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
March 18, 2013

Present: Mona Jones (chair), Rick Erven, Richard Beale, Adam Gupta, Bob Boyd (minutes), Adriana Rubio (Montgomery Ross), James Studiman (building operator – part time), Katharine Jones (project manager envelope and boiler projects – part time from 7pm).
Absent: Rick Goebel (vacation).
The meeting was held in the boardroom of suite 410

1. Call to order:
   Meeting called to order at 6:00pm by Mona Jones.
2. Agenda:
   There were no changes to the agenda.
3. Minutes of the last meeting:
   Motion to approve the minutes of the February 25, 2013 meeting by Bob Boyd. Seconded by Richard Beale. Motion approved by all but Rick Erven who abstained because he was absent from the February meeting.
4. Motions and decisions made by email for the minutes:
   There were no motions or decisions made by email to be included in the minutes.
5. Building Operator Report (James Studiman):
   James provided his report and was excused for the remainder of the meeting.

   5.1 Elevator #3 deficiency report: Metal fatigue on spindle and water in sump.
   5.2 James was instructed to purchase 4 grocery carts, one for each parking level.
   5.3 Recycling project: Adriana had put up a notice as to what was allowed in the recycling carts. Things were better this past weekend.
   5.4 Hot tub was closed due to backwash problems. Check valves were put in to resolve the problems.
   5.5 The cross coupled hot and cold water lines to the 01 high rise suites are still not solved. James and Remi still are working on the problem.
   5.6 There is no power to the outside lamps on the south side of the building. One lamp standard had been removed and its probable the wiring was not reconnected.
   5.7 Tom Knowles still has some wallpapering to finish on 26 and 27.
   5.8 An additional gas regulator is required for the Laars 6 boiler.
   5.9 Telus showed up to look into the service failure for one suite. They hadn't contacted James before and so will have to reschedule.

6. Montgomery Ross & Associates Report (Adriana Rubio):

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6.1 Louis Desablon is the contractor we have been using on the window replacement work. He is waiting for good weather to do window replacements. Katharine to coordinate his work with the other envelope work

6.2 Tim Ross is our lawyer for the chiller claim. He has made an offer to the insurance company but so far they have not responded. MRA were instructed to provide a status update as to whether we needed to push litigation.

6.3 Debris in general and cigarette butts in particular have been tossed from upper balconies. Some have landed on lower balconies. This is a serious and dangerous offence and violators will be fined. MRA to follow up and put up notice.

6.4 A noise complaint was filed about a renter who was practicing his musical instrument in his suite. The renter was (incorrectly) advised that he could practice in the common room on the 4th floor. No further action will be taken unless there are complaints about the noise from the 4th floor common room.

6.5 Demand letters were sent out to units that are in arrears.

6.6 Adam Gupta looked into the computer support issue and recommended D&S. They are the only full service organization that can also address our Keyscan and CCTV systems.

6.7 The Clean Team quote to rejuvenate the first floor bathrooms was discussed. It was noted that James has already replaced the toilets and sinks.
Rick Erven moved to accept the Clean Team proposal, seconded by Mona Jones and unanimously agreed.

6.8 The issue of renewing the lease on suite 503 and associated parking lease was discussed. MRA does not handle residential leases. MRA to find a real estate agent to handle.

6.9 A question was raised as to the cash flow for the various reserve fund projects that are under way. Rick Goebel to start preparing income side of the cash flow projections.

6.10 MRA were instructed to go ahead with a partial parkade cleaning. A full cleaning will be scheduled after the snow season ends.

6.11 MRA were instructed to go ahead with a window cleaning. It was noted that the envelope projects may prevent us from doing window cleaning for some time and so we should get as much done now as possible.

6.12 Metal sheets for the lower part of the elevator carriages have been ordered and cut and we are waiting on their delivery. These will cover the broken glass and will suffice until the elevator carriages are refurbished as part of the elevator project.

6.13 An owner has requested the issue of closing the pool be brought up at the AGM. Rick Erven to follow up.

6.14 A former employee complained their name was visible on the Westmount Place web site. It has now been removed and they were advised of this by MRA.

6.15 A meeting has been set up by a law firm to discuss changes to the Condominium Property Act. Mona Jones will attend.

6.16 It appears that the financial audit will be completed by the end of March. MRA were advised to book the Kirby Center for the April Town Hall Meeting.

7. Treasurer's Report (Rick Goebel):
Rick was absent but Adriana provided the financials.

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8. Maintenance & Operations Committee (Richard Beale, Bob Boyd and Katharine Jones):
    8.1 As-built drawings for the boiler project have been delivered as well as the final invoice from Hemisphere. Katharine and Richard to follow up on any drawing issues.
    8.2 Bids for the caulking and masonry work have been received by our engineer and a preliminary discussion held. Manticore will follow up with the bidders on discrepancies. Manticore to send a copy of the bids to the board. Concern was expressed over Manticore's fee structure. Katharine will investigate obtaining a second opinion on the technical side and an alternate proposal for project engineering supervision.
    8.3 The Vantage Tech Consulting contract has been signed to provide supervision to our roofing repairs. Katharine requires a copy. Tru-Craft Roofing will start on April 11 and their work should take about a month, weather permitting. They will be using a dump truck to haul away the debris (in lieu of a dumpster) and a hoist to lower the debris to the truck (in lieu of a chute). MRA will send notices to the suites affected on the north side of the building.
    8.4 A successful bid review discussion was held with Remi's Mechanical to provide plumbing and mechanical maintenance services to the building and residents. Remi's to update their proposal as requested for signature. Residents will be advised of the arrangement once the contract is signed.
    8.5 We are still waiting for Reinbold Engineering to provide drawings and specification for the sump work.
    8.6 Bob Boyd provided an updated action list showing the maintenance and reserve fund repairs that need to take place over the next year.
    8.7 Bob Boyd produced a vision document for the elevator/alarm system/security system project. This is a complex project that will involve all board members. Rick Erven took on the task of further defining the project and its requirements. The board will approach Katharine about including managing this work along with the envelope project she is already managing.
    8.8 Katharine has been looking into the issue of our failed post tensioning cables with another engineering firm (Adem Engineering Consultants). Both this firm and Manticore recommend removing any tile or carpeting from the balconies as this traps moisture which then attacks the cables. Manticore also recommended sealing the balconies. This would be an expensive procedure and it was decided to defer addressing it until the issue was better understood. Adriana will send a copy of the parkade PT report to Katharine.
9. Other:
    9.1 A request was received from an owner to change the bylaws to allow pets. Rick Erven to follow up.
    9.2 A request was received from the 3rd floor owners to replace the carpet in the lobby area. This carpet has seen a lot of wear and a few floods. It was noted that the 4th floor lobby area carpet was also in bad shape. MRA were instructed to obtain a quote to replace the 3rd and 4th floor carpets with similar high use type carpets that are neutral in color.

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10. Adjourned:

A motion to adjourn was made by Rick Erven, seconded by Richard Beale and passed unanimously.

Meeting adjourned at 9:00pm.

Next meeting is the Town Hall scheduled for April 16, 2013. Next board meeting is scheduled for Monday May 27, 2013 at 6PM in room 410.

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