WESTMOUNT PLACE

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

Minutes of Meeting of the Board of Directors
October 16, 2017

Present: Lee Mills (chair), Bob Boyd (minutes), Mona Jones, Susannah Mason (via audio conference), Daniel Gonzalez (via audio conference), Reg Wamboldt (from 5:42), 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 5:35pm by Lee Mills.

2. Changes to the Agenda:

Obsolete items will be removed during the discussion.

Set budget town hall meeting date.

3. Board Motions and Decisions Since The Last Monthly Meeting

3.1 September 23, 2017 Motion by Susannah seconded by Mona to approve the August financial reports and post them to the web site. Motion approved.
3.2 October 1, 2017 Motion by Bob seconded by Mona to approve the August 21 Board minutes and post them to the web site. Motion approved.

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

4.1 Unit 118 bathroom leaking into the unit below. Unit 118 repaired leak. Ceiling of unit 114 to be repaired.
4.2 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.
4.3 DOL 20170623 units 4, 139, 4th floor hallway. Sink backup from obstruction in common piping. Emergency response complete. Rebuild by MDR in progress.
4.4 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. Contractor is repairing.

4.5 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. Unit 37 drain was repaired and now unit 31 can be repaired.

4.6 DOL 20170920 many units. Leaking Victaulic coupling in unit 66, 53. Rebuild to start Oct. 23

4.7 DOL 20171006 toilet line break in unit 12. Also affected units 4, 139, 133, 134, squash court, hallways on 6, 5, 4, 3, 1. Emergency response and drying under way.

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, 53. Victaulic couplings were repaired on Sept. 20.

5.2 Last domestic water shutdown Sept 6. There is a domestic water shutdown October 16 to allow for repairs to building plumbing. Refill started at 6pm and not all repairs could be completed. Another shutdown will be scheduled for November.

5.3 Annual generator test completed August 8. Next monthly test TBD. Generator testing is a lower priority and dates are set by Abbas based on work load.

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

5.5 Water in P4 due to problem with sanitary drain pump. Problem identified as leaking piping. Repaired. It was also noted that there is undocumented sewer piping under the P4 slab some of which has failed.

5.6 Sandra to get Legacy in to address problem with sprinkler sensor in sprinkler room. Problem repaired Oct. 13.

5.7 One cooling tower had to be shut down because of excessive noise. We will need to get the cooling towers serviced over the winter.

5.8 The ceiling crack above stall 28 has been repaired.

5.9 We should be performing more inspections and repairs with the renovations when things are opened up. Reg to put together list of items to be checked. Bob and Sandra to revise our renovation documentation.

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

6.1 Approval of September financial reports deferred as Susannah has supplied a list of questions to MRA. Waiting for financial reports to be updated.

6.2 GST is current.

6.3 Arrears stand at about $57k 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 Amount outstanding by unit 44 has been paid in full.

6.5 Unit 104 has relapsed into arrears. We will try to get the rent assigned to the Corporation.

6.6 An agreement was reached to pay out the outstanding amount for unit 107.

6.7 We are expecting to be paid the outstanding amounts for unit 106.

6.8 Three of the lockers in the parkade are under lease. Suite 503 is currently rented.

6.9 Sandra to provide the first draft of the 2018 budget early next week. First Board budget meeting is set for Nov 1.

7. Building Management (Committee of the Whole):

Sandra provides a Property Managers report before each meeting.

7.1 Quotes for landscape maintenance and snow removal have been received. It was decided to award the work to Divcon Landscaping Services.

7.2 Water supply to main planter has been turned off. 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 scheduled for Dec. 2. Kerby parking has been confirmed.

7.4 Window cleaning last completed May 5 next date expected to be October 17 weather dependent.

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

7.7 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 as has been dispenser and bags. We will supply the compostable bags. Sandra will write a letter to the Owners describing the bylaw and our approach to composting.

7.8 The wallpaper on the 5th floor is in pretty bad shape and is coming off the wall. The Clean Team removed a section of wallpaper and painted to validate the expected costs and results. After the bulkhead project is completed we will remove the rest of the wallpaper and paint the walls.

7.9 Certa Pro Painters provided quote to paint exterior conduit installed with the security project. This work has now been completed.

7.10 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. We will look into alternatives.

7.11 Gym treadmills need repairs. New unit has been repaired under warranty. Old treadmill to be replaced. We will look at options.

7.12 We should get a maintenance contract for our gym equipment. It was agreed that a quarterly maintenance visit was appropriate.

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

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. It was decided 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. There have been no further complaints

8.3 A request was made to our lawyer to determine if we could modify the wording of our bylaw with respect to betterments and improvements to make it less confusing.

9. Building Mechanical Projects (Bob, Mona):

9.1 We are expecting to begin construction work on the elevators at the beginning of November.

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. We still need to make our submission to AHS.

9.4 The fire panel repair is nearly complete and included all suites. Formal verification will start next week and be complete by the end of the month.

9.5 Specifications for the hallway bulkheads to cover the fire system wiring and Telus fibre have been prepared and we are in the process of obtaining quotes. Budget has been approved based on preliminary quotes.

9.6 The LED lighting conversion is nearly complete.

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

10.1 Design input to the elevator project is almost complete. Contract signed for the new interiors. Custom Elevator Interiors will be providing drawings and we will select colours.

10.2 Sandra has obtained quotes for new mats and we have samples. Lee and Sandra to make final selection.

10.3 Reg to look into new grates for the lighting above the vestibule.

11. Legal (Committee of the Whole):

11.1 Lawsuit against the Corporation by unit 38. Unit 38 also included unit 44. It was suggested by our lawyer that we include MDR.

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 end the proceeding or pass on to a tribunal. It was

unclear how this might proceed and what we can tell the Owners. Bob to set up a meeting with our lawyer.

11.3 Corporation lawsuit against unit 44. We have filed a statement of claim. The Owner agreed to settle for the amount outstanding.

12. Other (Committee of the Whole):

12.1 The draft reserve fund report is currently being reviewed by the Board. Entuitive will be providing an update.

12.2 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.

12.3 Our building Internet service used by security and maintenance is being discontinued along with our old computer service contract with DSS. Motion by Bob seconded by Lee to accept the offer from Telus to tie into their fibre. The offer included the ability to offer WiFi in our common areas which we will consider at a later date. Motion carried.

13. Adjourned:

Meeting adjourned at 8:11pm.

Proposed Remaining Regular Meeting Schedule:

(Regular Board meetings are held at 5:30PM in room 420.)
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, Bob, Mona, 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.