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 24, 2020

Present: Harrison Gallelli (chair)**,** Bob Boyd (minutes), Brenda Edwards, Rob Parry, Kathleen Dinneen, Melissa Collins (5:52 to 6:56), Sandra Williams (MRA), Patrick Payne (Abbas)
Absent: Jules Wilkins
The meeting was held in the Westmount Place boardroom

1. Call to order:
Meeting called to order at 5:32pm 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 February 9, 2020 Motion by Bob seconded by Brenda to approve the minutes of the January 27, 2020 Board meeting and post them to the web site. Motion carried February 10.

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

4.1 No current claims.

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 Feb 12. Next shutdown scheduled for Mar 23.
5.2 Abbas confirmed all mechanical logs are up to date and installed in their proper locations.
5.3 We are in the process of investigating repair of the domestic water pressure reducing station located on the 4th floor. We think we need an engineer to design the repair or replacement.
5.4 We have brought in a specialist to investigate the amount of repairs that have been needed on the Laars boilers. Issue seems to be water in the combustion chamber. This is probably coming from the outside air intake.

5.5 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.

5.6 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. Current code met if the fireplace dampers are fixed open.

5.7 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.

5.8 The MUA duct insulation in the pool area is not adequate. Additional insulation will be installed when the weather is warmer.

5.9 Damaged carpet on the third and fourth floors was repaired.

5.10 The parkade sweeper is not operational. We are looking at options to repair or replace.

5.11 Abbas have been doing general clean up of the mechanical areas.

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

6.1 GST is current.

6.2 Arrears stand at about $18k. 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. They have provided a cheque which has not yet been deposited.

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.

6.7 Rob has some outstanding questions on the January financial reports before they can be approved.

6.8 Our credit card invoices have not been paid since November. Sandra to investigate where they are going and why they haven't been paid.

6.9 Rob to confirm if the 2019 contingency fund can be moved to the reserve fund.

6.10 Our investment advisor is suggesting we put more of our money in higher yield investments. Rob to send information to the board.

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 Annual fire system testing is in progress using JPW Fire.
7.5 It was decided monthly fire pump testing will be handled by North Star.
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. Harrison to handle.
7.7 A broken window in unit 76 needs to be repaired. Window ordered.
7.8 MRA now requires a board member to approve some invoices and charge backs. This will be Bob or Harrison.
7.9 There was discussion as to what items need to be approved and minuted. Sandra to provide more back up from the Act as this could be a large undertaking.
7.10 MRA are looking to have board members designated for coordinating some types of issues. Typically they expect this will be the secretary or president. Insurance issues are currently handled through the maintenance committee. Larger projects are typically handled by the maintenance committee or designated individuals. We would prefer most board members be involved with MRA.

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 We have concerns that the elevators are not being used as per our current rules for what can be carried in the small elevators versus the freight elevator. Harrison to draft a letter to security clarifying their responsibilities. We might also want to send warning letters to offenders.

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

9.1 The elevator project is now complete. As per feedback from the owners we are looking into methods whereby our security staff can facilitate residential visitor access without a fob. We have implemented two workable approaches that the security staff can use. One is direct control of the elevators and the other is to unlock the requested floor for a short period of time.
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 be disabling access to the parkade via the overhead door or elevators during the closure. We will post notices once the dates are confirmed.

9.4 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.

9.5 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. Our roofing company, Tru-Craft has agreed to work with the suite owners on removal of the items from the deck.

10. Owner Renovations (Bob, Sandra):

10.1 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.

10.2 Unit 107 granted approval to install a wheelchair accessible shower and new flooring in most areas Jan 24,2020.

10.3 Unit 47 provided a request for various flooring, painting, countertop and backsplash. Approved Jan 24, 2020.

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.

11.2 Design and finishes have been provided. We are still in discussions and clarifications over design issues including the practicality of the design.

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. Undertaking answers were received from Westcor. Bob has prepared answers to our undertakings which our lawyer is reviewing.

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. Deferred.

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. Deferred.

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

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 is updating the Westmount Place Reference Guide and has provided an initial draft to the board. There will likely be a special board meeting in early March to approve.

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

13.6 We had requested a quote from McLeod Law to update our bylaws to be in line with the Act including the recent changes. They were not prepared to do a partial update only a full rewrite.

13.7 Associa held a legal seminar in January on the new Act. It was attended by Bob, Brenda and Rob.

14. Adjourned:

Meeting adjourned at 7:55pm.

Proposed Remaining Regular Meeting Schedule:

(Regular Board meetings are held at 5:30PM in the Westmount Place boardroom)

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, 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.