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 25, 2021

Present: Harrison Gallelli (chair)**,** Bob Boyd (minutes), Brenda Edwards, Rob Parry, Kathleen Dinneen, Melissa Collins, Jeffery Wilson (MRA part time to 6:15), Patrick Payne (Abbas part time to 6:15)
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 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. The parkade was swept on Jan 18. Driving lanes only. The parkade wasn't very dirty but what dirt there was was removed.

3.2 December 7, 2020 Motion by Bob seconded by Brenda to purchase Christmas gift cards for our employees. Motion carried Dec. 7.

3.3 December 8, 2020 Motion by Rob seconded by Brenda to approve and post the November financial report and post to the web site. Motion carried Jan. 11.

3.4 December 17, 2020 Decision to accept the Fountainhead quote to replace the heating system expansion tanks.

3.5 December 28, 2020 Decision to accept the McAra quote to replace the chiller relief valves.

3.6 January 5, 2021 Decision to replace the loading dock door hardware on the west door.

3.7 January 11, 2021 Motion by Bob seconded by Brenda to approve the minutes of the November 23, 2020 Board meeting and post them to the web site. Motion carried January 11.

3.8 January 11, 2021 Motion by Rob seconded by Brenda to select Cremers & Elliott to conduct the 2020 audit. Motion carried Jan. 11.

3.9 January 11, 2021 Decision to accept thyssenkrupp quote to perform the category 5 elevator testing as required. Testing to take place in February.

3.10 January 20, 2021 Motion by Rob seconded by Brenda to approve the December financial report and post to the web site. Motion carried January 20.

3.11 January 25, 2021 Decision to hire Skylark Engineering to design and manage the DHW PRV tree replacement.

3.12 January 25, 2021 Decision to hire JPW Fire to do the annual fire inspection.

4. Insurance (Led by Bob, MRA, 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 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 complete except for one unit delayed at owner request.

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. Repairs complete except for main foyer ceiling which will be part of the upcoming renovation work.

4.3 DOL20201221 Dishwasher leak in unit 39 affecting unit 39, 44, 25. New dishwasher and the water supply was not correctly installed. Water to dishwasher was turned off and resident advised not to use the dishwasher. Resident turned on water and used the dishwasher causing further damage. All costs to unit 39 as the source of the water. Additionally unit 39 is considered negligent for both improperly connecting the dishwasher then using it when advised not to. During emergency response mould was found in the walls. Waiting on more detailed investigation.

4.4 DOL20210104 bathroom sink leak in unit 8 affecting units 8, 140, 137, 1A and 133. The shutoff valves in the suite were not functional and an emergency building water shutdown was required. The line to the sink was repaired on an emergency basis. All costs to unit 8 as the source of the water. The owner does not have insurance. Emergency response is complete. Obtaining rebuild quote.

4.5 DOL20210104 residents of unit 62 opened their taps and plugged their sink during the emergency water shutdown. They left their sink in this state and when the water was turned on the sink overflowed. Units affected are 62, 26, 50, 44. Emergency response complete. Obtaining rebuild quote. All costs to unit 62 as the source of the water. Also unit 62 is considered negligent.

4.6 DOL20210117 leak in unit 11 affecting units 11, 3, 139, 1A. Washing machine was in use at the time and leak did not continue when the washing machine was turned off. Emergency response in progress. All costs to unit 11 as the source of the water.

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 Nov 25. Next shutdown is not scheduled.

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 There is a project underway to replace the PRV tree that drops the pressure in the DHW to the lower floors. This is located in the 4th floor electrical room. We will also try to relocate it if practical.

5.5 The loading dock door is not always locking when closed. When we gave residents access to these doors to access composting we found they are being used much more than intended with the original design. We have ordered parts to change the design of the west door to be able to handle more cycles per day.

5.6 We will be replacing the hydronic heating system expansion tanks.

5.7 We have installed a new mirror in the main floor elevator lobby to replace the one that fell off the wall.

5.8 We have contracted JPW for the annual fire inspection. We are awaiting dates.

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

6.1 GST is current. Jeff to confirm.

6.2 Arrears stand at about $7k 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 As of the end of December it appears unit 106 was over two months in arrears. Jeff to confirm status and send out a new delinquency report. If unit 106 is now over 3 months behind we should place a caveat on the title.

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

6.5 Suite 503 is rented until the end of May 2021.

6.6 Motion by Rob seconded by Harrison to transfer $100,000 of contingency funds from the operating account to the reserve fund. Motion carried.

6.7 The 2020 financial information will be provided to our auditors on February 5.

7. Building Management (Committee of the Whole):

MRA provides a Property Managers report before each meeting. A report was provided for the end of December.

7.1 Sandra Williams has resigned from MRA and is no longer our property manager. Jeffery Wilson, the local Associa President, is filling in until a replacement is available. We expect a replacement will be named Feb 1.
7.2 The MRA contract is expiring at the end of March. Jeff to provide a proposal for us to review.
7.3 Parkade cleaning last completed December 5. Next cleaning not scheduled but probably late May.
7.4 Window cleaning planned for Nov 30 for 2 weeks weather permitting was completed. Next cleaning not scheduled.
7.5 Carpet cleaning last completed December 9. Next cleaning not scheduled.
7.6 Unit 109 has condensation in one window. Also we have the same issue with some of the windows in the pool area. We have hired Alpine Glass to replace the windows as well as fix a flashing in unit 2.

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.
8.2 Unit 106 completely renovated their suite. However, they did not connect the washing machine to the correct drain or the dryer to the correct vent. This may result in suds appearing in plumbing fixtures and laundry smells coming out of bathroom vents. We are looking into this.
8.3 Unit 94 was found sneaking a dog in and out of the building. They were advised animals were not allowed in the building as residents or guests.
8.4 Unit 126 was found adjusting the louvres on the MUA supply to their floor. They were advised owners were not to make adjustments to the building mechanical systems. In doing so they were possibly endangering other residents.

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

9.1 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.
9.2 We have decided there is no need for a temporary ceiling.
9.3 The lobby renovation will include reviewing the cooling and MUA requirements for the main floor.
9.4 This work is waiting until we can re-engage our designers and the COVID restrictions are rolled back enough.
9.5 Harrison to look into finishing the resurfacing of the 5th floor walls that was started a few years ago. Possibly use MDR for this work.

10. Owner Renovations (Bob, Sandra):

10.1 January 13, 2021 request by unit 69 to remove the popcorn from their ceiling. Approved Jan 14. Request to waive elevator fee denied as their previous requests were over a year passed.

10.2 January 21, 2021 Request by unit 140 to add walls and a cafe/reception area. Under review.

11. Building Design Projects (Kathleen, Harrison):

11.1 Harrison provided a possible approach to renovating the amenity areas in particular the gym, racquet courts and billiards room.

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 Jeff to confirm the pay rate changes for our employees were implemented.

13.5 Harrison and Bob working on an updated guide for security. Target Mar 31.

13.6 Harrison is working on a set of templates to use with standard notices.

14. Adjourned:

Meeting adjourned at 7:02pm.

Proposed Remaining Regular Meeting Schedule:

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

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, MRA
Design: Kathleen, Harrison, Lee Mills, Margrit Mortensen
Insurance: Bob, Harrison, Brenda, MRA
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.