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
September 8, 2014

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

1. Call to order:
   Meeting called to order at 4:02pm by Mona Jones.

2. Changes to the Agenda:
   None.

3. Approval of July Minutes:
   Motion by Bob seconded by Mona to approve the minutes of the August 12, 2014 board meeting. Motion approved.

4. Motions and decisions made by email for the minutes:
   August 21, 2014 Motion by Bob Boyd seconded by Mona Jones to fine the owner of unit #110 for contravening the "No Pets" Bylaw the sum of $100.00/day starting Aug. 29/14 and increasing to $200.00/day after Sept. 18, 2014. Motion approved.

   August 21, 2014 Motion by Bob Boyd seconded by Mona Jones to fine the owner of unit #104 for contravening the "No Pets" Bylaw the sum of $100.00/day starting August 20/14. Initial warning May 20,2014. Motion approved..

   August 22,2014 Motion by Bob Boyd seconded by Mona Jones reassign parking stall #23 based on unit factor distribution. Motion approved..

5. Building Operator Report (Patrick Payne):
   Patrick provided his report. Patrick meets weekly with the board members involved with maintenance and there is an action items log for the weekly review.

   5.1 Patrick to meet tomorrow with Aviva Insurance claims specialist on pool related claim.
   5.2 Abbas needs clarification on ownership of commercial area fan coil units.
   5.3 Auditing commercial electrical metering connections in progress.

5.4 Locating isolation valves on building drawings is completed. Board to create updated drawings.
5.5 Abbas to meet tomorrow with our project manager to discuss screen replacement.
5.6 The new park benches are being assembled and will be installed soon.
5.7 Assembling specific key rings for contractors is in progress. New keys have been added to the emergency access box.
5.8 The parkade drains will be cleaned and repaired before the next parkade cleaning.
5.9 There was a power outage affecting the lower floors. Our emergency generator started and worked properly.
5.10 There have been a lot of problems of late with inappropriate use of the garbage chutes including boxes, diaper bags, lamp. This causes clogs in the chute, backups, and a lot of wasted time for our maintenance staff. Residents are advised that item too large for the garbage chute or inappropriate items for the chute are not to be put down the chute. MRA to send warning letters to the guilty parties.
5.11 There has been a lot of abuse of the cardboard recycling container. Boxes are not being broken down as required. Also boxes are being left on the floor and piled to the ceiling. This is causing a lot of wasted time for our maintenance staff. Residents are advised that boxes must be broken down flat and properly stowed in the cardboard container. MRA to send warning letters to the guilty parties.
5.12 There have been a lot of inappropriate materials (e.g., furniture, equipment) left in the loading dock area. Residents are advised that only materials acceptable to the City waste services may be left and they are responsible for disposal of other materials. MRA to send warning letters to guilty parties.

6. Treasurer's Report (Dan Beyaert):
6.1 Approval of the July financials deferred until Dan can review.
6.2 Bob to update reserve fund cash flow information.
6.3 Concern was raised that our reserve fund investment advisor seemed to be charging a rather large amount at a time when our investment needs were minimal. Christine to investigate.

7. Montgomery Ross & Associates Report (Christine Perrin):
7.1 The GST contribution is current.
7.2 Entuitive Engineering to perform a capacity calculation on the post tension cables in the parkade. Report expected mid-month.
7.3 Ark is still repairing damage from the various floods. They are obtaining sign-off's from owners as work is completed in their suites. Ark repairs resulting from unit 105 flood now complete. Ark repairs resulting from unit 79 flood near completion. Ark repairs from unit 72 flood near completion. Ark has begun mold containment and remediation in two suites.

7.4 Ark has provided a warranty for their services to Westmount Place. This warranty is for 2-years and is between Ark and each Owner. Bob to put on web site.

7.5 MRA have sent the person involved in the July 27 security incident a letter requesting restitution for damages. It doesn't appear anyone from the building was involved. Garda will be paying the invoice for the ambulance.

7.6 Arrears total $75,008. Of that $50,000 is the disputed deductible claims from the two suites that caused flooding. MRA has been instructed to follow the delinquency procedure and charge interest (18%/yr) whenever anyone is late with their fees (i.e., fees are still owing at the beginning of the following month) and caveats are to be placed promptly. After the caveat has been in place a month a demand letter is to be issued. Costs are also charged which are typically $273 for a caveat placed on the title and $500 for a demand payment letter (first step in foreclosure). Currently we have caveats on 6 units.

7.7 Christine has prepared an open book test for our security staff on material in manual. Board to review.

7.8 Chubb Edwards upgrade of communications link to their monitoring center was approved by the Board. To be handled by Patrick.

7.9 Christine and Patrick to coordinate the F451 repairs to fire alarm system and fire hoses

7.10 City if Calgary Hazardous Compliance report of August 27 has had the noted deficiencies corrected.

7.11 We would like to have a parkade cleaning in November. Christine to obtain a date. Need to have 4th floor drains repaired first.

7.12 Window cleaning to start Sept. 22. Afterward residents will be requested to identify any windows not cleaned. There may be some conflict with the envelope work which is ongoing and of higher priority.

7.13 A request has been made for building notices to be placed on the Westmount Place web site for better access for those not in the building. Christine to coordinate with Rick Goebel.

7.14 It was noted we do not have accurate email addresses for all owners and residents. No action at this time.

7.15 A copy of the Westmount Place Fire Evacuation Procedure was provided to the Calgary Fire Department prior to their building visit on Sept. 9. They have reviewed the document and agree it is a reasonable approach.

7.16 Lighting issues to be addressed later this year once other activities have quieted down. Bob to work with Christine and building improvement committee.

7.17 Motion by Bob seconded by Mona to allow Christine to spend up to $1000 improving the signage in the building. Specifically floor identification numbers for the elevators and possibly an electronic announcement sign. Motion approved.

7.18 This year we will need a complete insurance appraisal. Christine to coordinate with appraiser in identifying base standards for clarity in betterments and improvements.

8. Bylaws
    8.1 See items 5.10/11/12. Repeat offenders will be fined and those causing additional costs to the building will be charged. Please note that the loading dock area is under video surveillance. We know who you are and where you live.

9. Building Maintenance Report (Bob Boyd and Richard Beale):
    9.1 The building envelope project is ongoing. We are making good progress with the identified work and expect to complete most work this year. The glass work appears to be lagging behind. We decided not to award the ground level metal work to Sure Seal. Jim to look into options.
    9.2 New RBI boiler installation is complete. We expect to commission the new boilers on Sept. 15. We won't be able to do a performance test until we get cold weather in the fall.
    9.3 The isolation valve replacement is complete except for cosmetic issues around heating cabinets. Abbas will continue working on in-suite repairs. Reggin costs were on budget.
    9.4 Deck repairs may not be addressed until next year. As exclusive use property we may require those with exclusive use to pay for the repairs.
    9.5 Security systems replacement/upgrade project. On hold with planning to resume this fall/winter for execution in 2015.
    9.6 Computer systems replacement project. On hold. Will need to be implemented coincident with the security systems work.

10. Other:
    10.1 Aviva requested status information on a potential legal suit citing their coverage concerns. We cannot provide any further status information at this time.
    10.2 We have offered the Owner of the unit causing the first flood the option of taking the case before a judge for a ruling. We are awaiting commitment from the Owner that the judgement will be final. Meanwhile we are continuing to pursue our claim.
    10.3 Unit #23 is currently for sale and has more stalls than allowed by their unit factor. MRA to advise the owner that, should they sell the unit, stall #196 would be reassigned by the Board and the unit would only have one assigned stall.
    10.4 There are a couple of outstanding mold remediations. The actual cause may have happened long ago or be unknown. This brings up the issue of fairness and time limitations. It was agreed that we should follow the insurance industry approach of partial payment by the board and owner. Richard to draft a reimbursement policy.
    10.5 We need to address the issue of the pool area that is currently closed. It is not obvious that the best approach is to pay the high cost of opening the pool. Other options that have been suggested include leaving it closed, relocating the gym to the pool area and using it as a party room. It was noted that there may be a lot of work in developing options and that it would be best if those interested in a particular outcome participated in the process. The Board does not feel it is its responsibility to do the research on the options.

If there are competing options the Owners should be allowed to make the final choice. Bob to put together a statement for posting.

10.6 The Board discussed gas contracting strategy. It was felt a one year contract would meet our budgeting needs and allow flexibility for a future board. It is not the job of the Board to speculate in future gas prices. The amount of gas we should contract for was discussed and Jim to put together estimated usage by Sept. 15.

10.7 It was identified that some commercial employees were continuing to use Westmount Place amenities after their company has moved out of the building. They are continuing to use fobs which they have taken with them. MRA to request the Owners of units #128B and #140 that they identify the fobs currently in use within 10 days after which all other fobs assigned to the unit will be deactivated.

11. Adjourned:

Meeting adjourned at 7:30pm.

The next board meeting is scheduled for October 6, 2014 at 4pm.