WESTMOUNT PLACE

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

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

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

1. Call to order:
Meeting called to order at 5:30pm 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 March 30, 2020 Motion by Bob seconded by Rob to approve the minutes of the March 23, 2020 Board meeting and post them to the web site. Motion carried April 5.
3.2 April 3, 2020 Motion by Harrison seconded by Brenda to charge back to unit 75 the costs associated with delays to the post tensioned repairs in the parkade caused by the owner confronting the work crew and insisting that they stop work until 9am as they were interfering with his children's sleep. He claimed to have the authority to do this and was rude to the contractor as well as our project manager and security staff. The motion included a letter of reprimand to the owner. Motion carried unanimously April 3.
3.3 April 9, 2020 MRA requested clarification from the Board as to its policy on arrears with respect to COVID-19 prior to and after March 31, 2020. Motion by Bob seconded by Rob that we retain our current arrears policy. Motion carried and a response was sent to MRA on April 10.
3.4 April 9, 2020 Divcon landscaping and snow removal contract approved for two years.
3.5 April 13, 2020 decision to approve quote 1994 from Fountainhead Mechanical to repair the Laars 5 boiler. Laars 5 had been used for parts to repair problems with Laars 4 and 6.
3.6 April 22, 2020 decision to rent a bin for disposal of resident garbage. Proposed dates of May 23 and 24.
3.7 April 27, 2020 decision to approve the JPW/Northstar quotes to repair and upgrade our fire system based on findings from the recent fire inspection.

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

Note that as of January 1, 2020, per the revisions to the Condominium Property Act, the Owner is responsible for all damage caused by a water leak from their suite up to the insurance deductible. There is no longer a requirement to determine negligence.

4.1 DOL20200407 mould in unit 124 caused by leaking in-suite plumbing. Some time in the past an owner had installed plastic piping with compression fittings. These were later abandoned in the walls. This is the owners problem to remediate the mould and remove to offending plumbing. Note that Westmount Place does not allow plastic plumbing or compression fittings for in-suite plumbing.

4.2 DOL20200419 in-suite plumbing leak in unit 62. An owner had at some time in the past abandoned plumbing and instead of removing it they put a cap on it. We brought in a plumber who put a temporary fix on the plumbing. The only damage is to unit 62. It is the owners responsibility to repair any damage and properly repair the plumbing.

4.3 DOL20200422 leak from a toilet line in unit 32. Damage to units 32, 24, 16, 8, 137, 140. The owner had not replaced his toilet line to an approved type as requested of all owners in 2019. All costs to the owner of unit 32. During the investigation unit 8 had not supplied an access key to the security desk and a locksmith was brought in to access the unit. Costs for the locksmith to be charged to unit 8.

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. On hold.

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. On hold.

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. New valve and actuator seem to have solved the problem.

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. As a result of the test we are looking into additional alarms in the mechanical areas.

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.

5.12 We will be installing composite board bumpers in the loading dock to prevent damage to the bricks from being hit by the bins.

5.13 Dryer vent cleaning completed today.

5.14 Unit 102 complained of issues with their shower. Fountainhead was brought in and repaired. Costs to be charged back to unit.

5.15 Fountainhead repaired toilets in unit 11 that had been leaking. Costs to be charged back to the unit.

5.16 E&B Drains called in based on a complaint from unit 8. Problem was in-suite. Costs to be charged back to the unit.

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

6.1 GST is current.

6.2 Arrears stand at about $6k. 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. See also motion item 3.3.

6.3 Unit 86 which had previously fallen well behind on its fees but paid up is now falling behind again. Sandra spoke to the Owner.

6.4 Four of the lockers in the parkade are under lease.

6.5 Suite 503 is rented.

6.6 The audit is still in progress. Auditors working on the insurance claims.

6.7 Rob is looking into creating a separate chequing account for the reserve fund to avoid co-mingling of funds in our normal operating account.

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 in the spring starting March 31. It is believed cleaning is now complete.

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

7.4 Spring fling cleaning bin scheduled for May 23 and 24.
7.5 A broken window in unit 76 needs to be repaired. Window ordered.
7.6 Roof anchor testing scheduled for March 27. Testing completed.

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 See motion 3.2. Owners have no authority to direct contractors or staff hired by the Board. Owners with concerns should address their concerns to the Board. Any direct interference will result in the owner being charged all associated costs. There may also be further sanctions.
8.3 Owners, residents, visitors all have a duty to be respectful to our building staff and contractors. We regularly advise our staff and contractors that they do not have to accept verbal abuse or any abuse.

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. In spite of the issues encountered it appears we are on schedule to finish the project on May 1.
9.2 There will be a complete parkade closure from 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 we have disabled 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. Flood testing has been successfully completed. We are in the process of re-installing the pavers and repairing the curtain wall bases.

10. Owner Renovations (Bob, Sandra):

10.1 March 27 approval given to unit 47 to replace their kitchen flooring with LVP after the flooring was damaged.
10.2 April 7, Unit 76 queried with respect to various proposed renovations by a new owner including replacing a window with a door to access their balcony.
10.3 April 13 unit 106 provided details on their proposed kitchen hood fan. Proposal approved.
10.4 April 19, unit 58 requested approval to install new vinyl plank flooring. Request approved.

10.5 April 25, unit 125 requested approval for a storage unit for their parking stalls. More details required.

10.6 April 27 bricks provided to unit 122 to allow the Owner to complete the repairs to the building wall after removal of the sun room last year.

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 project is now complete. Final documentation for the next Board meeting.

11.2 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.

11.3 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 We will be getting the sprinklers operational for spring.

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. This case is on hold.

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 The Westmount Place Reference Manual has been distributed to all owners and residents via email and posted on the web site.

13.3 Bob prepared a contingency plan should we be unable to properly staff our security desk.

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

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

13.6 The dates of May 19, June 22 and July 20 were chosen for regular Board meetings.

13.7 Two units asked about relief on condo fees. They were provided with our COVID-19 arrears policy.

13.8 An owner raised the question of using the speakers to announce if a fire alarm is a false alarm so people do not have to exit the building or gather in the foyer. We have been reviewing our fire alarm response procedures for some time now and it is not completed. However, we usually cannot confirm a false alarm until the fire department arrives and gives the all clear. The owner is also referred to the Westmount Place Manual recently provided to all residents and owners which does not require residents to evacuate on a fire alarm.

14. Adjourned:

Meeting adjourned at 6:44pm.

Proposed Remaining Regular Meeting Schedule:

(Regular Board meetings are held at 5:30PM in the Westmount Place boardroom)
20200519 Regular Board Meeting
20200622 Regular Board Meeting
20200720 Regular Board Meeting
TBD 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.