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 26, 2021

Present: Harrison Gallelli (chair)**,** Bob Boyd (minutes), Brenda Edwards, Rob Parry, Kathleen Dinneen, Jules Wilkins, Melissa Collins, Janan Tahir (Rancho Realty), Patrick Payne (Abbas part time to 6:02)
Absent:
The meeting was held via video conference

1. Call to order:
Meeting called to order at 5:31pm 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 29, 2021 Decision to accept the Fountainhead Mechanical bid for replacement of the domestic hot water pressure regulating tree and relocate it to the 4th floor mop closet over the other competing bids.
3.2 April 15, 2021 Motion by Harrison seconded by Brenda to approve the Burton quote to install a waterproof coating on the floor of the 29th and 3rd floor mechanical rooms. Motion approved April 15.
3.3 April 16, 2021 Decision to have Waste Management repair the compactor bin which has rusted through at the bottom.
3.4 April 18, 2021 Motion by Bob seconded by Brenda to approve the minutes of the March 22, 2021 Board meeting and post them to the web site. Motion carried April 18.
3.5 April 18, 2021 Motion by Rob seconded by Bob to approve the February financial reports. Motion carried April 23.
3.6 April 19, 2021 Motion by Rob seconded by Brenda to approve the March financial reports. Motion carried April 20.
3.7 April 19, 2021 Decision to accept the Fountainhead quote to repair the drain pipe in suite 201.

4. Insurance (Led by Bob, Rancho, 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 DOL20201009 Damage to ceiling of unit 98 that happened between March and August when the owner was away. Cause unknown. Repair approved and completed.

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 complete. Owner of unit 39 is working with MDR to resolve the mould issue.

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. Obtained rebuild quote from MDR. Abbas will provide second rebuild quote.

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. Renovation in progress.

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. Rebuild quote to units 11 and 3 approved excluding 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. Rebuild complete.

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 Apr 21. 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 We are 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. This item is complete.

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

5.7 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.

5.8 Abbas are tracking water supply issues within suites. Some suites are experiencing hot water in the cold water lines. This may relate to the current high pressure in the lower DHW lines due to the failed PRV tree.

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

6.1 GST was correct at the end of March as MRA will filed their final GST report to the CRA. The excess funds in the GST account has been transferred back to the operating account.

6.2 Arrears stand at about $16k as of the end of March 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 It was decided to send a reminder letter to all suites with outstanding balances at the end of March.

6.4 There are approximately $53k outstanding from the April condo fees. This is likely due to issues with Owners transferring their information to Rancho.

6.5 MRA transferred approximately $50k to Rancho with their accounting at the end of March. The remainder of our funds will be transferred with their final accounting at the end of April.

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

6.7 Suite 503 is rented until the end of May 2021. An offer was received to extend this for one year. Motion by Jules seconded by Rob to accept the offer. Motion carried.

6.8 The 2020 financial information was provided to our auditors. We now have their final report.

6.9 Motion by Rob to approve the auditors report for 2020 seconded by Harrison. Motion carried.

7. Building Management (Committee of the Whole):

Rancho provides a Property Managers report before each meeting. A report was provided for this meeting by Janan.

7.1 Parkade cleaning last completed December 5. Next cleaning scheduled for May 29. Arrangements have been made with the Kerby Centre to use their parking lot.
7.2 Window cleaning planned for Nov 30 for 2 weeks weather permitting was completed. Next cleaning arranged but not scheduled.
7.3 Carpet cleaning last completed December 9. Next cleaning not scheduled.
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 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 April 23, 2021 An inspection of unit 106 verified that the dryer vent had not been connected to the dryer exhaust stack as had been specified to them in their renovation application. We only normally clean the dryer vent stacks as these are subject to collecting dryer lint.
8.3 Motion by Bob seconded by Kathleen to give unit 106 thirty days to correctly connect their dryer to the dryer vent stack or be subject to a $100/week fine until this is corrected. Motion carried.
8.4 April 14, 2021 A renter moving into the building left propane tanks in the loading dock. These were immediately removed and placed outside. Propane tanks are not allowed anywhere in the building. These were eventually moved to the suite balcony.

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 and is collecting quotes.
9.3 Harrison is looking into a flooring coating for the mechanical rooms on the 3rd and 29th floors. Katharine Jones has been engaged and the work is in progress using Burton.

10. Owner Renovations (Bob, Theresa):

10.1 April 6, 2021 Query from unit 69 to replace a vanity. We requested a renovation form.
10.2 April 9, 2021 Query from unit 6 to replace flooring. We requested a renovation form.
10.3 April 13, 2021 Query from purchasers of unit 74 to replace flooring. We requested a renovation form once they own the property.

11. Building Design Projects (Kathleen, Harrison):

11.1 No activity.

12. Legal (Committee of the Whole):

12.1 It was decided to apply for dismissal of the legal action by Roger Lamy against the corporation. There has been no action that would progress this case since 2014 and it has not been progressible since 2017.

13. Other (Committee of the Whole):

13.1 The amenities will remain closed as we cannot meet the provincial requirements for their opening. Janan will provide copies of the approach other buildings are using with respect to their gym areas.

13.2 Because of the need for social distancing and current limitations on gathering sizes we cannot guarantee when the AGM can be held. There may be a possibility of holding a virtual AGM if our bylaws do not exclude that. Harrison to investigate.

14. Adjourned:

Meeting adjourned at 7:40pm.

Proposed Remaining Regular Meeting Schedule:
(Regular Board meetings are held at 5:30PM via Zoom)
20210531 Regular Board Meeting
20210628 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, Janan
Design: Kathleen, Harrison, Lee Mills, Margrit Mortensen
Insurance: Bob, Harrison, Brenda, Rancho
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.