WESTMOUNT PLACE

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

Minutes of Meeting of the Board of Directors
November 23, 2020

Present: Harrison Gallelli (chair)**,** Bob Boyd (minutes), Brenda Edwards, Rob Parry, Kathleen Dinneen, Melissa Collins, Sandra Williams (MRA), Patrick Payne (Abbas part time to 5:47)
Absent: Jules Wilkins
The meeting was held via video conference

1. Call to order:
Meeting called to order at 5:33pm 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 September 13, 2020 Motion by Bob seconded by Rob to purchase a replacement for our parkade sweeper which is no longer working. Motion on hold waiting on Komodo to sweep the drive lanes so we can judge their effectiveness. Estimate is $400/occurrence. Sandra is arranging a sweeping.
3.2 November 15, 2020 Motion by Bob seconded by Brenda to approve the minutes of the October 26, 2020 Board meeting and post them to the web site. Motion carried November 16.
3.3 November 19, 2020 Decision to hire Cambrian Condo Consulting (Katharine Jones) to manage the lobby renovation starting with addressing the issues caused by the second floor drain flood.
3.4 November 20, 2020 Motion by Rob seconded by Brenda to approve the October financial report and post to the web site. Motion carried November 20.

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.

This has created a situation where Owners are responsible for repairing suites they do not own and do not have a means to access. It was decided that the Owner responsible for the repair has 10 days to show repairs are substantially under way or completed. If this cannot be shown the Corporation will perform the repairs and back charge the responsible unit.

Because of the Owner to Owner nature of these repairs the Corporation has difficulty tracking the work being done and the status of the repairs. Affected Owners are requested to reach out to our Property Manager, Sandra Williams, or our Building Operator if their repairs are not being promptly resolved.

We continue to have issues where Owners/Tenants are not allowing our contractors in to effect repairs to their suite or are requesting specific access conditions. We will only allow this to continue for a maximum of 10 days. Depending on the situation we will either demand entry per the Act and our Bylaws or we will cease trying to make the repair and the responsibility to repair will fall on the Owner.

4.1 DOL20200719 Victaulic leaks various locations. Building heating system drained and repairs made to Victaulic couplings. Suite repairs in progress. Abbas to include status in their weekly report. Work is nearly complete and Abbas is obtaining COC's.

4.2 DOL20201117 Drain overflow in second floor washrooms. Damage to second floor washrooms, second floor hallway, main floor lobby ceiling and main floor hallway. Drain was plugged with paper towels (industrial grade as used in the second floor washrooms) and wipes. Residents are reminded the only items that may be flushed down a toilet are human waste and toilet paper. Wipes, even if they say they can be flushed, do not dissolve fast enough to prevent clogging and must not be flushed. Emergency response is still under way. We have decided to take down all the ceiling in the lobby as the first step to the planned lobby renovation. Katharine Jones will be managing the work which will likely require the security desk to be temporarily relocated.

5. Building Maintenance And Operations (Led by Bob, Harrison, Brenda, 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 Abbas confirmed all mechanical logs are up to date and installed in their proper locations.

5.2 Last domestic water shutdown Oct. 8. Next shutdown is scheduled for Nov 25.

5.3 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.

5.4 We have a few burned out bulbs in the front of the building and some motion sensors in the electrical rooms aren't working. We have not had a response from CLP despite efforts by Sandra and Abbas to contact them.

5.5 We have purchased a 6 month supply of air filters for the MUA system. These filters are a much higher quality than we previously used. We are also looking into cleaning the MUA duct.

5.6 Owners may wish to clean the dryer vents in their suites.

5.7 We have arranged to replace the main spring for the parkade overhead door. While the work will be done under our maintenance contract we will need to close access for a few hours to replace the spring.

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

6.1 GST is current.
6.2 Arrears stand at about $2k exclusive of fines. 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 until the end of May 2021.
6.5 Upon a motion duly made by Rob Parry and seconded by Harrison Gallelli it was resolved that the Westmount Place 2021 budget be hereby adopted for operating expenses, reserve fund contributions and contingency totalling $2,243,700.00 for the fiscal year commencing January 1, 2021. The budget of $2,243,700.00 consists of operating expenses of $1,543,700, reserve fund contribution of $600,000 and a contingency fund of $100,000. It is intended that the contingency fund will be transferred to the reserve fund in early 2022. The amount of $2,243,700.00 will be raised through condominium unit fees assessment of $2,219,380.00 and $24,320 via other sources. Motion unanimously carried.
6.6 The amount of $2,219,380.00 represents an approximate 1.44% increase in the amount collected via unit fees. It is worthwhile to note that this increase occurs at a time when our insurance premiums have skyrocketed to $164k from $105k last year.

7. Building Management (Committee of the Whole):

Sandra provides a Property Managers report before each meeting.

7.1 Parkade cleaning last completed May 30. Next cleaning December 5. Kerby Centre parking has been confirmed.
7.2 Window cleaning is planned for Nov 30 for 2 weeks weather permitting.
7.3 Carpet cleaning last completed June 10. Next cleaning December 9.
7.4 Unit 109 has condensation in one window. Also we have the same issue with some of the windows in the pool area. We are obtaining quotes to repair or replace.

8. Bylaws (Committee of the Whole):

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

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

9.1 Entuitive has been engaged to perform the annual post tension cable review. This year the review includes both the parkade and the tower. We will not need to chip any additional access ports. The review is complete and the report posted to the web site.

9.2 We have engaged Katharine Jones to begin the lobby renovation project. This was accelerated due to the overflow of the second floor drain which destroyed the lobby ceiling. We will be taking down the ceiling which will require moving the security desk for a week. We are planning to install an alternate access through the main floor hallway which will require a new door. Due to the lead time for security equipment we will use equipment from the pool area which is currently closed. This alternate access will be used during removal of the ceiling, installation of a temporary ceiling if needed, and during the lobby renovation.

9.3 Once the ceiling is down we will determine the need for a temporary ceiling.

9.4 The lobby renovation will include reviewing the cooling and MUA requirements for the main floor.

10. Owner Renovations (Bob, Sandra):

10.1 November 4 request by unit 123 to paint their unit. Approved Nov 5.

10.2 November 6 request by unit 125 to remove the old security alarm. Approved.

10.3 November 20 request by unit 62 to repair their kitchen plumbing. Approved Nov 22.

11. Building Design Projects (Kathleen, Harrison):

11.1 No new items or changes.

12. Legal (Committee of the Whole):

12.1 No new items or changes.

13. Other (Committee of the Whole):

13.1 The amenities will remain closed as we cannot meet the provincial requirements for their opening.

13.2 Because of the need for social distancing and current limitations on gathering sizes we cannot guarantee when the AGM can be held.

13.3 Harrison purchased one year of Yardi Breeze property management software to evaluate its usefulness to us. Harrison to set up and demonstrate functionality to other board members.

13.4 We reviewed the pay rates for our two employees. Kathleen provided salary data for other concierge positions in Calgary. It was agreed the best time to review concierge salary and performance was at budget time. Any pay increases to be effective January 1.

14. Adjourned:

Meeting adjourned at 6:56pm.

Proposed Remaining Regular Meeting Schedule:

(Regular Board meetings are held at 5:30PM in the Westmount Place boardroom)
20210125 Regular Board Meeting
20210222 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.