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
October 6, 2014

Present: Mona Jones (chair), Bob Boyd (minutes), Richard Beale, Dan Beyaert, Christine Perrin (Montgomery Ross), Patrick Payne (Abba's Maintenance).
Absent: Jim Owaise (no notice or reason given)
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:
   Add fine for unit #136, discuss locks without keys, quote for unit #66 repairs.

3. Approval of Previous Minutes:
   September 28, email motion by Bob seconded by Mona to approve the minutes of the Sept. 8, 2014 board meeting. Motion approved.

4. Motions and decisions made by email for the minutes:
   Sept. 12, 2014 Decision to have Katharine Jones act as project manager on a security upgrade for Westmount Place in general and as security relates to the elevator upgrade project in particular..

   September 19, 2014 Decision to have Renfrew Insurance provide a bid for condominium insurance coverage.

   September 22, 2014 Decision to accept quote from ARK Restoration for mold remediation unit #3.

   Sept. 30, 2014 motion by Mona to notify TransAlta of our intention to terminate our current natural gas contract. Seconded by Bob. Motion approved.

   Sept. 30, 2014 motion by Bob Boyd to accept the offer of a 3-year natural gas contract from Access Energy at $4.26/GJ. Seconded by Richard Beale. Motion approved.

   September 23, 2014 Decision by to have Entuitive Engineering provide a report regarding cracks in the balconies on the north side of the building following a site visit.

September 26, 2014 Decision to advise McLeod Law to proceed against unit #105 for insurance deductible relating to the flood damage caused by negligence Dec. 2013

September 26, 2014 Decision to return to return quotes to Chubb Edwards and Reggin Mechanical for clarification. Communication for clarification to be through Patrick and the maintenance department.

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 Cast iron drain pipe in parkade is cracked and leaking rusty water on a vehicle. Patrick to follow up. Permission given to allow the temporary use of stall #23 until leak fixed.
5.2 Abbas needs clarification on ownership of commercial area fan coil units.
5.3 Auditing commercial electrical metering connections in progress.
5.4 MUA #8/9 not operating properly (no heat). Reggin to provide quote.
5.5 Screen replacement waiting for approval that envelope work is complete. We will likely end up replacing the screens over the winter.
5.6 The new park benches are being assembled and will be installed Wednesday.
5.7 Assembling specific key rings for contractors is in progress. Rings assembled but keys need to be stamped.
5.8 The parkade drains will be cleaned and repaired before the next parkade cleaning. Motion by Bob and seconded by Richard to accept the Drain Doctor quote for drain cleaning.
5.9 Air filters on MUA #6/7 clog every week or so. Particularly bad with dust from envelope work. Patrick will try fabricating replacements rather than purchasing pre-fabricated filter panels.
5.10 Pump 5B is being repaired. Pump is required for DHW. We will purchase new pump and have a spare on hand.
5.11 Chiller excess noise due to flow problems with cooling towers. Fans set on high. JCI to change control strategy to base fan speed on demand not OAT. Also looking at moving fan VFD to cooler location so they won't keep overheating.

6. Treasurer's Report (Dan Beyaert):
6.1 Motion by Dan seconded by Mona to approve August financials. Motion approved.
6.2 A new accountant will be starting at MRA effective Oct 1.
6.3 The first preview of the 2015 budget was presented. A line by line review meeting was set for Oct. 24.
6.4 Methodology for identifying reserve fund expenditures was discussed. While somewhat based on the reserve fund study from 2012 the expenditures are further considered in light of current needs. The reserve fund study shows an increase in reserve fund contributions that we would like to avoid.

6.5 We have worked out that the fee charged by Home Investments to manage our reserve fund investments will be cut in half in light of our minimal need for long term investments.

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 Arrears total $103,726. Of that $50k is the disputed deductible claims from the two suites that caused flooding. An additional $21k is from an owner of two suites who is no longer paying his fees. 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).
   7.5 MRA will be getting a dedicated person to handle arrears for all their buildings. The use of a collection agency was discussed as a possibility. Sometimes a collection agency can be more effective than the court system. Christine to investigate.
   7.6 Chubb Edwards upgrade of communications link to their monitoring center was approved by the Board. Subsequently they discovered they had incorrectly quoted the work. The board has refused the re-quote.
   7.7 Parkade cleaning Oct. 25 to be confirmed. Need to have 4th floor parkade drains repaired first.
   7.8 Window cleaning to start Sept. 22 had to be cancelled because of conflict with envelope work.
   7.9 It was noted we do not have accurate email addresses for all owners and residents. No action at this time. It is up to individual owners and residents to ensure they keep their contact information up to date.
   7.10 Floor identification numbers for the elevators and possibly an electronic announcement sign in progress
   7.11 Insurance appraisal in progress.
   7.12 The Kerby Centre has been booked for Nov. 17 budget presentation.
   7.13 A letter was sent to the owner of unit #23, which is currently for sale, advising them that they have more parking spaces than is appropriate for their unit factor and one stall (#196) would be reassigned on transfer of ownership.

7.14 Christine to notify owners of units #128B and #140 that they must get their fobs recertified at the security desk or face having them deleted from the system. It is thought that employees of companies no longer in the building were still using building facilities.

8. Bylaws
   8.1 Motion by Bob seconded by Mona to fine unit #136 the amount of $100/day starting in 10 days for installing equipment on common property without approval.
   8.2 Unit #140 has been given an offense notice to repair the common property where they had located their business signage.

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. We decided not to award the ground level metal work to Sure Seal. Jim to look into options but nothing received so far.
   9.2 Renovations being made to planters, ground level caulking and concrete. An additional handicapped access ramp has been installed.
   9.3 New RBI boiler installation is complete. We won't be able to complete commissioning or do a performance test until we get cold weather in the fall.
   9.4 Deck drainage is happening through the scuppers instead of the drains. This is illegal and dangerous. Deck repairs will 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.
   9.7 Lighting renovations on hold with plans to resume later this year for implementation in 2015.

10. Other:
   10.1 Melnyk lawsuit will be going to a judge for a decision. Lamy lawsuit is ongoing. Bray lawsuit has passed the statute of limitations on service.
   10.2 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. Currently Richard is putting together the different cases that might apply.
   10.3 Dan is currently working on the costs necessary to restore and operate the pool. There may be other options as well.
   10.4 Quote for repairs to unit #66 to be discussed at the Friday meeting.

10.5 The issue of locks without keys was deferred. If we need to enter a suite that hasn't provided a key we will either call a locksmith or enter forcibly depending on the urgency. In either cases all costs would be to the owners account.

11. Adjourned:

Meeting adjourned at 7:00pm.

The next board meeting is scheduled for November 10, 2014 at 4pm.