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 23, 2020

Present: Harrison Gallelli (chair)**,** Bob Boyd (minutes), Brenda Edwards, Rob Parry, Kathleen Dinneen, Melissa Collins, Jules Wilkins, Sandra Williams (MRA), Patrick Payne (Abbas to 5:44)
Absent:
The meeting was held via video conference

1. Call to order:
Meeting called to order at 5:40pm 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 27, 2020 Motion by Bob seconded by Brenda to transfer $100,000.00 from the operating contingency fund to the reserve fund. Motion carried February 27.
3.2 March 16, 2020 decision to replace the wireless temperature sensors in the spa area with wired sensors.
3.3 March 16, 2020 decision to shutdown the amenity areas because of the COVID-19 restrictions. Decision to drain the pool and whirlpool and perform repairs.
3.4 March 17, 2020 Motion by Bob seconded by Kathleen to approve the minutes of the February 24, 2020 Board meeting and post them to the web site. Motion carried March 19.
3.5 March 22, 2020 Motion by Bob seconded by Harrison to approve the minutes of the March 9, 2020 Board meeting and post them to the web site. Motion carried March 22.
3.6 March 23 decision to accept the Modern Purair quote to clean the dryer vents.
3.7 March 23 decision to accept the Fountainhead quote 1994 to repair the Laars boiler.

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

4.1 DOL20200217 damage to unit 3 from toilet in unit 11. Abbas to repair unit 3. As source of water was unit 11 and the amount of repair is less than our deductible all repair costs will be charged back to them. Toilets in unit 11 have been repaired.

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 March 23. Next shutdown not scheduled.

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 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.

5.5 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 arranged for a safety inspection of all suites with gas lines. Current code met if the fireplace dampers are fixed open. We are looking for other solutions as this would waste a lot of heat.

5.6 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. We are replacing the zone valve and actuator March 25.

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

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

5.9 Abbas following precautions with respect to COVID-19. Sanitizing mechanical rooms. Taking precautions entering suites such as asking the residents if they are in isolation and using face and hand protection. Limiting entry to suites where the issue is minor.

5.10 It was noted that our building fire alarm may not be heard or seen in some of the mechanical rooms. We will be performing a test.

5.11 It was noted the fire panel controls for the parkade exhaust fans are not working correctly. We are arranging repairs. Until the repairs are made we will be controlling the fans from the electrical room.

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

6.1 GST is current.

6.2 Arrears stand at about $8k. 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 Four of the lockers in the parkade are under lease.

6.4 Suite 503 is rented.

6.5 Rob expressed concern over the lack of response from MRA accounting to his queries. Sandra to provide Rob with a contact in accounting.

6.6 Rob noted that our financial statements are being posted on Condo Papers without being approved by the board. MRA to address.

6.7 Motion by Rob seconded by Harrison to approve the December, January and February financial reports and post them to the web site. Motion carried.

6.8 Our credit card invoices have not been paid since November. Sandra investigated where they were going and why they haven't been paid. Apparently the statements have being going to Magdi. Sandra to ensure statement will be paid. Harrison to look into changes to the mailing address and to see if the statements could be sent via email. Harrison to look into whether the credit card could be issued in the name of Westmount Place instead of the employee.

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 after the parkade maintenance work is completed. Date to be determined.

7.2 Window cleaning last completed Apr 2019. Next cleaning in the spring starting March 31.

7.3 Carpet cleaning last completed December 11. Next cleaning in June.

7.4 Annual fire system testing is complete using JPW Fire.

7.5 It was decided monthly fire pump testing will be handled by North Star. Testing ongoing.

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 to send out the Westmount Place Reference Manual v2.0.

7.9 We have redirected the cleaning effort that would have been expended on the amenities to more rigorous cleaning of the high traffic areas. Clean Team have switch to cleaning products better able to handle the COVID-19 virus.

7.10 Roof anchor testing scheduled for March 27.

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 our practice of security accepting parcel deliveries on behalf of residents is being abused. Motion by Harrison seconded by Brenda that we will no longer accept parcels for anyone who is not a resident of the building. The commercial suites are considered building residents. Motion carried.

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

9.1 Work is progressing on the post tensioned cable repairs and the traffic deck coating and concrete repairs. We have run into an issue with a band of cables on the main floor slab running under the driveway between the 10th street sidewalk and the building wall. We have applied to the city to remove a portion of the sidewalk to access the cable ends. We have also shut down the driveway to limit the weight on the slab until the repair is completed. We expect the driveway to be closed for about 5 weeks.

9.2 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.

9.3 Repairs are underway on the 5th floor roof/deck repair project. The old roof has been removed and we are currently applying the waterproofing membrane. We anticipate doing a flood test on March 30.

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 106 queried with respect to adding a pergola to their deck. They were advised we do not allow structures to be erected on decks and it would be denied.

10.3 Unit 123 queried with respect to extending the gas line on their deck which is used for cooking and heating. The exterior portion was removed and partially replaced as part of the 26th floor deck project last year. They were advised the gas line should never have been allowed in the first place. However, it exists and should they wish to extend it a renovation request would likely be approved as long as it is safe. It was decided by the board that any approval would be conditional on the gas line being removed when the unit is sold.

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.

11.2 Design and finishes have been provided. There are a few outstanding questions and we are expecting the final deliverables this week.

11.3 We had intended to move from the design phase into the execution phase for the main floor vestibule, foyer and elevator lobby. With the issues around the COVID-19 virus we will be deferring this project.

11.4 Repairs are complete on the 15th floor bulkheads and we will start on the 27th and 8th floor bulkheads. Harrison is managing. 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. Bob attended questioning Sept 18/19. Each party has a number of undertakings to perform. Undertaking answers were received from Westcor. Bob has provided our lawyer with the answers to our undertakings.

13. Other (Committee of the Whole):

13.1 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.

13.2 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 updated the Westmount Place Reference Guide and it was approved at a special board meeting March 9. It was distributed to owners and residents via email and is also being distributed by MRA.

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

13.4 Because of the need for social distancing and current limitations on gathering sizes we cannot guarantee that the AGM can be held when planned. At this point the Kerby Centre is closed and we have not booked the AGM.

13.5 An owner has offered to purchase our portable wheelchair ramp. This was purchased a number of years ago. It hasn't been used since we repaired the concrete in the plaza and added a regulation size ramp. Motion Bob seconded Harrison to offer the owner the ramp for $80.00. Motion carried.

14. Adjourned:

Meeting adjourned at 7:00pm.

Proposed Remaining Regular Meeting Schedule:

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

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.