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
May 13, 2014

Present: Mona Jones (chair), Dan Beyaert (part time), Richard Beale, Bob Boyd (minutes), Christine Perrin (Montgomery Ross), Patrick Payne (Abba's Maintenance – part time).
Absent: Jim Owaise (travelling on business)
The meeting was held in the boardroom of suite 420

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

2. Changes to the Agenda:
   Add today's flood and recent information on bylaw offenders.

3. Election of Officers:
   For President, moved to elect Mona Jones by Richard Beale and seconded by Bob Boyd. Motion carried.
   For Vice-President, moved to elect Richard Beale by Richard Beale and seconded by Mona Jones. Motion carried.
   For Treasurer, moved to elect Dan Beyaert by Richard Beale and seconded by Mona Jones. Motion carried.
   For Secretary, moved to elect Bob Boyd by Mona Jones and seconded by Richard Beale. Motion carried.

4. Motions and decisions made by email for the minutes:
   April 20, 2014 motion by Mona Jones and seconded by Rick Erven to approve the minutes of the April 14, 2014 Board Meeting. Motion approved.

5. Unfinished business:
   Christine to forward draft AGM minutes to the board members for review prior to posting on the web site.
   Explanation for suite 503 rent accrual method received from MRA. Moved to accept the February and March financials by Dan Beyaert and seconded by Mona Jones. Motion carried.
   Financials to be posted to the web site.
   Christine to provide the board with a copy of the leasing arrangement for suite 503.

6. Building Operator Report (Patrick Payne):
   Patrick provided his report and was excused for the remainder of the meeting (after bylaw offender discussion). Patrick meets weekly with the board members involved with maintenance and the board keeps an action items log for the weekly review.

   6.1 New cooling tower sump tank is in use. Automatic fill mechanism working and chemicals being added automatically. Cost was just over $30k compared to quotes last year for almost $150k because of changes suggested by Abbas and their management of the work.
   6.2 Identification of issues with MUA and exhaust units continued.
   6.3 Caon has been working on repairs to the DHW recirculation system.
   6.4 Many suites have been found with leaks near the heating medium isolation valves including on both sides of the valves. Many of the isolation valves are in poor condition and cannot be used for their intended function..
   6.5 Depressions left by the broken tiles near the front entrance will be filled with thinset when the weather allows.
   6.6 We are in receipt of the annual fire inspection report. We are proceeding with fixing the outstanding problems. Christine will be getting quotes and arranging for the work.
   6.7 Expansion tank air leak has been fixed. In process of obtaining quotes on expansion tank repairs.
   6.8 One of two pumps associated with the hot tub has failed. The board has not approved replacement.
   6.9 Obtaining quotes to handle thermostat, zone valves, and air compressor issues.
   6.10 Abbas needs clarification on ownership of commercial area fan coil units.
   6.11 16th floor hall drywall repairs in progress.
   6.12 Elevator sump repairs in progress. Need new pump.
   6.13 Screen removal for envelope work is now complete.
   6.14 Clogged drains and vent stacks being handled on a case basis.
   6.15 Sweating domestic water pipes will be handled by use of ventilating grates at strategic locations. It is not practical to open the walls and insulate the pipes.
   6.16 VantageTech (Usher) will be coming in to inspect deck drainage issues. Suite 907 may want to go ahead with their own quick temporary fix.
   6.17 Flood today while draining domestic water lines. Ark is handling cleanup. Adjusters have reviewed.

7. Treasurer's Report (Dan Beyaert):
   7.1 The GST contribution is current.

8. Montgomery Ross & Associates Report (Christine Perrin):
   8.1 An audit of how we might save on lighting costs is being prepared. No update since last meeting.

8.2 Christine has found a good replacement for the hall lighting fixtures. Cost $238/ea. LED unit with no replaceable parts. The board does not believe it can afford the expenditure.

8.3 Parkade floor cleaning postponed to June 7 due to lack of availability of cleaners.

8.4 Roof anchor inspections are due in May. They have been scheduled for May 15.

8.5 Tim Matthews has been requested to quote on our post tensioned cable study. Christine will arrange a coordination meeting between Tim and the maintenance committee Friday between 2-4 pm.

8.6 ARK is still repairing damage from the various floods. They are obtaining sign-off's from owners as work is completed in their suites. We have received one insurance payment of $90k for the first flood. We are waiting on the second payment of approximately $89k for the first flood and the first payment on the second flood. Costs for second flood now at $160k and rising. Ark repairs resulting from unit 105 flood now complete. Ark repairs resulting from unit 79 flood in progress. Ark repairs from unit 72 flood pending start.

8.7 Staff schedules and benefits were discussed. Rick and Christine have discussed options with our staff.

8.8 We have not yet received payment from Pinnacle for the shredding costs of the contents abandoned in storage room P3 east.

8.9 The board has requested MRA be more rigorous in applying interest charges to overdue accounts. Effective immediately all past due accounts are to be charged interest at 18%.

8.10 Christine to obtain pricing for replacing all broken punch through windows. Christine to consider Alberta Glass as we are currently using them on the envelope project.

9. Bylaws

9.1 We have had a lot of violations of Westmount Place bylaws over the last little while. Some of these have been from renters who may not be aware of their obligations when residing in a condominium. Bob Boyd will prepare a form for renters to sign acknowledging they have read and understood their obligations for living in Westmount Place. Failure to comply will result in a notice to vacate.

9.2 A rental unit has been using their unit for business purposes, creating excessive noise, and hosting a small dog on occasions. They will be required to immediately cease and desist. They will be required to immediately sign the renters acknowledgement form (by May 19). A fine TBD will be levied by the board. Failure to immediately comply will result in a notice to vacate.

9.3 A rental unit has been stealing (a few occasions) sorted recycling beverage containers from the loading dock. This represents money WP pays for the sorting effort. The unit will be fined $100.

9.4 A commercial unit owner on moving out left an excessive amount of garbage, blocked a fire exit with the garbage, did not put the garbage into the bins, left garbage outside to blow around. In addition they damaged common property, were illegally accessing building mechanical rooms and stored materials in a building mechanical room. The unit will be fined $500.

9.5 A renter in a commercial unit has put up an unauthorized sign. A cease and desist letter will be sent to the renter to remove the sign.

9.6 An owner has put large boxes into the garbage chute blocking the chute. The unit will be fined $100 and sent a cease and desist letter.

9.7 An owner has put large boxes into the garbage chute blocking the chute. The owner also put boxes filled with an unknown medical liquid chemical in the loading dock room where they blocked the fire exit. Liquids are not allowed in the garbage. Medical waste of any sort is not allowed. It is not the job of the building maintenance staff to determine the safety of any chemicals. The unit will be fined $500 and asked to immediately remove the boxes. Failure to do so may result in the building bringing in qualified disposal experts and charging all costs to the unit.

9.8 An owner put a large piece of furniture in the loading dock. This is not allowed. The owner will be requested to immediately remove the offending furniture or face a $250 fine.

9.9 A renter is believed to have thrown cigarette butts off their balcony. This will be further investigated and a $1000 fine levied if found to be true.

9.10 A unit is thought to have thrown cigarette butts off their balcony. It is believed that cigarette butts typically end up on the balcony immediately below. We will investigate if the unit has smokers and the required balcony container for butts.

9.11 Security has reported there are a number of parking stalls with prohibited items in their stall. MRA to address with notice by end of the month so items will not be there for parkade cleaning. We may want to simply haul away any offending materials.

9.12 The board will look into more direct communications with residents on proper disposal of garbage.

10. Building Maintenance Report (Bob Boyd and Richard Beale):

10.1 The building envelope project is ongoing. We have hired Alberta Glass to participate with window issues.

10.2 Final design of the new boiler pumps was agreed with Reggin. The remaining materials are on order and should be available in 6 weeks.

10.3 See item 6.4. The board will try to hire a project manager to manage the replacement and repairs around the isolation valves. The isolation valves are the property and responsibility of the unit owner. However, the valves are all in bad shape and it is impossible for the unit owner to replace them. Replacement is considered mandatory. The board will determine a fair cost to the unit owner per valve and this price will be charged back to the unit owner.

10.4 Window repair costs will be handled out of reserves.

10.5 Deck repair project. Still in definition phase but possibly very expensive.

10.6 Fire panel replacement project. On hold.

10.7 Security systems replacement/upgrade project. On hold.

10.8 Computer systems replacement project. On hold.

10.9 Funding for projects is managed through a cash flow model. Because of the large calls on our cash by the insurance claims and the unknown costs of some of our projects we are

not in a position to accurately forecast our cash flow for the rest of the year. Most projects that are not essential will be on hold until we can come to grips with our cash flow issues.

10.10 See item 6.8. The board has determined that the pool/hot tub/locker/sauna/steam room area (part of unit 1C) is too high a maintenance cost to carry on in our current cash flow environment. Any single repair of greater than $1000 will be reviewed by the board and not likely approved.

11. Other:

11.1 Negotiations with the Health Club for a lease on portions of unit 1C have ended with failure to reach agreement. The Health Club is in the process of taking out a lease in another building.

11.2 Dan Beyaert expressed interest in looking at the value of unit 1C to Westmount Place and possible options.

11.3 Rick Erven is continuing with negotiations on renewal of the Shaw cable lease. He is to set up a meeting between Shaw and interested board members to discuss our options.

11.4 The board has decided to continue with pursuit of recovery of the insurance deductibles for two flooding incidents. Our lawyer, Tim Ross, is looking at the best way to address this.

12. Adjourned:

Meeting adjourned at 7:50pm.

The next board meeting is scheduled for June 9, 2014.