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 22, 2021

Present: Harrison Gallelli (chair)**,** Bob Boyd (minutes), Brenda Edwards, Rob Parry, Kathleen Dinneen, Jules Wilkins, Melissa Collins, Theresa Persihl (MRA part time to 6:48), Patrick Payne (Abbas part time to 6:13)
Absent:
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 was done March 15 when the parkade was dirty. Driving lanes well cleaned but a lot of dirt in stalls. It was decided to remove the motion and revisit in the fall.

3.2 February 22 Motion by Rob to approve the January financial report. Seconded by Harrison at the meeting. Motion carried March 21.

3.3 March 18, 2021 Motion by Bob seconded by Harrison to approve the minutes of the February 22, 2021 Board meeting and post them to the web site. Motion carried March 21.

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 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 complete. Work on unit 39 deferred as tenant will be moving out soon.

4.2 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.

4.3 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.

4.4 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. Rebuild quote to units 11 and 3 approved excluding B&I.

4.5 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. Rebuild approved.

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 Feb 24. Next shutdown is not planned.

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 be relocating it to the mop closet.

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. This item is complete.

5.6 We will be replacing the hydronic heating system expansion tanks. Tanks received and in place. We are waiting for suitable weather to shutdown the heating system and connect the tanks.

5.7 We have contracted JPW for the annual fire inspection. The inspection is complete and we are waiting on the report..

5.8 James Electric was selected to repair the low rise re-heat circulation pump using the lowest cost approach. Complete.

5.9 Harrison and Abbas have identified a number of small leaks in the ceiling area of the 4th floor. These are being repaired with each water shutdown.

5.10 Abbas are tracking water supply issues within suites. They have 15 responses so far.

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

6.1 GST will be correct at the end of March as MRA will file their final GST report to the CRA. Rob questioned why the account seemed to have so much money.

6.2 Arrears stand at about $26k including 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 The 2020 financial information was provided to our auditors. Rob is reviewing their draft report.

6.6 We have a small bank account at TD associated with our credit card. It was discovered no one currently on the board has signing authority. Signing authority was arranged for Harrison, Rob and Bob.

7. Building Management (Committee of the Whole):

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

7.1 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 and Janan Tahir will be our property manager.

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 followed up with the Commissionaires regarding our upcoming contract renewal and will be signing the renewal contract. There is a small fee increase.

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 A gasoline container was found in stall 133 and was removed from the building.
8.3 There is need for a notice to residents reminding them to wait at the bottom of the parkade ramp until the overhead door closes. If a person follows them in they are to contact security.

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. The first part of the work will be to review the MUA and cooling requirements for the main floor. Currently on hold due to COVID restrictions.
9.2 Harrison is looking into finishing the resurfacing of the 5th floor walls that was started a few years ago. Katharine Jones has been engaged.
9.3 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.
9.4 Harrison is looking into a flooring coating for the mechanical rooms on the 3rd and 29th floors. Katharine Jones has been engaged.

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. Water source identified March 16.
10.2 February 21, 2021 Request by unit 50 to move a closet, lower a wall, replace doors and replace flooring. Approved Feb 23.

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.

13.4 Harrison has procured a storage device to be used to back up our building computers.

14. Adjourned:

Meeting adjourned at 7:30pm.

Proposed Remaining Regular Meeting Schedule:

(Regular Board meetings are held at 5:30PM in the Westmount Place boardroom)
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, Theresa Persihl, until March 31 and request the email be sent to the Board. After April 1 they can email the new Condominium Manager, Janan Tahir at jtahir@ranchogroup.com. Residents can also drop a letter off at the security desk addressed to the Westmount Place Board of Directors.