WESTMOUNT PLACE

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

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

Present: Mona Jones (chair)**,** Bob Boyd (minutes), Brenda Edwards, Melissa Collins (to 6:31), Rob Parry, Harrison Gallelli, Susannah Mason (from 5:47), Sandra Williams (Montgomery Ross), Patrick Payne (Abba's Maintenance to 6:12).

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 Mar 9, 2019 Decision to renew the Commissionaires contract for two years.

3.2 Mar 17, 2019 Motion by Susannah seconded by Brenda to approve the Feb 2019 financial reports and post to the web site. Motion approved Mar 22.

3.3 Mar 20, 2019 Motion by Bob seconded by Brenda to approve the minutes of the February 25, 2019 Board meeting and post them to the web site. Motion carried Mar 21.

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

4.1 DOL 20181030 door on unit 69 destroyed by tenant. Unit has been sold. Door has been installed and we have requested payment of about $7000 from previous owner's lawyer. We are waiting for the cheque.

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. Rebuild complete.

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. An insurance claim has been started and the rebuild is in progress. Only damage to electrical is the panel in unit 128C for which we are obtaining quotes.

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. Cost will be covered by self-insurance. Rebuild quote received.

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

4.6 DOL20190315 tub drain failure in unit 53 affected unit 29. Reviewing if this is negligence. Emergency response is complete. Waiting on rebuild quote. Fountainhead has been scheduled to repair unit 53 piping.

4.7 DOL20190318 drain failure in unit 32 affected units 32, 31, 23. Waiting on rebuild quote.

4.8 DOL20190321 failure of old plumbing work in unit 37. Affected units 38, 37, 32, 23. Some time in the past a plumbing repair was done in unit 37 using plastic piping and compression fittings. This has been leaking for some time. Plastic piping and compression fittings are not allowed however it is unclear when the repair work was done and what standard was acceptable at the time.

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 Mar 20. Next shutdown will be scheduled for early April.

5.2 Annual generator test completed Sept 12. Last test Mar 13 next test scheduled for Apr 17.

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. During the recent freezing incident we discovered the supply air to the new pool MUA unit wasn't insulated. We are arranging for insulation to be installed.

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 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. Abbas will provide costs for a new bin.

5.10 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.

5.11 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. Harrison is arranging to obtain the new bulbs.

5.12 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 addresses toilet supply lines, fridge lines, garburators and humidifiers. Letter drafted and reviewed. Bob will send final letter to Sandra for distribution.

5.13 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. Letter drafted and reviewed and will be sent to Sandra for distribution to the affected Owners.

5.14 Since we contracted with Goodbye Graffiti to remove graffiti from our building their response time seems to have slowed. Lately it has improved. There is still some hard to remove graffiti that needs to be addressed.

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

5.16 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. We are also looking at installing an additional unit heater.

5.17 The leaking bleeder valve in unit 81 has a temporary patch. We have found a way to repair without a complete cooling system drain. Repair is scheduled.

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

6.1 GST is current.

6.2 Arrears stand at about $9k. 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 provided a review if the documentation relating to the Owners claim which showed the explanation was factually incorrect therefore the charges against unit 138 stand.

6.4 Unit 86 is now more than one month behind on their fees. MRA to follow standard recovery process.

6.5 Sandra has been working with unit 27 with respect to collecting their fine accrued while operating a short term rental suite.

6.6 Unit 111 charge back for work performed by MDR is being contested by Owner. This issue relates to betterments and improvements and is therefor something the Owner needs to settle with MDR.

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

6.8 Financial information for 2018 is with the auditor. We are expecting their draft report Apr 12.

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 entrance to the parkade.

7.2 Window cleaning last completed May 2018. Next cleaning set for April 1.

7.3 Carpet cleaning last completed December next date not set.

7.4 Rob investigated hiring of a third concierge staff member by the Corporation. It does not look like we would achieve significant savings with this approach. In fact it appears slightly more expensive.

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

7.6 It was decided to hold the next dumpster weekend the weekend of April 27 which is just before the parkade cleaning. Bin has been booked.

7.7 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. Abbas to paint floor showing areas which must be kept clear.

7.8 Arrangements have been made for the AGM on May 8, 2019. Hailey O'Brien has been hired to take minutes.

7.9 The Board has decided Westmount Place does not want to be represented on the Townsq community web site operated by MRA. MRA to remove references to Westmount Place. We will review this decision should things change.

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 early May.
9.2 Thyssenkrupp invoicing has become very confusing. Thyssenkrupp and our elevator consultant to resolve.
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. We have received a report from Entuitive and a meeting has been scheduled to discuss our options.
9.4 We are in the process of arranging for the 2019 post tensioned cable review and will be chipping additional access ports in the parkade.
9.5 The deck repair project is currently on hold until the repair of the sun room on the deck of unit 122 is completed.

10. Building Design Projects (Susannah, Harrison):

10.1 Design committee is working on options and budget for updating the vestibule ceiling. Harrison will be sending out a proposal to the Board.
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.

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 have received Westcor's Affidavit of Records. We will be providing ours.
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 beginning of May and work complete by the end of May.

12. Other (Committee of the Whole):

12.1 Work on the Owner communication policy by Susannah, Melissa, and Harrison has been deferred.

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 offered was quite low. A meeting was held with Telus to evaluate the feasibility. Telus has decided to defer a decision indefinitely.

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. This document has been signed by Bob, Brenda, Rob, Melissa and Harrison.

12.4 Harrison has been working with the landscaping committee on revamping the planters this spring.

12.5 Work on irrigation for the planters was deferred though the winter. There are only two planters without drain access points. Harrison will be working with Fountainhead on irrigation design.

13. Adjourned:

Meeting adjourned at 7:17pm.

Proposed Remaining Regular Meeting Schedule:

(Regular Board meetings are held at 5:30PM in room 420.)
April 22, 2019 Regular Board Meeting (a change from the previous schedule)
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, Brenda, 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.