# WESTMOUNT PLACE

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

## Minutes of the Meeting of the Board of Directors
## May 27, 2013

**Board Members Present:** Mona Jones (chair), Rick Erven (minutes), Richard Beale, Adam Gupta, Bob Boyd, Rick Goebel
**Other:** Vicci Ross (Montgomery Ross), Adriana Rubio (Montgomery Ross – part of meeting), Patrick Payne (Abba's Maintenance & Janitorial - building operator – part of meeting),

The meeting was held in the boardroom of Suite 410, 1100 8 Ave SW

1. **Call to Order:**
   Meeting called to order at 6:05PM by Mona Jones
2. **Agenda**
   Item 5 – Project Manager's report was deleted
   New Item 5 – Rick Erven to present recommendations on the electricity use agreement with ENMAX Energy Corporation
3. **Minutes of Last Meeting**
   ***Motion to approve the minutes of the March 18, 2013 meeting by Richard Beale, seconded by Rick Goebel – Motion passed unanimously***
   No board of directors meeting was held in April, 2013 due to Town Hall meeting

4. **Motions and decisions made by e-mail**

*April 2, 2013 - Motion by Adam Gupta, seconded by Bob Boyd to authorize a contract with D & S Security Solutions to provide computer support for Westmount Place.*
**Motion Approved**
*April 23, 2013 - Motion by Mona Jones, seconded by Bob Boyd to accept the Insurance settlement offer from ClaimsPro on the recommendation of McLeod & Company. The offer relates to the 2010 chiller explosion.*
**Motion approved**
April 23, 2013 - Board decision to approve expenses outlined by Fahrenheit 451 Fire & Safety to correct fire panel deficiencies including both flow temperature switches.
*May 10, 2013* - Chairman of the Board decision to approve Residential Leasing Group Inc. to lease and manage common property suite #503.
*May 12, 2013 - Motion by Bob Boyd, seconded by Rick Goebel to offer a three month probationary contract to Abba's Maintenance & Janitor*
**Motion Approved (Rick Erven abstained as absent from presentation meeting)**
*May 13, 2013* - Board decision to approve a request to reserve the loading dock for a potluck lunch provided the security of the building is not compromised and the area is left in the same condition as it was found.
*May 21, 2013 - Motion by Richard Beale, seconded by Mona Jones to approve a $500.00 budget expense for the annual Westmount Place Stampede breakfast Wednesday July 10, 2013.*
**Motion approved (Rick Goebel against)**

5. **Building Operators Report (Patrick Payne of Abba Maintenance and Janitorial)**
   - **5.1 Purchase of 4 grocery carts for each parking level** – this task had not been completed due to James Studiman's resignation. Vicci Ross agreed to take the task over and will provide options to the board as soon as possible.
   - **5.2 Remi Preventative Maintenance Contract** – this is in place and Abba working with them as needed.
   - **5.3 Resolution of cross coupled hot and cold water lines** – this is believed to be resolved (issue may have been caused by failure of some of the shower control valves in some units).
   - **5.4 Additional gas regulator for the Lars 6 boiler** – being worked on presently, not fully resolved.
   - **5.5 Lamp Standards on South side of building** – New to Patrick, he's to follow up on and will report next meeting.
   - **5.6 Telus issue with service failure to Legal Unit #59** – decided that this is not a board issue, owner needs to resolve on their own.
   - **5.7 Problems with Chillers and Johnson Controls (JCI) commissioning of them** – Patrick working with JCI to resolve this. It is felt that the issues were related to improper start-up process by JCI. Invoice for this has not been paid pending resolution with JCI.
   - **5.8 Emergency contact information for maintenance** – call is to be made to front desk and they are to contact Abba.
6. **Electricity Use Agreement Report (Rick Erven)**

   Rick Erven had been working with Steve Boone of ENMAX Energy Corporation regarding their agreement with the Condo Corp for its electricity consumption plan. ENMAX put forward information regarding our existing billing pattern and two(2) other options, the "Increased Block" and the "Load Following" (see table Appendix "A"). These were reviewed and discussed as compared to the existing format.

   ***Motion by Rick Erven, seconded by Adam Gupta to: "Instruct ENMAX to change Westmount Condo Association to the Load Following option."***

   **Motion passed unanimously.**
7. **Montgomery Ross & Associates (M-R) Report (Vicci Ross)**
   - **7.1 Louis Desablon (Alltech) window replacement** – it was decided that this would be done at the time the building envelope work was being done to allow for sharing of scaffolds etc.
   - **7.2 Carpet replacement for common area hallways on floors 3 & 4** – Adriana Rubio came in to show and discuss several carpet options as well as the pricing for these. It was decided to have Rick Erven approach the owners from the effected floors for feedback and then report back findings.
   - **7.3 Window Cleaning** – this has been booked to start May 30th weather permitting and notices have been put up.
   - **7.4 Units in arrears for condo fees** – there are 8 units with fees in arrears and the most any of these are in arrears is 2 months. Montgomery Ross working with these owners to bring them up to date. There is one more unit that is dealt with in item 7.10.
   - **7.5 Staff Requests regarding**:
     - 7.5.1 Additional staff hiring for move ins/move outs – discussed and felt un-warranted
     - 7.5.2 Winter coats for security staff – requested for outside building inspections – board agreed to purchase one coat that will be shared among the security desk staff. M-R to purchase this.
     - 7.5.3 Petty Cash box for people looking for change to park – discussed and decided against.
   - **7.6 Hemisphere Contract** – original contract with them not located
   - **7.7 Residential Leasing contract for Corporations unit** – lease accepted by existing tenant.
   - **7.8 Parking Fines for loading zone in front of building** – Met with Calgary Parking Authority regarding legal requirements needed to have improperly parked vehicles ticketed/towed. M-R to have proper signage posted.
   - **7.9 Next Reserve Fund Study –** Excalibur Efficient Buildings Ltd. (recommended by M-R) has been contacted regarding preparation of next reserve fund study due in 2018 and a quote has been received for that work.

**7.10 Legal Unit 121** – M-R requested board approval to: ***"Seek and obtain Judgment and Redemption Orders as required for Legal Unit 121" so moved by Rick Goebel seconded by Bob Boyd.***
**Motion passed unanimously.**

**7.11 Parking stall used by tenant in Corporation Suite** – currently using stall 00 which isn't a proper stall and when asked to park in stall 199 refused as their vehicle is too high to fit – to be investigated by M-R and reported back on next meeting.

**7.12 Roof Anchors Annual Inspection -** tested and found safe for use.

**7.13 Master Breaker repair for Legal Unit #91** – the electrical breaker that services only this unit had to be replaced and owner objected to paying the cost of $743 as the breaker was not located in his unit. ***Motion by Rick Goebel and seconded by Mona Jones. : "That as breaker serves only this unit that the costs for replacement of $743.00 be recovered from units owner"*** Discussion around motion ensued and then called for a vote.
**Motion was defeated 4-2**
***Another motion was then made by Richard Beale seconded by Bob Boyd: "As the breaker is located in the Common Property portion of the building the Condo Association will bear the cost of the repairs."***
**Motion passed.**

**7.14 Legal Unit #87 electricity theft** – decided by board that this was punishable by a fine to be levied for $100. M-R to issue a letter.

**7.15 James Studiman** – keys and credit card returned. Credit card reconciled to with-in an acceptable amount (less than $200 of receipted difference) and this difference to be written off as he had not been reimbursed for personal use of his vehicle for several months. Noted that he had been very helpful in the transition to the new building operators. Some discussion notes about handling of staff had been provided by one of the building owners and some of these points would be appropriate for future staff dealings.

**7.16 AGM notices** will be mailed Monday, June 3, 2013.

**7.17 Roof Replacement Job** – completed but deficiencies have been identified and will be rectified prior to final payment.

**7.18 Cleaning Contract** – discussed and felt that no changes are required on our part at this time, but will be reviewed again.

**7.19 Parkade Cleaning** – no complaints – one comment that it should be done twice a year.

**7.20 Main Floor Washroom Renovations** – minor deficiencies noted – M-R dealing with them and feel they will be resolved in then next week or so.

**8. Treasurers Report (Rick Goebel)**

The operating budget doing well, with no financial issues looming at this point.

**9. Maintenance and Operations Committee (Bob Boyd & Richard Beale)**

**9.1 Cooling Tower and Sump repair (Reinhold Engineering) –** bids are coming in much higher than expected as the range appears to be $160-170,000 instead of the $80,000 budgeted. Cody (building operations assistant) had made a suggestion that may save a considerable amount of money which will be discussed with Reinhold. Report to come back for future meeting.

**9.**2 **Elevator Project** - Bob Boyd presented an analysis of the reserve fund cash flows. It shows that it would cause too much strain on the reserve fund to proceed with the elevator refurbishment project in 2013 as originally planned. The decision was made to defer this by 12-18 months. The elevators are not in immediate danger of becoming unsafe to operate, so this action felt to be fiscally prudent. We will inform James Brownlee (Brambrough Engineering) of this decision. The work done to date on the elevator project should not be wasted – it will hold until the program can re-start.

**9.**3 **Building Envelope Project** – We have received two (2) quotes so far and expect one more on May 28th. Katharine Jones has been working on the issue of finding matching bricks and there maybe some chance of moving brick around to get better matching and taking brick from some less visible areas to match where needed. There are several things to consider including UV weathering matches and also texture of the brick.

**9.3.1** ***Bob Boyd moves and Mona Jones seconded that: The firm "Building Envelope Engineers" be awarded the contract for the building envelope engineering work.***

**Motion passed unanimously**.

**9**.4 **Window Survey** – work to be done as part of the building envelope project. One suite has major issues with leaking and will require more intensive research as to the cause.

**9**.5 **JCI Contract obligations** – as previously noted they are being worked with regarding the deficiencies with their work.

**10. Other Items**

**10.1 Nominating committee for AGM elections –** Mona has been unsuccessful in getting any interest from people she has approached to sit on the board. Notices have been posted in the elevators but no response to date.

**10.2 Westmount Place Commercial Suites Air Handling Maintenance -** Patrick from Abba is working on a costing to present to the commercial owners for this.

**10.3 Electricity Theft** – dealt with as part of the M-R report.

**10.4 Motions to be presented at the AGM** – Rick Erven to contact both parties regarding their presentations (1. Pets and 2. Pool closure)

**11. Committee of the Whole** – discussion around current assistant building operator position. Decided that this will be dealt with at a later date once the probationary period for Abba is completed.

**12. Next Meeting** – AGM – June 18th, 2013

**13. Meeting Adjournment** – Motion by Richard Beale. 9.:45PM

**Appendix "A"**

Hi Rick,

Here's the comparison that you requested. The below table compares the actual costs to what they would have been if on a increased block or switching to our Load Following Plan. The Load Following Plan would've been the cheapest option. It's also the lowest risk as it provides the most coverage. Hope this helps. Let me know if you have any questions.

| Month | Volume (kWh) | Actual $ | Increased Block $ | Load Following $ |
|---|---|---|---|---|
| Jan | 102,233 | $8,806.47 | $7,487.52 | $7,463.03 |
| Feb | 93,335 | $6,048.93 | $6,698.78 | $6,813.46 |
| Mar | 98,376 | $6,736.36 | $7,100.50 | $7,181.42 |
| Apr | 97,092 | $6,261.20 | $7,046.95 | $7,087.72 |
| May | 121,871 | $7,003.10 | $8,176.81 | $8,896.61 |
| Jun | 110,270 | $7,732.03 | $8,184.29 | $8,049.69 |
| Jul | 137,559 | $11,741.80 | $10,444.38 | $10,041.79 |
| Aug | 128,184 | $9,548.79 | $9,491.95 | $9,357.43 |
| Sep | 105,434 | $10,472.99 | $8,249.69 | $7,696.65 |
| Oct | 96,991 | $8,355.18 | $6,988.05 | $7,080.31 |
| Nov | 86,356 | $7,046.98 | $6,474.41 | $6,303.96 |
| Dec | 89,899 | $6,356.55 | $6,455.91 | $6,562.65 |
| **2012 Totals** | **1,267,599** | **$96,110.38** | **$92,799.23** | **$92,534.70** |

Thanks,

Steve

**Steve Boone**

Account Representative, Key Accounts

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