WESTMOUNT PLACE

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

Minutes of Meeting of the Board of Directors
February 25, 2019

Present: Mona Jones (chair)**,** Bob Boyd (minutes), Brenda Edwards, Melissa Collins (to 6:33), Rob Parry, Harrison Gallelli, Susannah Mason (from 5:45), Sandra Williams (Montgomery Ross), Patrick Payne (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 5:30pm by Mona Jones.

2. Changes to the Agenda:

Obsolete items to be removed during discussion.

3. Board Motions and Decisions Since The Last Monthly Meeting

3.1 Jan 28, 2019 Motion by Susannah seconded by Bob to approve the Dec. 2018 financial reports and post to the web site. Motion approved Feb. 14.

3.2 Feb 16, 2019 Motion by Susannah seconded by Bob to approve the Jan 2019 financial reports and post to the web site. Motion approved Feb. 21.

3.3 Feb 19, 2019 Motion by Bob seconded by Mona to approve the minutes of the January 28, 2019 Board meeting and post them to the web site. Motion carried Feb 23.

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

4.1 DOL 20181030 door on unit 69 destroyed by tenant. Unit has been sold. We have installed a temporary door for the new Owner and ordered a new door. We have requested the Owner's solicitor retain $10,000 to cover our costs. Door has been received by installation contractor but need new hardware. The hardware is on order. Contractor has been working with Owner to arrange installation.

4.2 DOL 20190131 recirculation line break in unit 124 also affected units 125 and 121. Emergency response by MDR is complete. Break was at a location where Fountainhead Mechanical had performed repairs a week previous. Issue is with Fountainhead's insurance. We have obtained a rebuild quote from MDR.

4.3 DOL 20190204 frozen sprinkler pipe and domestic water pipe in the men's change room and ladies change room. Affected units 1C, 1A, 141, 131, 134, 128B, 128C. Cold air entered through building exhaust system and new MUA duct in the men's room. MUA had

tripped in the extreme cold. Emergency response is mostly complete except for final cleaning of some carpets. We are obtaining a quote for the rebuild. An insurance claim has been started. Abbas is still investigating electrical fixtures for possible damage.

4.4 DOL 20190209 a bleeder valve on the chilled water system in unit 86 leaked. Affected units 80, 74, 68, 62, 56, 50, 44, 38, 32. Emergency response complete. Obtaining quote for the rebuild. Cost will be covered by self-insurance.

4.5 DOL 20190216 pinhole leak in recirculation line in 27th floor hallway. Affected hallway in floors 24-27. Emergency response complete. Obtaining rebuild quote. Cost will be covered by self-insurance.

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

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 Last domestic water shutdown Jan 24. Next shutdown will be scheduled for early March.

5.2 Annual generator test completed Sept 12. Last test Feb 13 next test scheduled for Mar 13.

5.3 Abbas confirmed all mechanical logs are up to date and installed in their proper locations.

5.4 Pool testing will resume when pool is back in operation. One test required before opening pool.

5.5 Glass coverings in hot tub have been removed but not replaced as yet with something more appropriate. Have replacements and we are waiting to install.

5.6 The remote readout temperature sensors in the steam rooms have failed. Bob has received replacements. Abbas will find a way to better seal.

5.7 All issues with the pool which may be attributed to Westcor need to be written up as incident reports. The Seresco humidity control unit is not functioning properly. Climate Control is being trained on the product and will be providing support as the company that installed it is no longer being helpful.

5.8 There is a temperature control issue in unit 66. Abbas has been investigating and Climate Control has been helping. Harrison also working on the issue. Abbas has purchased some pneumatic test equipment. Problem appears to relate to high demand for air to the point our compressors are unable to keep up. Need to investigate where we are losing air.

5.9 Abbas investigated a report of mould in the men's steam room glass. Mould cannot grow on glass. It was determined to be calcification that can be cleaned.

5.10 We have arranged with Kydrid to raise the vehicle sensors on the outside of the overhead door as they are being interfered with by the snow piled there. At the same time they will shorten the time the door remains open. Sensors raised and door open time has been reduced,

5.11 Loading dock bumper guard was installed.

5.12 Abbas working with Waste Management about getting a lid covering for our outside bin. We are finding third parties are putting materials in the bin which we have to pay to get emptied.

5.13 A new vacuum cleaner has been purchased for use by the Clean Team. Sandra to notify security that it is not to be used by third parties such as contractors or movers.

5.14 The door between the elevator lobby and vestibule on P3 is damaged. This is probably a combination of a previous tenant and thyssenkrupp. We will repair the door once thyssenkrupp is finished with the elevator modernization. At the same time we will address the other doors in the parkade which have issues.

5.15 Harrison has arranged for sample bulbs for the hallways to replace the failing bulbs. We have selected a 75w equivalent LED globe style bulb as a replacement.

5.16 Motion by Harrison seconded by Susannah to buy the 75w LED globe bulbs. Motion carried. Harrison will order the replacement bulbs.

5.17 It was decided to send a letter to all Owners requesting they install toilet supply lines with metal nuts after the recent failures of plastic nuts. The letters will advise Owners that they will be considered liable for damages caused by failed supply lines. Bob to draft the letter.

5.18 There is an issue with heating temperature control on the second floor. A thermostat in one unit controls the radiant heat to a number of units. Not everyone is comfortable at the same time. We do not consider this a Corporation problem as it relates to the way the original space was subdivided. It is up the to Owners to resolve. Bob to draft a letter to the affected Owners.

5.19 Since we contracted with Goodbye Graffiti to remove graffiti from our building their response time seems to have slowed. They were here Friday working on some hard to remove graffiti.

5.20 We have not rechecked the waste riser in unit 4 as the Owner is in the process of renovating their kitchen.

5.21 During the long cold snap the temperature in P4 east has dropped below zero because of cold air coming in through the parkade exhaust. We are investigating option to prevent the sprinklers from freezing. One option is heat tape. It is also important to keep the doors to the elevator shaft closed.

5.22 The leaking bleeder valve in unit 81 has a temporary patch. We are working on finding a way to repair without a complete cooling system drain.

5.23 Ice under the garage door prevented it from closing. Security called Kydrid to repair. Security to be reminded to call Abbas first as the ice isn't a door problem.

5.24 A call was received on the weekend from unit 9 regarding their sink draining poorly. EB Drains was brought in to clear. Owners are reminded that if they have drainage problems they need to be dealt with immediately to prevent possible significant damage from a back up.

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

6.1 GST is current.

6.2 Arrears stand at about $6k. 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 Payment has not yet been received from the Owner of unit 138 for the cost of the caveat and interest on outstanding monies owed relating to an insurance claim. The base amount was received. Owner has promised an explanation for why he shouldn't have to pay the charge for a caveat and interest on monies owed the corporation that his insurance company would not cover. Owner provided an email which was read by Brenda. Bob to review claim and provide response.

6.4 Four of the lockers in the parkade are under lease. Suite 503 is rented.

6.5 Financial information for 2018 is with the auditor.

6.6 Motion by Susannah seconded by Brenda to transfer the 2018 contingency funds amounting to $100,00.00 to the reserve fund. Motion carried.

7. Building Management (Committee of the Whole):

Sandra provides a Property Managers report before each meeting.

7.1 Parkade cleaning last completed November 24 next date will be May 4. The work was bid out and Komodo will be cleaning the parkade again. There were issues last cleaning with residents accessing the parkade during the cleaning. This is both a safety issue and interferes with the cleaners. For the next cleaning we will disable resident access to the parkade.

7.2 Window cleaning last completed May 2018. Next cleaning in the spring.

7.3 Carpet cleaning last completed December next date not set.

7.4 MRA provided proposed contract renewal with options for one or two year renewal.

7.5 Motion by Mona seconded by Harrison to renew the MRA contract for two years. Motion carried.

7.6 Our concierge dry cleaning invoices include rental of cloths. Susannah to look into details and options. It was decided to continue with our current approach.

7.7 Rob to investigate hiring of a third concierge staff member by the Corporation. It does not look like we would achieve significant savings with this approach. Rob needs more information.

7.8 Per our contract Gym Tech will come in Wednesday to repair the damaged equipment and perform their quarterly preventative maintenance.

7.9 We are still waiting on the annual fire inspection report.

7.10 It was decided to hold the next dumpster weekend the weekend of April 27 which is just before the parkade cleaning.

7.11 One of our security staff has been providing a service visiting absent residents suites. This is a potential liability issue for the Corporation and is not allowed.

7.12 Sandra to draft a letter to our security staff regarding discussing building issues, visiting suites while residents are away and use of the cleaners vacuum.

7.13 It was noted that Waste Management sometimes leaves materials in front of the emergency exit doors in the loading dock. Sandra contacted them and explained the problem.

7.14 Incident reports are sent to Sandra and sometimes Bob and Mona. Other Board members would like to see these reports so Sandra will forward to the whole Board.

8. Bylaws (Committee of the Whole):

8.1 The existing renovation sites appear to be in compliance with the bylaws and approved renovation requests.

9. Building Mechanical Projects (Bob, Mona):

9.1 Elevator #3 is being modernized. We expect this to be completed in late May or possibly June.

9.2 Thyssenkrupp invoicing has become very confusing. Thyssenkrupp and our elevator consultant to resolve. Also concerns over elevator interior change orders. Bob to investigate.

9.3 Two of the PT cables in the 5th floor slab have failed. We have engaged Burton and Entuitive to investigate. The failure seems to be a mechanical failure at the same place as the previous cables failed.

10. Building Design Projects (Susannah, Harrison):

10.1 Design committee is working on options and budget for updating the vestibule ceiling.

10.2 Harrison is working on options and budget to repair the 15th floor hallway bulkheads. Need to be able to access valves. Repairs are complete and we will start on the 27th floor bulkheads.

10.3 A request has been received from the 27th floor Owners to replace or clean their hallway carpet. It was decided that this would not be helpful until thyssenkrupp is finished the elevator project. This issue will be turned over to the next Board.

11. Legal (Committee of the Whole):

11.1 Westcor, the pool contractor, filed a statement of claim for the money they believe they are owed. We believe the amount owing to be substantially less than claimed by Westcor and the documentation provided so far is neither clear nor comprehensible and is not complete. We have filed our statement of defence. We received an offer to settle which was rejected and we made a counter offer. We are waiting for Westcor to file their Affidavit of Records.

11.2 The Owner of unit 122 has now decided to repair the sun room built on the deck. This is a change from his previous plan to remove the sun room. It was decided to turn the matter over to our lawyers. We have requested the Owner provide detailed design information and have an approved renovation request by the end of May.

12. Other (Committee of the Whole):

12.1 Work on the Owner communication policy by Susannah, Melissa, and Harrison is in progress.

12.2 We have been approached by Telus to allow installation of a small cell on the building exterior. We responded that the annual fee was quite low. Issue is in progress.

12.3 With the changes to the Condominium Property Act and Regulations coming in force in July the Board will have to adopt an ethics standard that every board member must sign. A suggested document from the CCI was provided to Board members for review and consideration.

13. Adjourned:

Meeting adjourned at 8:12pm.

Proposed Remaining Regular Meeting Schedule:

(Regular Board meetings are held at 5:30PM in room 420.)
March 25, 2019 Regular Board Meeting
April 22, 2019 Regular Board Meeting
May 8, 2019 Annual General Meeting at Kerby Centre at 7PM

Officers of the Board:

President: Mona Jones
Vice President: Brenda Edwards
Treasurer: Susannah Mason
Secretary: Bob Boyd

Committees:

Maintenance: Bob, Mona, Harrison, Abbas, Sandra
Design: Susannah, Harrison, Lee Mills, Margrit Mortensen, Kathleen Dineen
Insurance: Mona, Bob, Sandra
Landscaping: Kathleen Dineen, Lorraine Ellert

Contacting The Board:

The Board can be contacted through the Westmount Place web site at https://westmountplacecalgary.org/. Log in with your user name and navigate to under the Board Members 2018-19 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 Property 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.