:**
   Meeting called to order at 5:43pm by Lee Mills.

2. **Changes to the Agenda:**

   Add unit 122 possible water entry to sun room

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

   June 4, 2017 motion by Bob Boyd and second by Mona Jones to accept the proposal to upgrade building lighting to LED from Calgary Lighting Products including supply, install, warranty and government rebate assistance. Motion carried.

   June 6, 2017 motion by Bob Boyd and second by Mona Jones to approve the May 8 Board meeting minutes and post to the web site. Motion carried.

   June 11, 2017 motion by Susannah seconded by Bob to approve the April financial reports and post to the web site. Motion carried.

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 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. Kick plates have been installed.
   4.2 Work on storm sump completed and sump operational. Bob to work with Abbas on ways to make the sump more reliable.
   4.3 Issue with selection of the flow limiting valves for the DHW re-circulation lines. Need to find suitable valves.

4.4 Abbas to water planters daily as the gardening committee is no longer operational. Abbas coming in on weekends and holidays to water. Abbas received watering tips and instructions from Cobblestone.

4.5 Renovations are complying with the renovation requests.

4.6 Rob was scheduled to attend the 3-day AHS pool maintenance course starting June 19. Unfortunately there was a problem with the reservation. Now on the list for the August course. We need a qualified person before the pool can be re-opened.

4.7 New garbage chute door for the 9th floor has been received. Abbas has been working on the install. It is a two person job to safely remove the old chute.

4.8 It appears from the Realtor photos that water is entering the sun room of unit 122. Rain in the forecast for Wednesday. Bob, Reg, and Rob to visit unit 122 to assess the situation.

4.9 Issue with the cooling tower settings. JCI has adjusted the settings and now we have full cooling available.

4.10 Possible leaking Victaulic couplings. Will be starting investigation Thursday.

4.11 Residential hallway new LED lighting installed including replacement of fixtures that had been removed for evaluation of possible new style fixtures.

4.12 Lock repairs scheduled for units 48 and 53. Repairs at their cost.

5. Treasurer's Report (Susannah Mason):

5.1 May financial reports deferred as Susannah has supplied a list of questions to MRA.

5.2 Discussion of staff costs. Appears that employee benefits and laundry are being included in the same accounting category. Sandra to provide Canada Linen invoices and Olympia Benefits report. Canada Linen provides our concierge uniforms and cleaning of same. Olympia Benefits Inc. handles our employee benefit plan.

5.3 Bob provided an updated reserve fund cash flow 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 will be able to reconcile once access is provided to our CRA account. In the mean time we are paying all amounts requested by CRA. Susannah to call CRA.

6.2 Arrears stand at about $21k of which about $4k is still outstanding from the special assessment. All arrears, interest, caveats and demand letters are in progress. Interest charges at the rate of 18% are being applied to all outstanding amounts over $200.

6.3 Letter sent to unit 44 on outstanding amounts requesting payment by June 23.

6.4 Sandra and Bob to coordinate getting information to Entuitive to allow them to perform the Reserve Fund Study. Site visit took place June 2. Expect report at end of month.

6.5 Parkade cleaning completed on May 13.

6.6 Window cleaning is complete. Owner of unit 105 who complained that his windows weren't cleaned now is complaining that they leak after the cleaners came back and re-

cleaned. Owner wants windows re-caulked. It was decided to have Sandra check with the window washers to see if they would caulk at the next cleaning. Bob and Mona opposed.

6.7 Received report from Chubb on fire system testing. Report shows many deficiencies. Deficiencies to be addressed by the alarm system repair project.

6.8 Carpet cleaning took place May 29.

6.9 Entuitive have proposed checking the parkade traffic deck coating a year after the repairs. Drainage check was done with parkade cleaning. Acoustic check to be performed. Report expected by end of month.

6.10 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. Work to be done June 28, 29 with report around the end of the month.

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

6.12 Leased lockers are L2 (unit 21), L4 (92), L5 (90), L7 (34). Unit CP is leased.

7. Bylaws

7.1 A residential visitor to the building deliberately plugged and overflowed the toilet on the main floor. Individual was caught on new security cameras. Owner advised of the action of their guest and will be paying all clean up costs.

7.2 Hit and run damaging a parkade sprinkler head was identified as a commercial employee using the new security cameras. Individual will be paying all the costs.

7.3 Letter sent to Owner accused of making excessive noise in gym by dropping weights. Owner is doing sound tests.

7.4 A total of 9 stalls were fined for not removing their vehicles for the parkade cleaning May 13. All but one have paid their fine.

8. Building Maintenance Report (Bob Boyd, 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. Most door access units have been installed. New interior and exterior access doors to the loading dock have been installed. Handicapped access unit has been installed on door to the elevator lobby. Installation of the remaining door access units, doors and intercom is in progress. Progress has been slower than expected.

8.2 There will be another Owner mailing once we have the information in place regarding the parkade overhead door and visitor access panel.

8.3 Concern was expressed over our ability to read license plates. A bumper camera is used at most buildings. We will consider.

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 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.

8.6 We are currently working with Bambrough and Associates on replacing the fire panel and associated equipment. In light of the issues with the fire panel we are accelerating this project to this summer. A project budget was provided to the Board.

8.7 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 will be starting demolition June 16 and expect the work to take the rest of the summer.

8.8 The pool work includes updating of the locker areas. Bob to provide Board members with designs.

8.9 LED upgrade project currently with Calgary Lighting to submit application for pre-approval to the provincial government. Walk around identifying lights to be upgraded is complete. Estimated saving of $10-15k/yr.

9. Insurance (Reg, 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. MDR waiting on instructions.

9.2 Unit 83 repairs being handled by MDR. Access delayed by tenant.

9.3 Unit 119 has had a long standing small leak from the deck above. Sandra has provided letter confirming this is a building issue. Rob to start repairs tomorrow.

9.4 Unit 120 repairs by MDR need to be redone. Invoice not paid.

9.5 Bob has prepared a comprehensive document on insurance policies and procedures. It has been updated and posted to the web site.

10. Other:

10.1 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.

10.2 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. Initial approach didn't succeed.

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

10.4 A lawsuit against the Corporation was filed by an Owner claiming damages due to the time it took to repair his unit. We don't believe the suit has merit. Defense has been turned over to our lawyer David Cumming.

10.5 The gym revitalization project is complete. Lee has replaced signs in the exercise room with larger print. Daniel talked to Shaw and we need a couple of cable boxes to provide separate signals to each TV. It was decided to buy (not rent) the required cable boxes at a cost of up to $500.

11. Adjourned:

Meeting adjourned at 8:34pm.

Next regular Board meeting is Monday July 17 at 5:30PM in room 420.