WESTMOUNT PLACE

Minutes of the Meeting of the Board of Directors

Monday, September 9th 2013

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

(Rick Erven could not attend due to another appointment)

Other: Christine Perrin (Montgomery Ross & Associates- referred to in the minutes as MRA), Patrick Payne (Abba's Maintenance & Janitorial-Building Operator) –part of meeting, Paul Flanagan (recording secretary).

The meeting was held in the boardroom of Suite 420, 1100 8th Ave SW, Calgary.

Call to order:

The meeting was called to order by Mona Jones at 4:00 pm.

1) **Changes to the agenda:**

It was agreed that the agenda item 4.8 regarding fair rental values would not be discussed at this meeting.

2) **Notices of motions & decisions made by e-mail for the minutes**:

August 25th, 2013 motion by Mona Jones, seconded by Rick Erven, to approve the minutes of the August 12th 2013 minutes and have the document posted to the website.

Motion carried.

3) **Building operator's Report (Patrick Payne) :**

3.1 Motion by Bob, seconded by Mona, to approve a renewed contract with Abba for an indefinite period.

Motion carried.

3.2 Chiller control manuals from JCI not yet received but in the works. The manuals will be kept onsite & we will also get an electronic copy.

Action by Patrick & MRA

3.3 Caon Mechanical : We have all the information required to place a contract for the fan coil maintenance.

Action by Patrick & MRA

3.4 Work on the sump has been delayed due other projects having higher priority.

The amount leaking has increased but Patrick plans to get access and start the repair next week.

Action by Patrick.

3.5 Generation Electric is diagnosing the problem with the lamp post on the south side of the building.

Action by Patrick.

3.6 Christine is to double check that the quote from D & N Holdings includes for staff training and service as it is essential that we have these in the contract.

Action by Christine

3.7 No further information on the graffiti inhibitor was available at this time.

3.8 Generation Electric will provide a list of what power circuits are connected to the emergency generator and recommendations as to what circuits should be added.

Patrick will give Bob a copy of the loading on the emergency generator.

Action by Patrick

3.9 Patrick will patch up the hole in the ladies locker room and will just prime it ready for the painting to be done in the future. Patrick will also replace the damaged lens covers.

Action by Patrick

3.10 Abba are agreeable to accept outside maintenance work including snow removal.

Action by Christine & Patrick

3.10 The descriptive signs for the doors have been made but have yet to be attached.

Action by Patrick

3.12 Patrick will provide help & advice to Katherine Jones on the Building envelope project when she requests it. Katherine will keep Patrick advised as to what work is being carried out and when. Katherine will look after the contract administration and contacts with the residents.

Patrick will intervene immediately if he sees a safety problem.

Action by Patrick & Katherine.

4.0) Property Manager's report.

4.1 It was not clear from the financial data provided by MRA where the chiller insurance money has been deposited. Christine is to establish to Rick's satisfaction where the chiller insurance money has been deposited. Until this has happened, the financial statements will not be approved by the Board.

Action by Christine & Rick

4.2 Bob made a motion, seconded by Mona, that gives Christine approval to spend up to $15,000 for the all –in cost of replacing the hallway carpets on the 3rd & 4th floors.

Action by Christine

4.3 Christine is to take her proposals for the elevator hallway covering along with cost estimates to the Building Improvement Committee as soon as possible. The committee can then bring their recommendation to the Board for approval.

Action by Christine

4.4 Bob stated that we are planning to replace the fire panel this fall. Fahrenheit 451 has given us a quote and we have to decide what items we require for the fire panel and security surveillance. Bob and Christine are planning to attend a seminar, hosted by Fahrenheit 451, which includes video security surveillance among other topics.

Action by Bob

4.5 a) Christine is to arrange for Patrick to show all the security staff which items to check & what data to gather in their tours of the building. This will be included in the Policies & Procedures document.

Action by Christine & Patrick

4.5 b) Replacement staff from the Garda security company are required by their company to have at least 4 hours training in any building they are assigned to work in.

Action by Christine

4.6 a) Christine will bring the back the company who provided & placed the parking signs to lower them to eye level and make them more aesthetically pleasing.

b) Christine will order and install 3 of the ‘ No smoking ‘signs provide by the City and will also order and install the smallest ‘ Handicapped ‘ sign she can locate.

Action by Christine

4.7 Christine reported that there has been some success in reducing the amount of condo fees in arrears.

4.8 Christine reported that no rental payments had been made on some of the storage areas . Richard will send Christine a copy of the terms and conditions for the storage area he is renting.

Christine will contact the people using storage areas who are not paying rental fees and they will be told to move their belongings from the storage areas unless rental payments are made. Christine will establish the rental rates based on the area being used for storage.

The rental rates are currently $60 per month. It was discussed, but not voted on, to add this fee to the owners’ monthly condo fees once their prepaid amount comes up for renewal. It was also discussed that the board may want to acquire some of the currently rented space for its needs.

Action by Christine & Richard

5) Treasurer’s Report : Rick Erven unable to attend

6) Building & Maintenance Report:

6.1 We have the drawings which were either issued for bid or approved for construction for the work done by Hemisphere and New West Electric. We have been unable to get as-built drawings from them and we are not pursuing them any further on this.

Bob & Richard will specify how we handle construction drawings & as-builts for future projects.

Action by Bob & Richard

6.2 We are waiting for the Clearview quote for work to the sliding windows and screens. MRA to follow up & expedite.

Based on the by-laws work to screens is seen as the Owner's responsibility.

Action by Christine.

6.3 Bob is working on the Security Modifications/ Recommendations project & is attending a seminar related to this work. There is enough money in the budget to allow work to start this year.

Action by Bob

7) Other:

7.1 No response had been received from the Downtown West Community Association.

7.2 The silk plants will be removed from the foyer and placed in the loading bay for a week so that people can take them if they want. If not taken after a week, then they will be dumped.

Action by Christine.

7.3 The Board was provided with a report from the Building Improvement Committee.

There was a motion by Bob, seconded by Mona, that the Building Improvement Committee be allowed to spend $3000 to $3500 maximum on furniture and

fittings in the foyer and main elevator lobby. Christine will act as an advisor on this project.

Action by Christine & Building Improvement Committee.

7.4 No action is to be taken regarding the frame and picture in the main entrance as we may be required to make modifications in that location.

8) Evacuation Procedure:

8.1 No progress had been made on the lock repair project due to the amount of work being handled by Patrick. Christine will arrange for the designated locksmith to call Paul Flanagan directly. Paul & Bryan Ellert will meet with the locksmith and arrange for him to carry out the necessary repairs and additions.

Christine will inform Patrick of these arrangements.

Action by Christine, Paul & Bryan.

8.2 Paul reported on the discussion with a representative of the Fire Department regarding a non-fire evacuation. He recommended few changes from the existing Fire Evacuation procedure we have in place. However Paul will provide a write up for MRA to include in the Procedures document and will also develop a one page notice (similar to the one for fire evacuation) for consideration by the Board prior to publication/distribution.

Action by Paul

8.3 The Fire Department representative strongly recommended that we establish an off-site information centre so that people who have been evacuated can get updates on the status & leave information regarding their location etc.

MRA are unable to provide this service & it was recommended that the Westmount website be used instead. The website would have to be updated regularly. The Board are to decide who would do this work if an emergency situation occurred.

We need more than one person able and authorized to update the website.

Action by the Board

9) Meeting adjournment

Motion to adjourn by Mona at 6:10 pm.