WESTMOUNT PLACE

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

Minutes of Meeting of the Board of Directors
September 18, 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 5:33pm by Lee Mills.

2. Changes to the Agenda:

Obsolete items will be removed during the discussion.

Add electric vehicle charging station.
Add host for Christmas party.
Add approval of the August Board meeting minutes. It was decided to delay approval while members further reviewed the minutes.

3. Board Motions and Decisions Since The Last Monthly Meeting

3.1 September 4, 2017 Motion by Susannah seconded by Lee to approve the July financial reports and post them to the web site. Motion approved.
3.2 August 29, 2017 Motion by Susannah seconded by Bob to approve the new gas purchase contract with Enmax. Contract is for 5 years and covers 75% of our expected requirements. The remaining requirements will be purchased at market rates. Motion approved.

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

4.1 Unit #124 repairs from previous Victaulic leak being performed by MDR has been completed.
4.2 DOL 20170714 units 39, 33. 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. Owner is refusing to pay because there wasn't a bid for the emergency response. Incident complete and will be handled as a collection.
4.3 Unit 118 bathroom leaking into the unit below. Unit 118 repaired leak. Ceiling of unit 114 to be repaired.

4.4 DOL 20170723 units 34, 27, 19. 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.

4.5 DOL 20170623 units 4, 139 4th floor hallway. Sink backup from obstruction in common piping. Emergency response complete. Rebuild by MDR in progress.

4.6 DOL 20170704 unit 142. Damage from leak in sewer pipe above in common piping. Emergency response paid by building. Commercial unit repairs are B&I to be paid for by unit. Complete.

4.7 DOL 20161025 units 43, 37, 31. Contractor to unit 43 caused damage in removing tub cut water line. Considered negligence and the responsibility of contractor to repair. We will get MDR to repair and charge back costs to the Owner of unit 43.

4.8 Unit 37 leaking sewer line and shower into unit 31. Unit 37 to repair. If repairs aren't performed promptly we will get Caon to repair and charge costs back to the Owner of unit 37.

4.9 DOL 20170906 many units. Leaking Victaulic coupling in unit 66.

4.10 Units 53, 47. Leaking Victaulic coupling in unit 53.

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 We will need a building heating shutdown to repair a couple of leaking Victaulic couplings in units 66, 62. Shutdown scheduled for Sept 20.

5.2 There will be a domestic water shutdown in October to allow for repairs to building plumbing. Last shutdown Sept 6.

5.3 Annual generator test completed August 8. Next monthly test scheduled for September 28.

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

5.5 Problem with sump pump identified as incorrect wiring and repaired.

5.6 Water in P4 due to problem with sanitary drain pump. Problem identified as leaking piping. Caon to repair.

5.7 Sandra to get Legacy in to address problem with sprinkler sensor in sprinkler room.

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

6.1 Approval of July and August financial reports deferred as Susannah has supplied a list of questions to MRA.

6.2 GST is current. MRA now has access to our CRA account.

6.3 Arrears stand at about $55k 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 Three of the lockers in the parkade are under lease. Suite 503 is currently rented.

6.5 New gas contract has been finalized with Enmax. Need PAP form. It was decided not to change our electrical supply contract which expires in 2018.

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 Abbas no longer will be doing our snow removal due to insurance issues. Sandra to get quotes for snow removal services.

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

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

7.5 Window cleaning last completed May 5 next date expected to be October 16 weather dependent.

7.6 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.

7.7 Entuitive have proposed checking the parkade traffic deck coating a year after the repairs. Drainage check was done with parkade cleaning. Acoustic check was 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 received an updated cost for the compost recycle bin from Waste Management. We will get two totes on a twice weekly pickup. This approach will minimize smell and other undesirable side effects. Pails to be distributed to residents have been ordered.

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. Only able to get time and materials quote as effort uncertain. Clean Team will prepare a test section of approximately 4 feet in length to determine effort and cost required.

7.11 Certa Pro Painters provided quote 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. Rob to get alternative quote.

7.13 Gym treadmill needs repairs. Lee has arranged with Fitness West to service. No response so far. We should also consider a maintenance contract.

7.14 Abbas will not be able to handle pool maintenance due to insurance issues. We will get Katharine Jones to look into alternatives.

7.15 Waste Management provided a bin for the weekend for fall cleanup. Bin was not picked up in time to allow regular garbage pickup. Sandra to discuss with WM.

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 A complaint was received that the contents of parking stall 110 were extending beyond the stall boundaries. Motion by Reg seconded by Daniel to fine the Owner to whom stall 110 is assigned the amount of $50 for each day the contents of their stall overflow the stall boundaries. Motion carried.

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 as soon as possible. TK were given default design information to use if the required information is not received in time.

9.2 The security systems upgrade project is progressing slowly. We are still waiting on integration of the mechanical room doors 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 are well into the rebuild and most of the major mechanical equipment has been received. 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 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 was halted until we could determine a path forward. We decided to add bulkheads to hide the fire system wiring and Telus fibre optic cable wiremold. Detailed design of the bulkheads is with the design committee. It was necessary to resume installing the fire system wiring to meet project deadlines including readiness date for the new system and availability of installation crews.

9.6 We have received approval to proceed with the LED lighting conversion in anticipation of receiving the government rebate. Conversion is in progress and is expected to be completed in September.

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

10.1 Design input to the elevator project is almost complete. Expected weight difference is 40 pounds which is within tolerance. We are expecting to sign the contract for the interiors this week.

10.2 Lee provided Sandra with mat requirements. Letter has been sent to Executive Mats cancelling our contract. Sandra has obtained quotes for new mats and will be getting samples.

11. Legal (Committee of the Whole):

11.1 Lawsuit against the Corporation by unit 38. Unit 38 also included unit 44.

11.2 Human Rights Commission complaint. Complaint sent to the regional director for a ruling as the documents filed by both parties are comprehensive. Regional director referred complaint to director who may pass on to tribunal.

11.3 Corporation lawsuit against unit 44. We have filed 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 met with the prospective purchaser on September 11 and discussed our concerns in detail. Since then we have had contact with the prospective purchaser who is progressing his renovation.

12. Other (Committee of the Whole):

12.1 The draft minutes of the 2017 AGM have been posted.

12.2 The draft reserve fund report is currently being reviewed by the Board.

12.3 An owner requested the Board consider installing an electric vehicle charging station in the parkade. Electric vehicle charging plans are currently being developed by the city and province. We have no immediate plans for a charging station at Westmount Place. The logistics of a charging station would be problematic and it may be better to allow owners to install charging equipment in their stalls at their expense. This issue was deferred.

12.4 A proposal was made by a local pharmacy to set up a 1-day flu shot clinic in our foyer. We are not in favour as flu shots can be obtained at many locations.

12.5 There is currently no one to host our annual Christmas party as Lise Lahey has moved out of the building. Mona will see if she can find anyone who might be interested.

13. Adjourned:

Meeting adjourned at 9:38pm.
Regular Board meetings are held 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

Officers of the Board:
President: Lee Mills
Vice President: Reg Wamboldt
Treasurer: Susannah Mason
Secretary: Bob Boyd

Committees:
Maintenance: Bob, Mona, Reg, Abbas
Design: Lee, Susannah, Reg, Margrit Mortensen, Kathleen Dineen
Insurance: Reg, Mona, Bob, Sandra

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.