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 22, 2021

Present: Harrison Gallelli (chair)**,** Bob Boyd (minutes), Brenda Edwards, Rob Parry, Kathleen Dinneen, Theresa Persihl (MRA part time to 6:23), Patrick Payne (Abbas part time)
Absent: Jules Wilkins, Melissa Collins
The meeting was held via video conference

1. Call to order:
Meeting called to order at 5:35pm 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 now $450/occurrence. The parkade was swept on Jan 18. Driving lanes only. The parkade wasn't very dirty but what dirt there was was removed. Another sweeping is planned for March 15.

3.2 February 16, 2021 Motion by Bob seconded by Brenda to approve the minutes of the January 25, 2021 Board meeting and post them to the web site. Motion carried February 16.

3.3 February 22 Motion by Rob to approve the January financial report. Seconded by Harrison at the meeting. Waiting until the other board members can review.

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.

4.2 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. Emergency response is complete. No issues with unit 25. Rebuild of unit 44 is in progress. Work on unit 39 deferred as tenant will be moving out soon.

4.3 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 and the suite has not been occupied for over a year. Emergency response is complete. Obtained rebuild quote. Theresa to contact the owner of unit 8 to determine path forward on rebuild.

4.4 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, 56, 50, 44. Emergency response complete. All costs to unit 62 as the source of the water. Also unit 62 is considered negligent. No damage to units 56 and 44. Have rebuild quote for unit 50. Unit 50 has a new owner who wants to renovate the unit and be reimbursed the cost of the water damage.

4.5 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 complete. All costs to unit 11 as the source of the water. Have rebuild quote but currently it includes betterments and improvements so it needs to be revised. No commitment from the insurers on B&I.

4.6 DOL20210202 building side piping leak affecting units 18, 19, 11. Costs to condo corp. Temporarily patched until next building water shutdown. Units 18 and 19 need to replace their shutoff valves for the bathroom. Abbas to provide quote to rebuild all units.

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 Feb 24.

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 contracted JPW for the annual fire inspection. We are awaiting dates.
5.8 James Electric was selected to repair the low rise re-heat circulation pump using the lowest cost approach.
5.9 We will not proceed with the Climate Control proposal to automate the MUA inlet louvers.
5.10 Our 2020 fire inspection identified that a number of sprinkler heads in the commercial areas are not per code. There likely will be a project after the 2021 fire inspection to address this.

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

6.1 GST is current. Theresa doesn't know. Need to confirm.
6.2 Arrears stand at about $12k 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 January it appears unit 106 was over two months in arrears. MRA to confirm status. A caveat warning has been sent.
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 The 2020 financial information was provided to our auditors.

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. Theresa Persihl will be our property manager until March 31 at which time our contract with MRA will expire. We will begin a new contract with Rancho Realty starting April 1, 2021.
7.2 Parkade cleaning last completed December 5. Next cleaning not scheduled but probably late May.
7.3 Window cleaning planned for Nov 30 for 2 weeks weather permitting was completed. Next cleaning not scheduled.
7.4 Carpet cleaning last completed December 9. Next cleaning not scheduled.
7.5 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.
7.6 Harrison to follow up with the Commissionaires regarding our upcoming contract renewal.

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 Feb 11 complaint of cigarette smoke coming from unit 79. The owner and resident of unit 79 is a smoker.
8.3 Feb 18 complaint the vehicle parked in stall 8 is too large and is blocking the driving lane. The owner was advised that their vehicle did not fit the stall and they would have to find a solution.

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 The lobby renovation will include reviewing the cooling and MUA requirements for the main floor.
9.3 This work is waiting until we can re-engage our designers and the COVID restrictions are rolled back enough.
9.4 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.
9.5 Harrison is looking into a building automation system that would include automating the riser shutoff valves with the goal of limiting damage due to a leak.

10. Owner Renovations (Bob, Theresa):

10.1 January 21, 2021 Request by unit 140 to add walls and a cafe/reception area. Approved Feb 17 conditional on finding a water source for their cafe.
10.2 February 16, 2021 Request by unit 126 to replace shutoff valves. Approved Feb 17.
10.3 February 19, 2021 Request by unit 69 to add crown mouldings to their previous request. Approved Feb 21.
10.4 February 21, 2021 Request by unit 50 to move a closet, lower a wall, replace doors and replace flooring. Under review.
10.5 February 22, 2021 Request by unit 18 to replace their shutoff valves. Approved Feb 22.

11. Building Design Projects (Kathleen, Harrison):

11.1 No activity.

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

14. Adjourned:

Meeting adjourned at 6:40pm.

Proposed Remaining Regular Meeting Schedule:

(Regular Board meetings are held at 5:30PM in the Westmount Place boardroom)
20210322 Regular Board Meeting
20210426 Regular Board Meeting
20210531 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.