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
January 13, 2014

Present: Mona Jones (chair), Richard Beale (minutes), Bob Boyd, Christine Perrin (Montgomery Ross), Patrick Payne (Abba's Maintenance – part time).
Absent: Rick Erven.

The meeting was held in the boardroom of Suite 420.

1. **Call to order:**
   Meeting called to order at 4:00pm by Mona Jones.
2. **Agenda approved:**
   The topic of insurance was added to the agenda.
3. **Minutes of last meeting:**
   It was moved by Mona Jones and seconded by Richard Beale that the minutes of the previous meeting be accepted. The motion was approved. Rick Goebel will post the minutes on the web site.
4. **Email Motions**:
   December 20, 2013 motion by Bob Boyd and seconded by Rick Erven to allow Christine Perrin (MRA) to spend $15,000.00 in renovations to Suite 503. Motion approved. A subsequent motion was put forth at the meeting by Mona Jones and seconded by Bob Boyd to increase this amount by $400.70 ($15,400.70 total) to replace the existing built-in microwave. Motion approved.
5. **Building Operator Report: - Patrick Payne**
   Patrick provided his report and was excused for the remainder of the meeting.
   - **5.1** We are still awaiting an electronic copy of the manual for the chiller controls from JCI. Action Patrick.
   - **5.2** All of the LAARS boilers (B-4, B-5 and B-6) are operational. The EVO boilers (B-1, B-2 and B-3) are not functioning correctly. Caon are investigating the problem this week.
   - **5.3** One of the make-up air units (MUA-7) on the 29th floor keeps tripping off in the cold weather. Caon will be addressing the issue. Action Patrick.
   - **5.4** The new cooling tower sump tank has been installed. The old tank will be removed this coming week and the piping will be connected to the new tank.
   - **5.5** We have still not received the report on generator loads from Mike at Generation Electric. A copy of this in electronic format will be required for our records. Action Patrick.
   - **5.6** D&N Holdings have completed the test on the emergency generator.
   - **5.7** Investigation of the deck drains will have to wait until spring. MRA will follow-up with Van Tech Engineering. Action Christine Perrin.

5.8 The security staff are continuing to be diligent in monitoring the building mechanical systems on their evening and weekend rounds and reporting any changes to Patrick.

5.9 Remi's Mechanical has been contacted by Christine Perrin (MRA) and told of our disappointment in their poor performance. We will not be using their services in the future. Conversely, Caon Services have been extremely reliable and responsive to our needs and we can continue to engage them with confidence.

5.10 The recirculation pump on the fourth floor is being addressed by Caon.

5.11 The K riser domestic hot water circulation balancing is completed.

5.12 Ark Restoration has completed the emergency work required due to the flood on December 6th, 2013. MRA will follow up and obtain a report for the Board. Action Christine Perrin.

6. Treasurer's Report: - Rick Erven

Due to the poor weather Rick Erven was unable to attend the meeting and the Treasurer's Report was deferred.

7. Montgomery Ross and Associates Report: - Christine Perrin

7.1 Rental suite 503 will be ready for occupancy on February 1st. The residential leasing group has been notified and the asking rent will be $1,800.00 per month with the parking spot.

7.2 It has come to our attention that the Kerby Centre has the belief that we are their muster point in an emergency. MRA are still looking into this. Action Christine Perrin.

7.3 Christine asked the Board for direction on the storage lockers and advised that there is a waiting list of people wanting one. A discussion ensued in which it was decided that current storage locker renters can renew at their existing rates. These existing rates will remain in effect until the end of December 2014. The Board has to make a decision on new rates and cleaning out the abandoned lockers. (Note: Richard has been in touch with the Office of the Information and Privacy Commissioner of Alberta (OIPC) concerning the abandoned company personnel files in one of the lockers. We are awaiting their instruction.) Action Board.

7.4 Arrears are being addressed with owners. As of Dec. 2013 there was $30,007.70 outstanding.

7.5 There is ongoing coordination with the insurance companies, adjustors and the restoration team on the December flood. A claim has been sent to our insurance company who will bid the work and likely award a contract to one company for all repairs to all suites. The Board asked for clarifications on insurance claims and how the repairs to units affected by the flood will be apportioned between condo and personal insurance. Due to the complexity surrounding this topic it was decided that a separate meeting was needed to discuss this at length. (Note: subsequently the Board met on January 17th with CJ Campbell, our insurance agent, and Christine Perrin and Vicci O'Brien of MRA. MRA are sending a letter of explanation to all owners on the subject of the condo corporation insurance coverage and owners' own policies.)

7.6 Christine handed out a report to the Board with the following additional information of things done in December:

7.6.1 A new wireless printer has been installed at the front desk.

7.6.2 Garda replaced one of the night security personnel with a new guard after a complaint of sleeping on the job.

7.6.3 Caveat discharged on unit 1701 as per lawyer request.

7.6.4 CJ Campbell has confirmed that the storage of tires in the parkade does not present a hazard.

7.6.5 Our GST refund has been received.

7.6.6 The budget letter and a copy of the insurance certificate have been sent to all owners.

7.6.7 Replacement benches for the front of the building have been ordered and paid for.

7.6.8 The lobby chairs' seat cushions have been replaced.

7.6.9 Parkade lobby carpets have been ordered and Clean Team will do regular mopping up of overflow from the parkade entrance doors.

7.6.10 The fourth floor elevator lobby painting and lighting has been completed.

7.6.11 The source of the leak from the exhaust fan in the kitchen of suite 2703 is still unresolved. This will be included in the repair inspection of suite 2801 issues.

7.6.12 Door closers are still not resolved.

7.6.13 The annual fire inspection has been scheduled with Fahrenheit 451.

7.6.14 The parkade cleaning will be scheduled for the spring.

8. Maintenance and Operations Committee: - Bob Boyd, Richard Beale

8.1 Suite 1801 has reported a crack in their window that needs investigation. Christine will have Patrick look into the strength of the window as it may not be something that can wait to be repaired in due course during the envelope and window repair project. Action Christine Perrin and Patrick Payne.

8.2 We require a status update for our envelope project from Katharine Jones, the project manager. (Note: subsequent to the board meeting, Katharine has scheduled an envelope status meeting for January 24th.)

8.3 The health club proposal information and ballot has been sent to owners.

8.4 The maintenance committee advised that there are a number of projects being looked into. For instance, we have to go out for bid on our security modifications.

9. Other:

9.1 The Board is investigating suggestions on how to reduce costs made by Jerry Quigley (Suite 905). In this regard, Christine is looking into our contract with Shaw and will send a copy of the existing contract to the Board. Action Christine Perrin.

10. Adjourned:

10.1 The meeting was adjourned at 6:20pm.
Next Meeting: Monday February 10, 2014 at 4:00pm.