WESTMOUNT PLACE

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

Minutes of Meeting of the Board of Directors
January 27, 2020

Present: Harrison Gallelli (chair)**,** Bob Boyd (minutes), Brenda Edwards, Rob Parry , Kathleen Dinneen (via telecon), Jules Wilkins, Melissa Collins, Sandra Williams (MRA), Patrick Payne (Abbas to 5:56)
Absent:
The meeting was held in the Westmount Place boardroom

1. Call to order:
Meeting called to order at 5:38pm by Harrison Gallelli

2. Changes to the Agenda:
Obsolete items to be removed during discussion.

3. Board Motions and Decisions Since The Last Monthly Meeting

3.1 December 4, 2019 Motion by Rob seconded by Brenda to approve the October financial reports and post them to the web site. Motion carried December 8.
3.2 December 16, 2019 Motion by Bob seconded by Kathleen to approve the purchase of a Christmas gift for each of our security desk employees. Motion carried December 16.
3.3 December 22, 2019 Motion by Bob seconded by Brenda to approve the budget for post tensioned cable repairs and parkade concrete and traffic deck coating repairs and award the contract to Burton. Motion carried December 23.
3.4 December 28, 2019 Motion by Rob seconded by Brenda to approve the November financial reports and post to the web site. Motion carried December 28.
3.5 December 29, 2019 Motion by Bob seconded by Brenda to approve the minutes of the November 25, 2019 Board meeting and post them to the web site. Motion carried December 30.

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

4.1 DOL20190819 Victaulic leak into unit 16 and others. Repairs complete.
4.2 DOL20191104 Water smell reported in unit 124. Found abandoned plastic pipe with compression fittings that were leaking. Shutoff valves not functional. Plastic pipe and compression fittings are not allowed by our current renovation rules. Owner to remove all plastic pipe, compression fittings and replace the failed shutoff valves.

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

Abbas provided their report to the Board. Abbas meets weekly with the Maintenance Committee Monday afternoons at 1PM and produces an action items report for the weekly review.

5.1 Last domestic water shutdown Jan 22. Next shutdown scheduled for Feb 12.

5.2 Annual generator test completed July 19.

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

5.4 We are in the process of investigating repair of the domestic water pressure reducing station located on the 4th floor.

5.5 We have brought in a specialist to investigate the amount of repairs that have been needed on the Laars boilers.

5.6 It was noted that the wall at the west end of the pool has been compromised by water/humidity at the bottom. It has been decided not to repair in kind as the small ceramic tiles are very expensive. We will wait for the results of the design concept work and develop a solution based on it in the new year.

5.7 Some suites are supplied with natural gas for their fireplaces. There is concern that they don't properly lock off when the gas supply is interrupted. We will arrange for a safety inspection of all suites with gas lines.

5.8 Graffiti found on south window of unit 128A.

5.9 Sensors were installed on the heating system in unit 22 to investigate heating concerns from the owner. Preliminary data points to a sticky zone valve. Further monitoring required.

5.10 Leak reported into parking stall 128. Issue traced to a failed drain pipe which has been repaired.

5.11 Leak reported into parking stall 173. This had been repaired in April. We have not found any evidence this is still leaking including checking after the parkade cleaning in December.

5.12 Broken window in unit 141. Repair complete.

5.13 We have arranged with Fountainhead Mechanical to install drain points on the domestic water and heating lines which will avoid the need to drain via the 4th floor hallway.

5.14 The MUA duct insulation in the pool area is not adequate. Additional insulation will be installed.

5.15 During the recent really cold weather we found cold air coming into the locker rooms. This was traced to an exhaust fan on the 5th floor deck that had been turned off. This was started but a lock is needed to ensure people using the deck cannot turn off the fan.

5.16 The hot tub has been shut down a number of times due to bacterial issues. All users of the hot tub and pool MUST shower with soap before using the facilities. This is an AHS regulation. It is not optional.

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

6.1 GST is current.

6.2 Arrears stand at about $16k. 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 Unit 86 has not paid their condo fees since June. There is already a caveat on the title. Demand letter was authorized. MRA instructed to begin foreclosure proceedings.
6.4 Four of the lockers in the parkade are under lease.
6.5 Suite 503 is rented.
6.6 The December financial reports were discussed. We need some corrections before they can be approved including moving an engineering charge to the reserve fund and updating the receivables to include the fines levied after the last parkade cleaning.

7. Building Management (Committee of the Whole):

Sandra provides a Property Managers report before each meeting.

7.1 Parkade cleaning last completed December 14. Next cleaning in May.
7.2 Window cleaning last completed Apr 2019. Next cleaning in the spring.
7.3 Carpet cleaning last completed December 11. Next cleaning in June.
7.4 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. All outstanding issues have been resolved.
7.5 We are looking into options for the monthly fire pump testing. We have had success with North Star on the fire inspection deficiencies. Sandra to obtain proposal.
7.6 Our gym equipment maintenance company has replaced the circuit board in a treadmill a couple of times but it keeps failing. This has been done under warranty. Needs to be replaced again.
7.7 A broken window in unit 76 needs to be repaired. Abbas initially thought it might be damaged by the resident. We will investigate.
7.8 It appears units 76 and 107 have been sold.

8. Bylaws (Committee of the Whole):

8.1 The existing renovation sites appear to be in compliance with the bylaws and approved renovation requests. It was noted unit 106 has owed us further documentation on their renovation for quite a few months although the renovation is still in progress.
8.2 Residents are reminded that they are required to shower with soap before using the pool or hot tub.
8.3 We had an incident where a resident was removing items from the recycle bin. This is not allowed.
8.4 We had a couple of incidents of smoking marijuana on common property. Smoking is not allowed on common property including smoking cannabis.

8.5 There were 20 stalls fined for leaving a vehicle in the parkade during the Dec 14 parkade cleaning. Of these 12 were provided with notices that they must hand clean their stall as we were unable to do so. If they don't hand clean we will clean and charge back. Everyone is reminded that if you don't move your vehicle it is both your stall and your neighbours that cannot be cleaned.

8.6 The owner of unit 101 requested that fines for leaving vehicles in the parkade cleaning that had been imposed over a year ago be withdrawn because we do not allow our employees to move vehicles. The request was denied.

8.7 There were two incidents of residents using building power in the parkade to charge their vehicles. This is not allowed. In both cases they left a hazard in the driving lanes.

8.8 A non-resident was found to be using the amenities without being accompanied by the resident. This is not allowed. All guests must be accompanied.

9. Building Mechanical Projects (Bob, Harrison, Brenda):

9.1 The elevator project is now complete except for the security system. As per feedback from the owners we are looking into methods whereby our security staff can facilitate residential visitor access without a fob.

9.2 The 2019 post tensioned cable inspection is complete as is the parkade condition assessment. The work was bid in December. Based on the bid results and our past success in working with Burton we awarded them the repair contract. Work will start about March 2 and last though April. Initially the work will be on the post tensioned cable repair and work in stalls. Residents will be notified when work will be performed in their stalls and their vehicles will have to be removed.

9.3 We expect there will be a complete parkade closure the last week in April. Approximately April 27 through May 1. This is needed to do concrete and traffic deck coating repairs on the driving lanes. During the closure residents may leave their vehicles in the parkade or remove them. They will not be able to drive in or out. We will post notices once the dates are confirmed.

9.4 We have experienced close to or below freezing temperatures at the very bottom of the parkade. We will be installing a new heater in December. The new heater has been installed.

9.5 We will be undertaking repairs to the 5th floor roof/deck area. The repairs will be the same as completed last fall to the 26th floor deck. We will be removing the pavers and insulation. We will be repairing the waterproofing membrane and fixing any low spots. We will install drainage mat, new insulation and replace the pavers. Bob prepared a project budget.

9.6 Motion by Jules seconded by Melissa to approve the budget for the 5th floor roof/deck project and select Tru-Craft as the contractor to execute the work and Entuitive as the engineering firm. Motion carried.

9.7 We expect the deck work will start about March 2 and last for one or two months (weather dependent). Owners with access to the 5th floor deck will have to remove everything prior to the project start.

10. Owner Renovations (Bob, Sandra):

10.1 Unit 127 provided a request to paint and wallpaper. Request approved.
10.2 Unit 122 was provided with a list of items on their deck that need to be repaired on Dec 8, 2019. These are outstanding items from the removal of their sun room and the deck repairs.
10.3 Unit 69 new kitchen taps approved Dec 13, 2019.
10.4 Unit 106 granted approval to shave a small amount off their door to facilitate their new flooring Dec 27, 2019.
10.5 Unit 107 granted approval to replace/install shutoff valves Jan 21, 2020.
10.6 Unit 23 requested suite drawings to plan a renovation. Drawings provided Jan 21, 2020.
10.7 Unit 47 provided a request for various flooring, painting, countertop and backsplash. Under review.
10.8 Unit 107 provided a request for bathroom modifications and new flooring. Under review.

11. Building Design Projects (Kathleen, Harrison):

11.1 The design committee has selected McKinley Burkhart to develop the design concepts for renovation of the common areas of our building. The contract has been awarded. We are expecting a schematic design by mid-December with the final product due in January.
11.2 A preliminary design with two palates was received in December and the design committee selected one and provided feedback. We are expecting the final design and finishes around the end of January.
11.3 Repairs are complete on the 15th floor bulkheads and we will start on the 27th and 8th floor bulkheads. Harrison is managing. Deferred.
11.4 Two years ago we had approved removing the wallpaper from the 5th floor hallway and painting the walls. A test area was repaired to determine if the repairs would work and what it would cost. Harrison is getting an updated quote. Kathleen selected a paint colour which is the same as used on our hallway bulkheads. Deferred.

12. Legal (Committee of the Whole):

12.1 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 attended questioning Sept 18/19. Each party has a number of undertakings to perform.

13. Other (Committee of the Whole):

13.1 Telus had previously provided an offer to give a 25% discount on their cable and TV offerings for a period of one year (renewable) in exchange for being allowed to market their services in the building. Bob and Harrison met with Telus and signed LOU. Telus to provide details on how to claim the discount.

13.2 Harrison has arranged with Telus for free Wi-Fi services for some areas. The discount will not begin until Telus has held a lobby sales event at which time discount information will be distributed.

13.3 We need to update a number of Westmount Place documents including the Approved Contractors list, Westmount Place Reference Guide, Renovation documents, Security Desk manual and the Insurance policies.

13.4 Per the revisions to the Condominium Property Act and Regulations we need to draft and distribute a document with all the Westmount Place rules by the end of March. Bob will update the Westmount Place Reference Guide.

13.5 Our bylaws are in need of updating. Brenda volunteered to lead a committee of the whole. Deferred.

14. Adjourned:

Meeting adjourned at 7:26pm.

Proposed Remaining Regular Meeting Schedule:

(Regular Board meetings are held at 5:30PM in the Westmount Place boardroom)
20200224 Regular Board Meeting
20200323 Regular Board Meeting
20200427 Regular Board Meeting
20200521 Annual General Meeting at Kerby Centre at 7PM

Officers of the Board:

President: Harrison Gallelli
Vice President: Brenda Edwards
Treasurer: Rob Parry
Secretary: Bob Boyd

Committees:

Maintenance: Bob, Harrison, Brenda, Rob, Abbas, Sandra
Design: Kathleen, Harrison, Lee Mills, Margrit Mortensen
Insurance: Bob, Harrison, Brenda, Sandra

Communications: Melissa, Harrison
Landscaping: Kathleen, Lorraine Ellert
Social: Mona Jones

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 2019-20 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.
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.