WESTMOUNT PLACE

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

Minutes of Meeting of the Board of Directors
August 21, 2017

Present: Lee Mills (chair), Bob Boyd (minutes), Mona Jones, Susannah Mason, Daniel Gonzalez, Reg Wamboldt, Sandra Williams (Montgomery Ross), Rob Stevens (Abba's Maintenance – part time).
Absent:
The meeting was held in the boardroom of suite 420

1. Call to order:

Meeting called to order at 5:27pm by Lee Mills.

2. Changes to the Agenda:

Obsolete items will be removed during the discussion.

Add discussion on failed air conditioner for room 420. It is not practical to repair the failed unit. Reg to purchase replacement air conditioner when they go on sale in the fall up to a maximum of $400.

3. Board Motions and Decisions Since The Last Monthly Meeting

3.1 August 17, 2017 Motion by Bob seconded by Lee to approve the July 17, 2017 Board minutes and post them to the web site. Motion approved.
3.2 July 30, 2017 Motion by Susannah seconded by Bob to approve the May financial reports and post them to the web site. Motion approved.
3.3 August 9, 2017 Motion by Susannah seconded by Reg to approve the June financial reports and post them to the web site. Motion approved.
3.4 July 26, 2017 Motion by Lee seconded by Susannah to approve the mat proposal scope. Motion approved.
3.5 August 1, 2017 Motion by Lee seconded by Susannah to cancel our evergreen contract with Executive Mats. Motion approved.
3.6 August 18, 2017 Motion by Lee seconded by Bob to approve compost box purchase by MRA. Motion approved. At the meeting it was decided to purchase 160 compost boxes for distribution to the commercial and residential suites. It was also decided to purchase a bag dispenser and 3 month supply of composting bags.
3.7 July 26, 2017 Motion by Reg seconded by Lee to approve the fire panel repair project per the budget provided by the Maintenance Committee. Project to include extending the fire

system into every suite. Contract to be awarded to Riviera Electric based on their successful bid. Lee to put together letter to Owners.

4. Insurance (Led by Reg, Bob, Mona, Sandra Williams, Abbas)

4.1 Unit #124 repairs from previous Victaulic leak being performed by MDR.

4.2 Unit 138 bathroom is leaking into the unit below. Unit 138 to repair. Bathroom was taped off by maintenance so it wouldn't be used. One party removed the tape and used the bathroom. They were advised to stop and that the tape was there to prevent further damage.

4.3 Unit 39 owner tried to repair their bathtub taps without first shutting off the water. Tub overflowed. This is considered negligence and all costs to the owner.

4.4 DOL 20170623. Unit 4 sewer backup repairs being handled by MDR. A stain was left in the hallway which they will need to fix. Damage to unit 139 and 4th floor hallway. Repairs complete.

4.5 Unit 118 bathroom leaking into the unit below. Unit 118 to repair.

4.6 Unit 34 performed a renovation without an approved request and without using an approved plumber. They installed compression fittings which leaked and damaged their unit as well as units 27 and 19. All costs to be covered by unit 34. Owner to stop work immediately and apply for a renovation approval.

5. Building Maintenance And Operations (Led by Bob, Mona)

Abbas provided their report to the Board. Abbas meets weekly with the Maintenance Committee Friday afternoons at 3PM and produces an action items report for the weekly review.

5.1 Rob attend a 2-day pool maintenance course starting August 10 and is now qualified to be responsible for our pool's operation once it is re-opened.

5.2 We will need a building heating shutdown to repair a couple of leaking Victaulic couplings. We are in the process of locating all the leaking couplings and will set a date once they have been located.

5.3 There will be a domestic water shutdown in early September to allow for repairs to building plumbing and two Owners to install shutoff valves. Pressure reducing valve tree has a number of small leaks. Last shutdown August 14.

5.4 Annual generator test completed August 8. Next monthly test scheduled for September 15.

5.5 Installation of garbage chute door on the 9th floor is complete.

5.6 Cooling tower sump plumbing modified for better flow.

5.7 An electrician will be in tomorrow to check issues with the storm sump high level.

5.8 Back Flow Solutions awarded project to repair worn out drain pipes for south west exterior drains in P1. Date to be determined.

6. Treasurer's Report (Led by Susannah):

6.1 Approval of July financial reports deferred as Susannah has supplied a list of questions to MRA. Coding on landscaping needs to be corrected.

6.2 GST is current. 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 and the account is current to the best of our knowledge. Susannah filled out form to arrange for MRA access.

6.3 Arrears stand at about $45k of which about $9k 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.

6.4 Letter sent to unit 44 on outstanding amounts requesting payment by June 23. Outstanding amounts not paid. Bob and Mona met with the Owner to discuss disputed amount. It was decided to initiate a Statement of Claim against the Owner of unit 44 if he did not pay the outstanding amount as per the July Board meeting.

6.5 Our gas contract ends in October. Susannah will arrange for a quote next week which will be forwarded via email. The email vote approving the contract has to take place the same day or the quote will be invalid.

6.6 We were offered a lower electrical rate by Enmax but the terms of the offer were unclear. Motion by Daniel seconded by Reg to discuss the terms of the offer with Enmax and accept the lower rate if the terms were acceptable. Motion carried.

6.7 Three of the lockers in the parkade are under lease.

7. Building Management (Committee of the Whole):

Sandra provides a Property Managers report before each meeting.

7.1 Abbas has been watering the plants. This is costly on weekends. We will continue for this season. Susannah to look at alternatives for next year. Sandra to get quotes.

7.2 Cyclone will be coming in to winterize our planter watering systems. Date to be determined.

7.3 Parkade cleaning last completed May 13 next date expected to be early December.

7.4 Window cleaning last completed May 5 next date expected to be late September or early October.

7.5 Carpet cleaning last completed May 29 next date expected to be in December. That will mark the end of our current contract. We will consider alternatives for next year.

7.6 Draft reserve fund report was received from Entuitive. Internal review meeting was held July 26. Bob compiled comments and sent back to Entuitive. Meeting with Entuitive set for August 30. Still missing Building Envelope Assessment Report.

7.7 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 has been received.

7.8 Sandra to obtain quote from Entuitive for parkade repairs and repairs to the post tensioned cables as recommended in their reports.

7.9 Sandra is getting an updated cost for the compost recycle bin from Waste Management.

7.10 The wallpaper on the 5th floor is in pretty bad shape and is coming off the wall. Sandra to get Clean Team in to quote on replacing the wallpaper with paint.

7.11 Sandra to get quotes from Abbas and Certa Pro Painters to paint exterior conduit installed with the security project. We will first try a sample on the north wall to see how this looks.

7.12 We have not had any action as yet from Concrete Innovations with respect to repair and reseal of the concrete at the front of the building.

7.13 Gym treadmill needs repairs. Lee has arranged with Fitness West to service.

8. Bylaws (Committee of the Whole):

8.1 The existing renovation sites appear to be in compliance with the bylaws and approved renovation requests other than unit 34 (see Insurance).

8.2 An owner requested permission for his contractor to use his parking stall during the day. This request is denied. Contractors may not use the parkade.

9. Building Mechanical Projects (Bob, Mona):

9.1 We are expecting to begin construction work on the elevators at the beginning of November. Design issues are with the Design Committee and their input is required by the end of August.

9.2 The security systems upgrade project is progressing slowly. We are still waiting on integration of the front sliding doors, loading dock doors, mechanical room doors, front door intercom as well as a number of clean up items. Parking overhead door still not integrated. New overhead door fobs to be distributed along with collection of outstanding fob fees and intercom phone numbers.

9.3 The pool re-opening project is progressing. We have completed demolition and are into the rebuild stage. We are waiting on some long delivery mechanical equipment. Current target to re-open is end of October.

9.4 The fire panel repair is under way since August 8. We have changed out all the end devices to addressable units and connected them to the new fire panel. The new fire panel is now operational. We are working on adding the new devices to support the elevators. During this work we found a number of end devices that weren't in our inventory and will have to be addressed. We have also found that the speakers in the commercial areas had been removed or never installed.

9.5 Letter to Owners regarding fire panel repair was prepared by Lee and sent late July.

9.6 We began installation of in-suite speakers and heat sensors on the 5th floor. The installation in the hallway proved to be considerably different than our expectations. The residential installation has been halted until we can determine a path forward.

9.7 We have received approval to proceed with the LED lighting conversion in anticipation of receiving the government rebate. We expect the conversion work will start by September.

10. Building Design Projects (Lee, Susannah, Reg):

10.1 Design input to the elevator project will be provided by the end of August.

10.2 Lee provided Sandra with mat requirements. Sandra to obtain quotes for new mats. Letter has been sent to Executive Mats cancelling our contract.

11. Legal (Committee of the Whole):

11.1 Lawsuit against the Corporation by unit 38. No progress. Unit 38 may also include unit 44.

11.2 Human Rights Commission complaint. Complaint is being sent to the regional director for a ruling as the documents filed by both parties are comprehensive.

11.3 Corporation lawsuit against unit 44. We will be filing a statement of claim.

11.4 With respect to unit 122 our lawyer sent a letter to the real estate agent advising them to correct errors in their listing. This appears to have been done. We sent a letter to the Owner demanding repairs. We understand there may be a prospective purchaser.

12. Other (Committee of the Whole):

12.1 An Owner suggested we purchase a punching bag for the gym. It was decided not to purchase the punching bag.

12.2 A complaint was emailed to the Board regarding the performance of Abbas and the Concierge. An answer was provided.

12.3 Motion by Bob seconded by Lee that the draft minutes of the April 2017 AGM can be posted to the web site. Motion carried. These minutes will remain in draft form until the 2018 AGM.

13. Adjourned:

Meeting adjourned at 9:05pm.

Next regular Board meeting is Monday September 18 at 5:30PM in room 420.

Proposed Remaining Regular Meeting Schedule:

October 16, 2017 Board Meeting

November 20, 2017 Board Meeting

November 29, 2017 Town Hall 2018 Budget Meeting at Kerby Centre

January 8, 2018 Board Meeting

February 12, 2018 Board Meeting

March 19, 2018 Board Meeting

April 16, 2018 Board Meeting

April 25, 2018 Annual General Meeting at Kerby Centre

Contacting The Board:

The Board can be contacted through the Westmount Place web site at http://westmountplacecalgary.org/. Log in with your user name and navigate to under the Board Members 2017-2018 tab. There you can contact all the Board members or an individual Board member if preferred. Creating a new profile is easy if not already registered.
Residents can also use the Contact Us or Contact Building Manager without logging in.
Residents can also directly email the Building Manager, Sandra Williams, at sandra.williams@montgomeryross.ca and request the email be sent to the Board.
Residents can also drop a letter off at the security desk addressed to the Westmount Place Board of Directors.