WESTMOUNT PLACE

Condominium Corporation No. 8310969

Suite #420, 1100 – 8th Avenue SW, Calgary, Alberta, T2P 3T8

Minutes of Meeting of the Board of Directors
January 5, 2015

Present: Mona Jones (chair), Bob Boyd (minutes), Richard Beale, Dan Beyaert, Christine Perrin (Montgomery Ross), Patrick Payne (Abba's Maintenance).
Absent: Jim Owaise (resignation sent Jan. 4, 2015)
The meeting was held in the boardroom of suite 420

1. Call to order:
   Meeting called to order at 4:04pm by Mona Jones.

2. Changes to the Agenda:
   Add Jim Owaise resignation, request for a dog, blocked safety egress routes in parkade.

3. Approval of Previous Minutes:
   Motion by Bob seconded by Mona to approve the minutes of the Nov. 10, 2014 board meeting with the changes noted by Richard. Motion approved.

4. Motions and decisions made by email for the minutes:
   Nov. 19, 2014 Decision to have Reggin Technical Services Ltd. Install a new gas regulator on each of the RBI boilers.

   Nov. 26, 2014 Decision to have Bob assume management of the Westmount Place web site following the resignation of Rick Goebel.

   Dec 10, 2014 Decision to accept the Chubb fire monitoring upgrade quote. The quote was mutually adjusted to include a 10% discount as negotiated by Dan.

   Dec. 12, 2014 Decision to accept the Integrated Electrical Services Inc. Quote to move the cooling tower VFD's, and associated wiring, from outside the elevator room where it is very hot to the electrical panel area near the cooling towers.

   Dec. 12, 2014 Decision to accept Ark Restoration quote to repair common property responsibility damages in suite 400 following a flood resulting from a mechanical failure.

   Dec. 13, 2014 Decision to pay a Christmas bonus to each employee concierge staff member in the amount of $250 in the form of a prepaid credit card.

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. Permission given to allow the temporary use of stall #23 by the occupant of stall #43 until leak fixed. Ongoing.
5.2 Abbas needs clarification on ownership of commercial area fan coil units.
5.3 Auditing commercial electrical metering connections in progress.
5.4 Screen replacement waiting for completion of envelope work. Will likely be deferred until the spring.
5.5 Assembling specific key rings for contractors is in progress. Rings assembled but keys need to be stamped.
5.6 The parkade drains will be cleaned and repaired before the next parkade cleaning. Still getting quotes.
5.7 Abbas working with Reggin to fabricate replacement heating cabinets to replace damaged units.
5.8 Sump pumps replaced and fully operational.
5.9 Maintenance to install access panel to fan coil unit in ceiling near mailboxes.
5.10 Abbas to investigate getting the dry parkade sweeper operational.
5.11 DHW repairs on the 4th floor ongoing. The ceiling tiles can be replaced.
5.12 Installation of cages on parkade sprinkler heads in progress.

6. Treasurer's Report (Dan Beyaert):
6.1 Motion by Dan seconded by Mona to approve the October and November financial reports. Motion approved.
6.2 The Access gas contract first billing has been reviewed by USI and it appears to be in order. Since the contract was signed spot market gas prices have dropped somewhat.
6.3 Dan to update our cash and reserve fund status once the December financials are available.

7. Montgomery Ross & Associates Report (Christine Perrin):
7.1 The GST contribution is current.
7.2 Richard Beale has taken over resolution of the insurance claims and is working with all parties to resolve the outstanding issues and payments. Current funds owing from insurance are $70,803. Currently for the 2203 flood out of 28 suites we have 14 signed off and 3 not required. For the 1701 flood out of 25 suites 18 have signed off. For the 1606 flood out of 10 suites 6 have signed off.
7.3 Arrears total $116,738. Of that $50k 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).

7.4 The board are investigating more effective means of collection. We have made arrangements with Impact Collection agency. Collection agencies can be effective because of their persistent manner and ability to affect a person's credit rating. Fees for a collection agency depend on how difficult it is to collect the money. This would be a last resort.

7.5 We should first try to collect outstanding fees from the mortgage company. MRA to start with the mortgage companies for units 79, and 120. MRA also to check if there is a mortgage on unit 36 and, if so, request payment from them.

7.6 Unit 36 is currently rented. If we are not successful collecting from the mortgage company we will garnishee the rent as permitted by our bylaws.

7.7 Unit 5 was given an opportunity to repay their backlog using a payment plan. They have not been making this payment so MRA should begin the foreclosure process.

7.8 Owners of units #128B and #140 must get their fobs recertified at the security desk or face having them deleted from the system. Fobs are currently being deleted in small groups.

7.9 We were initially told by the fire department that we would not be charged a callout for the sprinkler head alarms in December. We received an invoice from the city and they confirmed there would be a charge. MRA to pass the cost to the parties that damaged the sprinklers.

7.10 Window washing has been postponed until spring.

7.11 Arrangements have been made with Clean Team to provide backup concierge services when our day concierge staff are on holidays. Payment will be on an hourly basis and they will work the same hours. This won't apply for short notice events such as illness.

7.12 MRA are to terminate the telephone line in suite 420. This is proving difficult as Telus doesn't answer their phone.

7.13 The new city recycling bylaw for multiunit buildings comes into effect February 2016. There are a few choices in how this might be implemented in our building. This issue will be deferred until later in the year.

7.14 MRA will select a trim picture for the parkade elevator lobbies to protect the walls from the shopping carts.

7.15 MRA will arrange a building walk through with the board for February.

7.16 It was agreed that we would rent garbage bins for residents to use to get rid of larger items from time to time.

7.17 Holiday pay for concierge staff to be updated to three weeks.

8. Bylaws

8.1 No discussion.

9. Building Maintenance Report (Bob Boyd and Richard Beale):
    9.1 The building envelope project is ongoing. We have found problems with the quality of the caulking work. Sure Seal have been requested to redo the defective caulking. It was estimated that three weeks of work was still left. The caulking will be completed as weather allows. The remaining ground level work will be deferred until spring.
    9.2 Window spandrel remediation is now complete. The X's placed on windows can now be removed.
    9.3 New RBI boiler installation is complete. Boilers are all functioning as designed. The RBI's are being operated as the primary boilers with the secondary Laars boilers being started when the temperature is below -10.
    9.4 Security systems replacement/upgrade project will be reactivated this month. Cambrian Condo Consulting (Katharine Jones) has been retained to manage the project.
    9.5 Computer systems replacement project. On hold. Will need to be implemented coincident with the security systems work.
    9.6 Lighting renovations on hold with plans to resume later in 2015.
    9.7 The deck remediation project will begin with work on the 277 and 506 decks where we will investigate details of the deck design concurrent with repairs to the envelope. Cambrian Condo Consulting (Katharine Jones) has been retained to manage the project.
    9.8 Bob to contact Entuitive Engineering about proceeding with the post tension cable repairs in the parkade and 5th floor slab.
    9.9 There will be a project to reduce the amount of flow in some of the heating water lines this spring.
    9.10 The project to reduce and balance flow in the DHW circulation lines will begin this spring.
    9.11 Project to put a pedestrian barrier on both sides of the parkade entrance in progress.

10. Other:
    10.1 Melnyk lawsuit will be going to a judge to be heard on March 2, 2015. Suit appears to be the work of his insurance company. There is a similar case currently in progress in Edmonton.
    10.2 Because of non-action by Lamy in his lawsuit we can have the matter dismissed after April 15, 2017.
    10.3 Bray lawsuit has passed the statute of limitations on service however he is appealing so this will have to go before a judge. The appeal will be heard February 25.
    10.4 Dan is currently working on the costs necessary to restore and operate the pool. There may be other options as well.
    10.5 Richard to put together policy on in suite repairs where the damage is outside the control of the owner.
    10.6 Bob to put together policy on reassignment of parking stalls. Policy is in progress.

10.7 Richard to check into whether Shaw will provide bulk rates for Internet access. Shaw will not provide individual Owners with bulk rate. It would have to be negotiated for the building as a whole.

10.8 Work on preparing the storage lockers for rental is in progress. Lockers need to be emptied, cleaned, and have the locks changed.

10.9 A request was received to allow an Owner to have a service dog. The dog is not a service dog in the legal sense. It is not within the Board's authority to override the bylaw prohibiting pets. MRA to advise the Owner.

10.10 Motion by Bob seconded by Mona to accept Jim Owaise resignation from the Board. Motion approved. MRA to update filing with Land Titles.

10.11 Recommended by Bob to charge rental of $120/mo. For motorcycle parking on area set aside within the parkade. MRA to prepare signage.

10.12 Bob will implement a pilot project to provide text notices to Owners about building issues.

10.13 Dan is looking into the pros and cons of carving up some of unit 1C for sale or lease.

10.14 The issue of blocked safety egress routes in the parkade was deferred to after the walk through.

11. Adjourned:

Meeting adjourned at 8:00pm.

The next board meeting is scheduled for February 2, 2015 at 4pm.