WESTMOUNT PLACE

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

Minutes of Meeting of the Board of Directors
May 27, 2019

Present: Mona Jones (chair)**,** Bob Boyd (minutes), Brenda Edwards, Melissa Collins, Rob Parry, Harrison Gallelli, Susannah Mason (from 5:42), Sandra Williams (Montgomery Ross), Patrick Payne (Abba's Maintenance to 6:19).
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.
Add storage locker rental

3. Board Motions and Decisions Since The Last Monthly Meeting

3.1 May 17, 2019 Motion by Susannah seconded by Rob to approve the March financial report and post it to the web site. Motion carried.
3.2 May 19, 2019 Motion by Bob seconded by Rob to approve the minutes of the April 22, 2019 Board meeting and post them to the web site. Motion carried.

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

4.1 DOL20190315 tub drain failure in unit 53 affected units 54, 48, 42,29. Determined that there was no negligence involved. Rebuild complete.
4.2 DOL20190318 drain failure in unit 32 affected units 32, 31, 23. Rebuild in progress. Some delay due to Owner B&I.

5. Building Maintenance And Operations (Led by Bob, Mona, Harrison)
Abbas provided their report to the Board. Abbas meets weekly with the Maintenance Committee Monday afternoons at 3PM and produces an action items report for the weekly review.

5.1 Last domestic water shutdown Apr 25. Next shutdown to be scheduled.
5.2 Annual generator test completed Sept 12. Last test May 15 next test scheduled for Jun 12.
5.3 Abbas confirmed all mechanical logs are up to date and installed in their proper locations.
5.4 Pool testing has resumed.

5.5 The remote readout temperature sensors in the steam rooms have failed. Bob has received replacements. Abbas has installed and all are working.

5.6 All issues with the pool which may be attributed to Westcor need to be written up as incident reports. The glycol lines feeding were repaired. Need a report from Climate Control. During the recent freezing incident we discovered the supply air to the new pool MUA unit wasn't insulated. We have had it insulated.

5.7 There is a leak in a circulation line for the hot tub. River City Pools has repaired.

5.8 There is a temperature control issue in some suites. Abbas has been investigating and Climate Control has been helping. Harrison also working on the issue.

5.9 We are replacing the outside bin. The existing unit is a compactor type for which pickups are expensive. It doesn't have a lid and people from the building next door are using it for their garbage. The new unit will have a lockable lid and Waste Management will supply it at no cost in exchange for our old bin. We have received the 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. The new bulbs have been installed.

5.12 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. Letter drafted and reviewed and was sent to the affected Owners. Brenda to set up meeting.

5.13 There is still an issue of graffiti ghosting on the pillar which seems very difficult to remove. Goodbye Graffiti is working on it.

5.14 During the long cold snap the temperature in P4 east has dropped below zero because of cold air coming in through the parkade exhaust. Installing a new unit heater may be the best option. This issue was deferred to the fall.

5.15 The hydronic circulating pumps were repaired two weeks ago. Still have a leak that needs to be addressed. Leak was repaired under warranty.

5.16 PM on the cooling towers being done by Abbas with Climate Control for the annual PM.

5.17 We will be installing protection for the parkade cameras from water coming down from the floor above.

5.18 There is an issue with the Metasys system controlling the chiller pumps. Currently investigating.

5.19 The fire inspector brought up a concern about the diesel storage tank meeting code. There doesn't seem to be an issue.

5.20 Planter irrigation line burst over the winter. This has been repaired.

5.21 There are problems with hot water recirculation in the commercial units including the showers. Abbas is looking into this.

5.22 Mr. Thirsty is not functional. The motor has burned out and needs to be replaced.
5.23 The pole lights still need repair. They are under warranty with CLP.
5.24 No sign of the leak into unit 141 so far. Abbas to continue investigation when it returns.

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

6.1 GST is current.
6.2 We have the April financial report. Susannah to send out email to get approval.
6.3 Arrears stand at about $10k. 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 Unit 86 has not paid their condo fees since January. Motion by Rob seconded by Harrison to send a demand letter to the Owner. Motion carried. It was decided not to request accelerated payments at this time.
6.5 Four of the lockers in the parkade are under lease. One of the small lockers will become available sometime in June as the Owner who has rented the locker has sold their unit and will be moving.
6.6 Suite 503 is rented with the lease up at the end of the month. The tenant had requested terms to cancel the lease if he purchased a home. Terms were provided. Sandra to advise if the tenant will be staying.
6.7 Financial information for 2018 is with the auditor. The auditor is still asking questions. Susannah to talk to the auditor tomorrow. Sandra to send out GL to Rob and Susannah.
6.8 No matter what the status of the audit we will have to hold the AGM the week of June 17. Sandra to obtain dates for the Kerby Centre.
6.9 The Shaw contract ends July 31 and we have to give them one month notice on renewal otherwise it will automatically renew for a year. We had intended to leave the matter to the new Board. As the new Board will not be in place until after the AGM they won't have time to address the issue with the Owners. We will hold a vote by the Owners between now and the AGM with the idea of announcing the results at the AGM. Notice of the vote to be provided with the AGM package. A simple one vote per suite with the majority determining the outcome.

7. Building Management (Committee of the Whole):

Sandra provides a Property Managers report before each meeting.

7.1 Parkade cleaning last completed May 4. A few vehicles were improperly parked in the south lot by the Kerby Centre building and received tickets. Resident receiving tickets were told to identify their tickets to us and we were successful in arranging to have them cancelled. In the future residents parking in the wrong lot will be responsible for their tickets.
7.2 Window cleaning last completed Apr 2019. No problems were reported.

7.3 Carpet cleaning last completed December next date June 12.

7.4 We have the annual fire inspection report. The identified repairs are approved and in progress.

7.5 We had a city fire inspection that identified a number of issues beyond the ones in the annual fire inspection and with a short time to resolve. Because of the number of issues we hired Katharine Jones of Cambrian Condo Consulting to manage resolving them. Most of the small issues have been resolved including providing the requested reports and repairs to signs and additional signage. We have engaged Randy Brown of F451 to address preparation of a Fire Safety Plan. We have engaged JPW Contracting to address the door issues and fire pump pump testing. Bob to meet with JPW on how to address these issues. Katharine is only available until the end of May after which Sandra will continue.

7.6 We are looking into options for the monthly fire pump testing.

7.7 Quarterly gym maintenance indicated pull down needs repair. May be able to get the work under warranty.

8. Bylaws (Committee of the Whole):

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

8.2 An employee of MDR has been smoking outside on the loading dock instead of at the front of the building. MDR has been advised.

9. Building Mechanical Projects (Bob, Mona):

9.1 Elevator #3 is being modernized. Modifications were made to the fire system and the AEDARSA inspection completed. We are waiting on the results.

9.2 Thyssenkrupp invoicing has become very confusing. Thyssenkrupp and our elevator consultant to resolve. The project progress payments have been resolved and paid. There are still issues on payment of the maintenance contract.

9.3 We are in the process of arranging for the 2019 post tensioned cable review and will be chipping additional access ports in the parkade.

9.4 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 Repairs are complete on the 15th floor bulkheads and we will start on the 27th floor bulkheads. Harrison is managing.

10.3 Now that thyssenkrupp is nearing finishing we will need to address the 27th floor flooring. Sandra to get Cascade out to recommend a solution.

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 received Westcor's Affidavit of Records. Bob has put together a package of our records for our lawyer who will provide them by June 4.

11.2 The Owner of unit 122 has now decided to remove the sun room built on the deck. The Owner has provided detailed design information and we have approved his design.

12. Other (Committee of the Whole):

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

12.2 Harrison has been working with the landscaping committee on revamping the planters this spring. Harrison will meet with Kathleen. Work is mostly done. We will need to spray the elm every year.

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

12.4 Bob attended the Associa legal forum on May 9 and provided the other Board members with a copy of the handouts. There are many changes to the Act and Regulations that will come into effect July 1 and January 1. Considerable Board effort will be required to comply.

13. Adjourned:

Meeting adjourned at 7:56pm.

Proposed Remaining Regular Meeting Schedule:

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

20190620 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, Harrison, Brenda, Sandra

Landscaping: Harrison, 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.