WESTMOUNT PLACE

Minutes of the Meeting of the Board of Directors

July 15th 2013

Board members present: Mona Jones, Rick Erven, Richard Beale, Bob Boyd.

Other: Christine Perrin (Montgomery Ross-from 4:25 pm), Paul Flanagan (Recording secretary), Patrick Payne (Abba's Maintenance & Janitorial – Building operator-part of meeting), Kathleen Dinneen (Beautification Committee-part of meeting)

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

1) **Call to order:**
   Meeting called to order at 4:02 pm by Mona Jones.
2) **Changes to the agenda :**

   Accepted as presented but with the following new items to be discussed under the 'Other' section.

   a) Proposal by Bryan Ellert to be the ' Webmaster' on a volunteer basis for the Westmount Place website.
   b) E-mail from the President of the Downtown West Community Association (DWCA) asking Westmount Place to join the Association.
3) **Minutes of the last meeting:**

   The minutes of the last meeting had been approved and on July 9th 2013, by Board chairman decision, the minutes were posted to the website.

4) **Notices of motions and decisions made by e-mail for the minutes:**
   4.1 June 29th 2013 Kathleen Dinneen and Sharon Standen agreed to form a committee to find solution to the cigarette butt litter at the front of the building.

5) Building Operator Report-Patrick Payne

5.1 The last follow up on the chiller was done last week. The contract with JCI is close to expiring. Montgomery Ross is to get a quote from JCI for a new contract and will also work with Patrick to get quotes from other qualified contractors as it is beneficial to have competition .

Richard is still awaiting a response from JCI to his request for as built drawings.

5.2 Patrick reported that his experience with Remi Mechanical was 'So far so good".

Remi had indicated that they were able to carry out work beyond boiler service including drainage and sump pumps etc.

5.3 Patrick was not familiar with the contractor named Hemisphere. Richard reported that he was having problems getting information from Hemisphere. There were some deficiencies in the last disc they sent of as- built drawings and more deficiencies have been identified since then. Richard has sent an e-mail to the contractor asking for these deficiencies to be rectified but has not received any reply.

A further discussion followed on the need to establish a ' paper trail' for initial drawings and as-built drawings so that we can avoid the problem of not having sufficient information or incorrect information. Bob and Richard are to address this.

5.4 Graffiti Suite 128 A- This item is covered in the discussion on the Building Envelope project.

5.5 a) Remi will carry out the plumbing work on the drains in the parkade and the front entrance.

b) The numbers of the suites which have decks have been sent to Montgomery Ross who will send a letter to the owners regarding the need to have the drains operating correctly. Patrick is to review the situation in the suites

where there is still a drainage problem after the owner has been given a chance to correct.

5.6 It should be possible to replace the missing lamp post on the south side of the building. There are similar lamps on some of the newer condos near us. Patrick is to investigate.

5.7 Tests are being carried out on the hot tub today. Cody has been off work through illness but will return today, His signature is required before the testing can be completed.

There is an issue with the pool due to water cloudiness. A relatively new piece of equipment may not be operating correctly. The vendor will be called to review the situation.

5.8 Bob emphasized that the emergency generator task is not a trivial project. We need to establish what power circuits are currently run by the emergency generator and what needs to be on it. It is believed that the sump pumps and garage door are not powered by the emergency generator and need to be. We do have a marked up (yellowed) drawing showing the circuits connected to the generator but need confirmation that this is still valid. Pat has a contact with experience with emergency generators and could follow the circuits in the emergency generation system. Pat will contact him and get a ball park figure of the cost for review by the Board.

There is a lack of as built electrical drawings. The need for as built drawings was in the scope of work developed by Hemisphere and which was sent to New West Electric for them to bid on. New West state that the contract did not require them to supply as built drawings. Hemisphere state they have no knowledge of the contract requirement but are willing to come and provide as built drawings if paid to do so.. Some electrical work was done without drawings including the

transformer relocation. Ideally New West should do the as built drawings as they carried out the work.

We do not have electronic copies of the drawings and may need to have the paper ones scanned.

We have electrical equipment on P-1 and P-4. If we have a flood on P-1 we will lose all electrical service.

5.9 The garage door has been repaired. The squealing sound will be corrected by the application of bearing grease.

6) Building Managers report:

Vicci O' Brien could not attend due to illness so Christine Perrin also of Montgomery Ross attended in her stead.

6.1 New grocery carts are on each parking level. The only feedback so far was from one individual who thought they were too small.

6.2 The insurance settlement from the chiller explosion will be deposited in the reserve fund.

6.3 Mona will ask Bryan Ellert and Paul Flanagan to participate in a committee to create a job description for the security staff for daily activities and in specific emergency situations such as fire, flood etc.

6.4 Montgomery Ross will review the locker room status to ensure that the rental agreements on the lockers have been renewed. In cases where the rental agreement has not been renewed the locks and the contents of the locker will be removed.

6.5 The carpet covering for floors 3 & 4 has been ordered.

6.6 Report from Randy of Fahrenheit 451 stated that current list of deficiencies had been corrected. However, if the fire panel is not going to be replaced this year there are further deficiencies which could be corrected. Bob

confirmed that the fire panel would not be replaced in 2013 and requested that Randy submit a priority list of deficiencies with estimated costs for each.

6.7 Waiting for input from Vicci on contact information on the emergency plan update.

6.8 Montgomery Ross is to supervise the security staff and implement the scope of duties as provided to it by the Board. Each security staff member is to ' sign off" when he understands and accepts what is expected of him.

6.9

a) Kathleen Dinneen explained the situation regarding the smoking bylaw, Even though we are a private building there is public access and no smoking is permitted. Smokers will have to go to the city owned side walk to smoke.

Rick proposed a motion that we purchase appropriate no-smoking signs and place them as required on the building. Seconded by Bob and approved unanimously.

b) Montgomery Ross will send Kathleen brochures showing receptacles which can be attached to building walls.
c) Kathleen will contact the bylaw officer and explain to him what we are proposing to ensure we are in compliance. Kathleen will report back to the Board on the design, number and location of the receptacles together with the cost.
d) Kathleen pointed out that a staff member should be made responsible for emptying the receptacles on a daily basis. Security people should also inform people that they are in violation of the bylaw if smoking in an inappropriate place.
e) A letter will be sent to all owners and also placed in the elevators informing them of the no- smoking arrangements.

Montgomery Ross is working on the signs to be placed near the front entrance driveway regarding vehicles being towed if they are in violation of the Westmount rules.

6.10 The draft minutes from the AGM have been reviewed as required with minor corrections. The revised draft minutes will be published on the Westmount website. AGM minutes remain in draft form until the next AGM.

6.11 The cigarette butt litter is likely to continue but may reduce with the new signs and receptacles.

6.12 The ENMAX energy contract is signed and filed with Montgomery Ross

6.13 Kathleen agreed to look at the options for replacing the carpets in the elevator entrances from the parkade providing the project does not cause her any problems. She will contact Patrick to see what he would recommend.

Kathleen also will work with Patrick to arrange for minor upgrades to the Ladies Locker room which looks somewhat dilapidated.

Kathleen will also look at the reception area and the office floors and make a list of her recommendations for improvements along with the cost estimates for consideration by the Board.

7) Treasurer's report:

7.1 Montgomery Ross is to confirm that the GST contribution is current.

7.2 The May 2013 financial statements were tabled by Rick and the finances were described as being in pretty good shape. Rick has some queries on minor line items and will make a list of these to send to Montgomery Ross for clarification.

Rick proposed a motion to accept the May 2013 Financials which was seconded by Bob and approved unanimously.

Rick had been informed that it is very unlikely that the previous month's financials would be available for a Westmount meeting in the middle of a month. As an example, the June Financials were not available for our July 15th meeting. It was decided to continue having the meetings around the middle of the month.

7.3 Rick will arrange for his signature to be on file at the TD Bank.

8) Maintenance and Operations Committee:

8.1 & 2 We are awaiting the performance bond from Sureseal. All other paperwork is in place. Planning to have the kick off meeting for the building envelope project with Sureseal on July 22nd provided the performance bond is received.

8.3 Window survey completed. The window problem of 128A will be resolved as part of the Building envelope project. May have to look separately at the frame.

8.4 Cooling tower upgrades- Reinbold Engineering are still missing a few items including the chemical system.

8.5 Work is underway on recommendations regarding modifications to the Security system.

9) Other:

9.1 Tobacco act and bylaw –covered under 6.9 above.

9.2 Forms have been sent to all residents asking for personal details including whether people require assistance to evacuate the building.

9.3 A letter from Bryan Ellert offering to be the Webmaster for the Westmount website on a volunteer basis was tabled. Rick said he would meet with Bryan to discuss the proposal and would report back to the Board.

9.4 A letter from Gary Young, President of the Downtown West Community Association (DWCA) was tabled. The DWCA are approaching the Calgary Emergency Management Agency (CEMA) regarding the impact of the flooding and evacuation procedures on the Downtown West. The letter asks the Board to consider Westmount Place becoming a member of the DWCA so that the Association would have more influence with CEMA and other City organizations.

Paul Flanagan is to find out what it would cost for Westmount to become a member of the DWCA and submit the information to Mona.

10 Committee of the Whole

10.1 Montgomery Ross has still not paid the auditor. The amount of time they spent on the audit is being questioned and they are to get back to Montgomery Ross.

10.2 Arrears list :-

Unit Number	
3	-$1859.72
72	-$1158.19
79	-$4796.73
107	-$4515.21
117	-$7745.56
121	-$10,053.32

Montgomery Ross has taken or is taking the appropriate action in all the cases.

11 Meeting adjournment:

Motion to adjourn by Mona at 7:05 pm.