WESTMOUNT PLACE

Minutes of the Meeting of the Board of Directors

Monday, October 7th 2013

Board members present: Mona Jones, Richard Beale, Bob Boyd, Rick Erven (part of meeting).

Other: Christine Perrin (Montgomery Ross & Associates- referred to in the minutes as MRA), Patrick Payne (Abba's Maintenance & Janitorial-Building Operator) –part of meeting, Kathleen Dineen(Building Improvement Committee)- 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**

   Initially no changes to the agenda were requested other than to change the order of the agenda items to allow Rick to leave at 6 pm .

   During the course of the meeting Items numbered 3.12 & 3.13 below were discussed which were not on the original agenda.

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

   2.1 September 20th,2013. Decision to post the minutes of the September 9th ,2013 meeting to the website after e-mail approval of acceptance by Bob Boyd & Richard Beale.

   2.2 September 27th ,2013. Decision to accept Caon Services Inc. quote #J 180 for exhaust fans (new flex connectors & vibration mounts for each unit) after acceptance by Mona Jones, Richard Beale & Bob Boyd.

   2.3 September 29th 2013. Decision to proceed with Calgary Lock & Safe quote #4108.

   2.4 October 3rd 2013. Decision to proceed with the additions to Calgary Lock & Safe quote #4108. Estimate still required for vestibule door.

3) Building Operator's report (Patrick Payne)

3.1 Chiller control manuals from JCI

Johnson Controls (JCI) are bringing the manuals to a meeting with Patrick & MRA on Friday 12 October 2013. They will be asked to provide an electronic copy.

The work is now complete but JCI will come back to help bring it up into operation.

3.2 A quote has been received to build a new stainless steel sump tank and take the old one offsite. The existing plumbing and alarms etc. will be tied in to the new tank. The existing fittings are not made of stainless steel and will need preventative maintenance. The refurbishing of the cooling towers will be handled as a separate project.

Rick proposed a motion, seconded by Bob, to approve expenditure of $ 40, 000 for the sump tank project. Approved unanimously.

3.3 Generation Electric are coming in on Tuesday the 8th October 2013 to review and finalize the procedure.

3.4 The load report created by D & N Holdings during the power shutdown in August 2013 was provided on October 7th 2013. Generation Electric are currently reviewing the loads on the emergency generator and will be recommending some changes.

The training date has been set for next week. All staff will be trained and Christine will also attend.

3.5 The Building Envelope project is going well. There have been some Health & Safety issues which Patrick will continue to monitor.

3.6 Ladies Locker Room Project has been prepared for painting.

3.7 There is a grading issue with the deck drains, Vicci will arrange for Usher Barnoff (Vantage Tech Consulting) to provide recommendations.

3.8 Patrick has met with all the security staff including the Garda employee and gone through the clipboard list of maintenance features the security staff are responsible for.

3.9 Regarding the circulation pump on the 4th floor, Patrick is waiting for Remi so that he can safely isolate the work and fix four leaks. There are some balancing issues.

Bob recommended that Patrick prepare drawings of how the connections work.

3.10 The backflow items identified in the two letters from the City have now been fixed. Patrick will send the approval report received from the City

to MRA .

3.11 There are indications that mice have been in the Garbage Room. Calrid Exterminations have been hired to review and rectify the situation. It was recommended by Christine that Calrid be brought in once a quarter to inspect the Garbage Room.

3.12 Richard pointed out that Boiler B-6, the last boiler added during our recent boiler upgrade project, has yet to be commissioned by Chisholm. Representatives from ATCO & the City need to be present during the commissioning. Patrick said he was not getting any response from Chisholm but would try again. If he is not successful Katherine Jones will be called in as she was the Project Manager for this work.

Richard also stated that he had received drawings from Hemisphere and Johnson Controls and was putting them on flash drives for distribution.

Richard emphasized that we will take all drawings which are available. They may not be of immediate use but could be in future, Christine will provide any relevant drawings MRA have.

3.13 There have been complaints from some units of smells from the garbage chutes. The current system of periodic water washing may not be adequate.

Air fresheners would be a last resort. However after mechanical problems have been ruled out, Christine will get a quote from Alpine Air Fresheners for corrective measures. Patrick will walk their representative through the building.

Action by Patrick, Christine, Vicci, Richard

4) Building Manager's report

4.1 Christine had got a quote of $14,500 for the supply and installation of higher end carpet for the 3rd & 4th floors.

The Board is prepared to put $15,000 into the upgrading of the two floors. If the owner's want to make further upgrades at their own expense, they must bring their proposal to the Board for approval just as the Suite owners have to do.

4.2 It had been agreed with the Building improvement Committee that vinyl covering would be used for the elevator lobbies. The material had good durability. Carpet runners will be provided so that mats can be put down for use in winter. All floors from P1-P4 will use the same material.

Bob made a motion, seconded by Richard, to approve $6500 expenditure for this work.

4.3 The seminar organized by Fahrenheit 451 held on Sept.10th 2013 was described as being very impressive. Fahrenheit 451 have the capability to do all related work other than architectural.

Bob is working on the bid documents for the Fire panel replacement.

4.4 Christine will arrange to meet with Magdi and get a tour around. She will arrange for personnel provided by Garda to spend 4 hours with Magdi getting training. It would be best for this training to be carried out at weekends. Magdi will be given permission to spend the required time away from the Front Desk.

Magdi has said there is no camera available for the security staff & it would be beneficial to have one.

Christine is to take a look at the cell phone which security personnel have for their use. if it does not have a built in camera she will arrange to get an upgrade or a new phone.

4.5 Christine is meeting with the signage company in the next couple of days to give them direction as to the location to place the signs.

There are no free signs available from the City.

4.6 Christine had managed to assemble drawings of the storage areas and gave a hard copy to Richard. Christine will send an electronic copy as well.

Some of the storage areas had been difficult to locate & and it was decided that signs would be fixed to the doors.

The rates currently charged are well below the market rates. When the storage areas are vacated then Westmount will have the option of using it for our own purposes or charging for it at market rates.

In cases where it is known who owns the contents of a storage area on which rent is not being paid, a letter will be sent to them stating that they must remove the contents. If the contents are not removed then Westmount will do so and the costs will be charged back to them. The contents must be removed by the end of October.

A notice will also be placed on the Notice Board to the same effect.

Leases are to be reset from January 1st and will be part of the condo fee calculation.

For any new lease, a deposit will be required to ensure that the contents are not abandoned and left for Westmount to dispose of.

4.7 Arrears :- One caveat, four NSF letters and one warning letter have been sent. One unit is in foreclosure.

In the case where the owner is refusing to fix a leak in the shower, Patrick will establish what is involved in fixing the leak and arrange for the work to be done. The cost of doing this will be charged back to the unit.

4.8 Christine is to find out from Kirby what dates in the second week of December 2013 they have available for the Town Hall meeting.

4.9 Suite 503 will be vacant as of October 31st 2013.

Christine Perrin from MRA will provide a design and estimates to the Board for rental suite #503 upgrades and rate increase projections.

Mona will ask Vicci to allow Christine to carry out upgrades to the Suite.

4.10 It was established that if documents are left with the security personnel for pick up, the person leaving the information should inform the second party that this has been done.

This will ensure there is no breakdown in communications.

4.11 The budget is the framework for a year. Line items can change. If an item is not budgeted, it still has to be paid if the work needs to be done.

Any surplus from the operating accounts will be transferred into the Reserve Fund.

Action by Christine, Mona & Vicci

5) Treasurer's report

5.1 The GST contribution is current. We are in a credit situation.

5.2 Revised balance sheet issued and agreement reached on where Items should be shown. The insurance settlement has been directed to the Reserve Fund.

Only the year to date values will be posted to the website as the month to month values are not useful.

Rick stated that the cost of work which we pay for because it is below the insurance deductible, should be charged to Building Maintenance. It

is currently shown as an unbudgeted expense labelled 'Insurance deductible'. Rick & MRA are to rectify.

Expenditure is tracking OK against the budget.

Rick & Vicci are to meet after the October financials are available in mid-November and finalize the report before presenting it to the Board. After review the report will be ready for the Town Hall meeting in December,

Rick made a Motion, seconded by Bob, to accept the August Financials as presented.

Motion approved unanimously.

5.3 Brief discussion on the 2014 Budget and condo fees was held but finalization postponed until later.

5.4 It is planned to discuss the Financial statements, the 2014 budget & condominium fees at the Town Hall meeting in December at the Kirby Centre even though there is no legal requirement to do so.

Action by Rick & Vicci

6) Building & Maintenance report.

6.1 No Clearview quote to date. No further action to be taken.

Screens have to come out as part of the Building Envelope project. Abba's will remove screens from all windows and re-install them after the Building Envelope project is completed. As a courtesy to the Owners, any damaged screens will be repaired at no charge. Owners may remove their screens themselves if they so choose. Screens will need to be removed before Sure Seal caulks the windows.

All screens are the responsibility of the Owner and are to be stored until the completion of the project when they will be put back into place.

6.2 No invoice had been received yet from Sureseal for their work on the Building Envelope Project for September.

6.3 Window washing cannot be done while Sureseal are working on the building as there are not sufficient roof anchors. However if the engineering company supervising Sureseal stops them working because it is too cold for caulking there may be an opportunity to have the

windows washed. The contractor for window washing can do the work at any time of the year.

7) Other

7.1 The owner of suite 400 arranged for five windows to be repaired rather than the two which had been approved. As such Westmount will pay for work to two windows & the suite owner will have to pay for the other three.

If an additional window is wanted the owner must bring the proposal to the Board for consideration & approval.

7.2 Calgary Lock & Safe are currently carrying out the work described in their estimate # 4108. Patrick met their representative and got the work started. It is expected to be finished during the next week. Paul Flanagan requested the locksmith contact him when the work was complete. Paul & Bryan Ellert would then confirm the work was done . Christine will send the locksmith's invoice to Paul who will sign it & return to MRA for payment.

Patrick had indicated that he wanted to consolidate the keys at the Front Desk. Initially Paul and Bryan were going to arrange to have three full sets assembled and update the full key list .

Paul & Bryan will contact Patrick to clarify who is doing what.

7.3 Paul described the meetings between the Downtown West Community Association and the Eau Claire Community Association to discuss joint efforts to develop Non-fire emergency procedures. The problems experienced by the Eau Claire buildings during the June flood were discussed.

Both Associations are to approach the Calgary Emergency Management Agency (CEMA) to see if we can get guidance & advice regarding such procedures

7.4 Kathleen Dinneen reported that the Building Improvement Committee were recommending replacing the three park benches and the two wing back chairs in the foyer.

Motion by Rick, seconded by Bob to approve expenditure up to $4000 on the three new benches and two new chairs.

Motion was approved unanimously.

Christine stated that she needed the original receipts for all purchases.

Very little can be done to improve the lighting on the South side as there was no way to get new wiring to the location. The existing light standard, which is not in use, should be dismantled.

Bob said there may be a possibility of putting up a light in the 'dark 'corner at the same time as security camera is installed.

The improvements to the foyer and the main elevator area are expected to come in under budget.

The painting purchased for the foyer will be returned. The architectural rendition of Westmount Place will be returned to this location.

Kathleen will get a quote for framing this and submit it to the Board for approval.

All change rooms modifications are on hold for the time being. However, Patrick of Abbas will be asked to arrange for the painting of the Ladies locker room which is expected to take 4 hours. Kathleen will look at the paint that is available & chose a colour & inform Patrick.

The Board thanked Kathleen and the committee for the work done and said that they would have a list of items for their consideration on Kathleen's return. It was noted that Lise Lahey is happy to continue with any project the Board identifies as requiring attention.

7.5 In answer to a query, it was stated that the November 2012 Reserve

Study has been on the website since last December and can be found under the heading of Reports & Updates.

8) **Committee of the whole**

Nothing was discussed

9) **Motion to adjourn**

Motion to adjourn by Mona at 7:10 pm.