WESTMOUNT PLACE

Minutes of the Meeting of the Board of Directors

August 12th 2013

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

(Richard Beale absent- on vacation)

Other: Vicci O'Brien (Montgomery Ross & Associates referred to in the minutes as MRA), Christine Perrin (MRA), Katherine Jones (Cambrian Condominium Consulting)-part of the meeting, Patrick Payne (Abba's Maintenance & Janitorial-Building Operator) –part of meeting, Kathleen Dineen (Decor Committee)-part of meeting, Bryan Ellert-part of meeting, Paul Flanagan (recording secretary).

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

1) **Call to order:**

   Meeting called to order at 4:05 pm by Mona Jones

2) **Changes to the agenda:**

   There were no changes to the agenda

3) **Notices of motions and decisions made by e-mail for the minutes:**
   July 24 motion by Mona Jones seconded by Rick Erven to approve the minutes of the July 15 ,2013 minutes and have the document posted to the website.

   Motion carried.

4) **Building operators report-Patrick Payne**

4.1 The replacement of the 1200 amp breaker went very well and great cooperation was received from all involved.

4.2 The project provided an opportunity to confirm what services are powered by the emergency generator and what additional services should be

added. It was confirmed that the sump pumps operate off the emergency generator and the capacity of our generator means that more services could be added.

D & N Holdings, who specialize in emergency generators, are preparing a report on our situation. They had prepared a quote dated August 7th 2013 for training and service of the emergency generator.

Action by Patrick & MRA

4.3 A notice will be posted stating that in an emergency situation, residents should not take action independently but should contact the Front Desk, Building Operations or MRA.

Action by MRA

4.4 The invoice from Jazz electric should be paid even though they were not directly called in by Westmount Place.

Action by MRA

4.5 The power shutdown delayed the process of getting a quote from Johnson Controls (JCI) for renewing their contract for work on the chiller. Christine will follow up with JCI to have them contact Patrick.

Action by MRA

4.6 Regarding the drain clearing project, there are Health & Safety concerns to be addressed before work starts. CO levels have to be monitored when cleaning out the drains. A vacuum truck will be needed to flush out the drains.

4.7 Patrick reported that Caon Mechanical were performing very well so far on the fan coil work.

The residents should be informed that Caon Mechanical can be used work on the air conditioning units in their Suites. The cost of such work is for the account of the residents.

Vicci will advise if there is another filter replacement company which might be used.

Action by MRA

4.8 The power shutdown work resulted in the sump tank project being on hold during this period.

4.9 Generation Electric to be a preferred master electrician for the building and should be capable of replacing the lamp post on the south side of the building.

Action by Patrick

4.10 The pool maintenance is running smoothly. Efforts are being made to keep the costs down. It was pointed out that the pool is a major selling point for the building.

4.11 The City sent a letter saying they were going to remove the graffiti from the building and bill Westmount for the work. The graffiti had already been removed.

Patrick reported that there is a new anti-graffiti sealant available which prevents paint attaching to the surface but does not stop moisture from coming out. He is certified to use it. Patrick will send details of the sealant to MRA.

It was decided not to apply the sealant until the building envelope work is completed.

Action by Patrick

4.12 Patrick has been enrolled at SAIT to take his Class 5 boiler ticket through a correspondence course starting in September 2013.

5) Property Manager's report- Christine & Vicci

5.1 Magdi has been given the authority to contact the Garda Security Company to supply a replacement for Front Desk personnel who are absent through sickness or any other reason. If Garda cannot supply anyone, Patrick or MRA should be contacted to provide a replacement.

5.2 The chiller insurance claim is now settled and the cheque deposited in the Operating account. Mona believes it should be deposited in the Reserve Fund.

Action by Mona & MRA

5.3 Christine will advise the Décor Committee on carpet selection and parkade lobby finishes etc. She will arrange a visit to the KBM showroom with Kathleen Dinneen. Future quotes are to include warranty, specification of the product installation and cleaning.

5.4 Scope of daily duties in a non-emergency situation has been prepared and is to be presented to security staff for their signature. This includes restrictions for internet use and training requirements.

5.5 The duties and actions to be taken by Front Desk staff in an emergency situation are described in the Westmount Policies and Procedures document dated December 29th 2009.

Any comments , additions, deletions or amendments thought necessary are to be forwarded to Vicci.

Action by Bryan Ellert and Paul Flanagan.

5.6 Signs are to be installed regarding smoking restrictions outside the building. The signs regarding the drive- through 15 minute parking allowance have been installed as recommended by the Parking authority. However the location of the signs is to be reviewed to ensure that it can be clearly seen by drivers using the area.

Action MRA

5.7 Rent to be increased from September 1st 2013 on Suite 503.

Action MRA

5.8 There is a problem with the cleanliness of the garbage area and removal of debris which should be the responsibility of the individual residents to dispose of. The Front Desk personnel will be asked if they know who is doing dumping. Christine will investigate the possibility of using a small private contractor for regular pick up and disposal of such items.

Action MRA

5.9 Window in Suite 101 has been replaced.

5.10 MRA have sent two ' Not Sufficient funds' letters and one ' Caveat warning ' letter to owners who are in arrears.

5.11 Vicci will send an e-mail to the owners of the Suites which have decks to ask if the drains have been cleared.

Action MRA

5.12 The locker room status is to be reviewed to ensure that the rental agreements on the lockers have been renewed.

Also there are several storage areas on the parking floors which are being used by owners or tenants. Some of these are quite large. Montgomery Ross is to investigate to establish if an appropriate rent is being paid for the use of these rooms.

Action MRA

5.13 Rooms in the central riser which are not needed for cable, telephone or power are also being used as storage. Patrick is to review to ensure that no inappropriate or unsafe materials are being stored in these locations.

Action MRA & Patrick

6.0 **Building Envelope project report-Katherine Jones –Project Manager (Cambrian Condominium Consulting)**

6.1 Sureseal have been awarded the contract.

6.2 All documents have been sent to the City for their review. Before the recent flooding, a building permit could be expected in 2 weeks from submission. Due to the backlog caused by the flooding, it is hoped to get the permit in 4 weeks.

Once the building permit is received, we have to get a safety permit which could take another 4 weeks.

During this waiting period , permission will be requested to carry out work up to the 5th floor.

If permits are late in coming it may be too late to install the swing stages which will be used to work from the top down. This would mean that the work could not be carried out until Spring 2014 other than up to the 5th floor.

An area for storing materials will have to be provided and washrooms etc arranged.

North Elevation will be accessed from the 5th floor balcony but the East elevation will need access from some suites.

The City requires a weather watch system to be in place at a cost of $5000

6.3 Anton, the engineer representing Westmount, will control work scope changes and extras.

6.4 The trim around the windows could be a problem. The original trim was anodized. Sureseal will not paint the trim. May need a custom manufacturer, MRA to investigate,

Action by MRA

7) **Décor committee –Kathleen Dinneen**

7.1 The décor committee is made up of :- Kathleen Dinneen, Joan Dennis, Donna Hunter & Lise Leahey

7.2 The proposed locations for the cigarette butt receptacles were approved by the by-law officer as it was not common area in his view. Four no-smoking signs will be erected-at Carton's, at the parkade entrance, at the Law office and by the loading dock . Vicci warned that the number of signs should be kept to the minimum as it cheapens the look of the building.

Action-MRA/ Kathleen Dinneen

7.3 A notice is to be prepared stating that a complaint was received by the by-law officer about the smoking outside Westmount Place. The by-law officer came and inspected the situation at Westmount. The smoking by-law must be complied with and the officer also pointed out there could be a fine imposed for littering.

The notice is to be posted on the bulletin board and also on the website.

Action by MRA

7.4 Patrick is to be asked to arrange for the clean up around the outside of the building including emptying the cigarette butt receptacles. At the same time, Patrick will be asked to arrange for snow removal all around the building.

Action MRA

7.5 Carpets are not feasible for the elevator lobbies on the parking levels and Patrick suggested glazed concrete.

Christine said that the Décor committee should prepare a list of all their recommendations and ideas and prioritize them. As the advisor to the committee, Christine will assist in this prioritization . She will arrange for and accompany the committee to showrooms. She strongly recommended that the Décor Committee take photographs of the locations to be improved or changed.

Action by Décor committee/ MRA

8) Treasurer's report-Rick Erven

8.1 The GST return was successfully filed.

8.2 The June 2013 financial statements were tabled and described by Rick as being on track. He has queries on a couple of line items to be clarified by Vicci.

He made a motion ,seconded by Mona ,to approve the June financial statement.

Motion approved unanimously.

8.3 Rick will arrange for the operating statement of income and expenditure for the month and for the year to date and the balance sheet to be posted to the website.

Action by Rick Erven

8.4 Vicci will call Joe at the TD bank to see what is required to have Rick Erven's name replace Rick Goebel 's name on file at the bank.

Action by MRA/ Rick

8.5 All our investments have been placed in a straight interest bearing no risk account.

9) Building & Maintenance Committee:

9.1 Bob had no further information on the drawings from New West or Hemisphere.

9.2 Issues with Reinhold quote have not advanced. Bob is not pursuing further. Patrick will be asked if he can name an alternate contractor.

9.3 Window repairs will be looked at on a case by case basis. Will not be looking at the windows of owners who did not reply to the survey.

9.4 Bob is still working on the Security Modifications/Recommendations and due to the power shut down project, he has not finished the write-up yet.

9.5 After reviewing both quotations Bob made a motion:-

' To award D & N Holdings the emergency generator contract.'

The motion was seconded by Mona & was approved unanimously.

The contract was awarded to D & N.

9.6 Vicci is to provide Bob with information on the Security Camera system

Action by MRA

10) Emergency evacuation Committee- Bryan Ellert & Paul Flanagan :

10.1 A list of recommended locks to be repaired or added was tabled. During the meeting it was established that the 29th Floor Boiler room lock also needed repair.

Vicci will arrange for a locksmith to work with Patrick to carry out these repairs and additions. Bryan and Paul will be contacted when the locksmith arrives initially to identify the location of the locks referred to on the list.

Action by MRA/ Patrick/ Bryan/ Paul

10.2 An updated list of the keys and key numbers was tabled. This will not be finalized until after the locksmith has carried out the work described above.

Once this list is complete, Paul and Bryan volunteered to have the keys stamped on both sides and put in order on the key rings. There should be 3 complete sets of rings with one set kept offsite at Montgomery Ross. There will be other partial sets of keys for Maintenance staff and contractors.

10.3 A list of the proposed door locations to have descriptive signs fixed to them was tabled. Vicci said that if Bryan and Paul tape paper signs to the proposed locations she would arrange for Patrick to review the locations & have signs made up and attached .

Action Bryan/Paul /MRA/Patrick

11) Other:

11.1 Rick will arrange for a survey to be carried out to get people's opinions and recommendations for the website.

In the meantime, Rick will arrange for postings to be made to the website.

Christine has some experience with websites and will review and provide comments and recommendations.

Action by Rick and Christine

11.2 No follow up has been received from Gary Young of the Downtown West Community Association with the information requested by Westmount Place.

11.3 Comments & objections to the continued blocking of 10th Street for the S-park should be directed to Alderman Mar.

12) Meeting adjournment:

Motion to adjourn by Mona at 7:45 pm