WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

Minutes of Meeting of the Board of Directors
March 2, 2015

Present: Mona Jones (chair), Bob Boyd (minutes), Richard Beale (from 5:30pm), Dan Beyaert, Christine Perrin (Montgomery Ross), Patrick Payne (Abba's Maintenance - part time).

Absent:

The meeting was held in the boardroom of suite 420

1. **Call to order:**
   Meeting called to order at 4:08pm by Mona Jones.

2. **Changes to the Agenda:**
   Add fireplace conversion request for unit 116.
   Add MRA contract renewal.
   Add reply to lawyer for unit 74.
   Add parkade cleaning.

3. **Approval of Previous Minutes:**
   Motion by Mona seconded by Bob to approve the minutes of the Feb. 2, 2015 board meeting.
   Motion approved.

4. **Motions and decisions made by email for the minutes:**
   None

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. Additional drains need repairing before we can perform the next parkade cleaning. Based on inconsistencies in the quotes received Abbas to create a more specific scope. Need to look at additional companies on drain cleaning as proposals have been hard to get.
   5.2 Abbas needs clarification on ownership of commercial area fan coil units. Access panels installed to unit on main floor by mailboxes.
   5.3 Auditing commercial electrical metering connections in progress. Work needs to be done outside of business hours as much as possible.
   5.4 Screen replacement will likely be deferred until the spring after the windows have been acid washed.
   5.5 Abbas to investigate getting the dry parkade sweeper operational. Apparently the charger is defective.

5.6 All Kind doors ordering replacement parts for the parkade overhead door.

5.7 We have two heating medium water analysis reports. One from Reggin and one from Water Solutions. The two reports differ on the issue of iron content and need to be resolved. Abbas to discuss with Reggin.

5.8 We have had drainage issues with respect to the third floor bathrooms. Problem is extremely low flow toilets in unit 1A coupled with putting wipes down the toilet. Abbas to arrange to separate the drain lines from the ladies change room and unit 1A to avoid future flooding in the change room. Abbas and MRA to arrange for recovery of flood costs from Owner.

5.9 Reggin is helping map out the DHW system. This is needed to understand how the system works and fix issues with hot water distribution in the building. It was found that some valves between the low rise and high rise were open thus creating very high pressure in the low rise system. Two PRV's replaced on 4th floor.

5.10 Abbas to get quotes on repairs needed to the cooling towers and any preventative maintenance needed.

6. Treasurer's Report (Dan Beyaert):

6.1 Motion by Dan seconded by Mona to approve the January financial reports. Motion approved.

6.2 Dan would like the anticipated monthly gas costs used in the financial reports. Dan to discuss with MRA controller Fraser Greene.

6.3 Almost all the 2014 financials are with the auditor. The Board would like to meet with the auditor before the next Board meeting.

7. Montgomery Ross & Associates Report (Christine Perrin):

7.1 The GST contribution is current.

7.2 Arrears total $79,071. Of that $50k+ is the disputed deductible claims from the two suites that caused flooding.

7.3 MRA was instructed to request accelerated condo fees for units 79, and 117 as they have not been paying their fees for some time. This means their entire condo fees for the year become immediately due and payable. We will also begin the foreclosure process for these units. The Board to meet with our lawyer to discuss the foreclosure process.

7.4 Unit 36 arrears were sent to the collection agency. The collection agency has had difficulty in locating the responsible party as there are multiple corporate structures involved.

7.5 Window washing will begin March or April weather dependent. We will get an acid wash this time to remove the stubborn grime and buildup.

7.6 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.

7.7 Trim pictures were selected for the parkade elevator lobbies to protect the walls from the shopping carts. Dan to download at medium resolution for $129/ea. Pricing for these and other signs estimated at $1000.

7.8 MRA and the Board performed building walk throughs February 6 and 27.

7.9 It was agreed that we would rent garbage bins for residents to use to get rid of larger items from time to time. Item deferred to April meeting.

7.10 MRA confirmed Clean Team will be cleaning the stairwells. Motion to approve their quote by Mona seconded by Bob. Motion passed.

7.11 Wet cleaning of the parkade has been deferred until the drains are repaired.

7.12 MRA to arrange for scrubbing and sealing of the slate floors on the main floor.

7.13 The Board decided not to go ahead with relocating some of the parkade sprinkler heads due to cost and the new locations weren't any better.

7.14 AGM set for April 28. All arrangements have been made with the Kerby Center. MRA to arrange for a minute taker. The Board requested MRA send out notices of the AGM to arrive at least 2 weeks before the meeting.

7.15 Canada Post has indicated concerns over the security of commercial mail which we currently keep at the concierge desk for sorting and pickup by commercial owners.

7.16 MRA will be meeting with F451 regarding their annual report on the fire system. Concerns over items repeated every year, tags on equipment, what is fixed, etc. Bob to attend.

8. Bylaws

8.1 The Owner of unit 52 has removed its Bearded Dragon lizard pet. There isn't expected to be any longer term consequences.

8.2 The Owner of unit 140 has moved out of the building and is now renting the unit to another party. However this Owner is still receiving commercial volumes of mail at the building which is being managed by our staff in addition to the mail for the tenant. MRA to write letter to Owner advising that in about two weeks we will no longer accept his mail and it will be marked "Return to Sender".

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

9.1 The building envelope project is substantially complete and notice posted. Remaining ground level work will be deferred until spring.

9.2 Security systems replacement/upgrade project reactivated. It will be necessary for us to put together a scope of work for the project before we can proceed. Bob to work on scope of work.

9.3 Computer systems replacement project. On hold. Will need to be implemented coincident with the security systems work.

9.4 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. These decks were investigated in late February and found to consist of two inch thick pavers covering three inches of foam insulation and a rubber water barrier. There is no drainage mat. There are two level drains. The concrete slab was found to slope away from the drains to a significant degree. There was no space between the pavers or insulation for water to get to the lower drain both due to tight spacing and dirt that has accumulated. The insulation

is completely permeated with water. The pavers are higher than the scuppers. Most water is being discharged through the scuppers which is illegal, dangerous, and damaging to the building. Our engineers, Building Envelope Engineers, are putting together recommendations to remediate.

9.5 Entuitive Engineering is proceeding with development of specifications and contractor selection for the post tension cable repairs in the parkade and 5th floor slab. First draft of specifications expected next week. There will be disruptions to parking while the work is in progress.

9.6 There will be a project to reduce the amount of flow in some of the heating water lines this spring.

9.7 The project to reduce and balance flow in the DHW circulation lines will begin this spring. See also item 5.9.

9.8 Project to put a pedestrian barrier on both sides of the parkade entrance in progress.

10. Other:

10.1 Melnyk lawsuit was decided in our favour today upholding our bylaws allowing us to collect the insurance deductible from negligent Owners. We were also awarded Solicitor and client costs. Our lawyer will begin collection.

10.2 Bray lawsuit was dismissed in court and we were awarded standard costs. The lawsuit is effectively ended as it can no longer be pursued. Our lawyer will make arrangements to determine and collect the costs.

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 Bob to put together policy on reassignment of parking stalls. Policy is in progress. There are only a few stalls affected and all re-distribution to take place on ownership transfer.

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

10.6 Bob implemented a pilot project to provide text notices to Owners about building issues. So far about 15% of suites have signed up. Text notices are sent out by our concierge at the same time they are posted in the elevator. So far this appears to be working well.

10.7 Unit 116 has submitted a renovation request which includes replacing the wood burning fireplace with a gas fireplace. This requires a power ventilator at the top of the flue stack. At our last meeting this was discussed and ruled against. Since then we have learned that the ventilator will be powered from the suite and that a gas fireplace avoids the need for chimney cleaning. There is also no danger of chimney fires from buildup. It was decided to allow the fireplace on the condition the Owner was solely responsible for all maintenance.

10.8 There was discussion of the Board's responsibility with respect to Owner-to-Owner disputes. Christine to investigate and provide information on MRA's practices.

10.9 We received a request from the lawyers for unit 74 for costs associated with identifying them as the cause of water going into the unit below. It appears that the diagnosis was correct. Bob to investigate and prepare response to unit 74.

10.10 Motion by Mona seconded by Richard to approve the MRA contract renewal for another year. Motion approved.

10.11 Richard is still chasing insurance claims and certificates of satisfaction. We have not yet received the deductible for the unit 72 claim. Apparently unit 43 was overlooked in our status reporting which has now been corrected.

11. Adjourned:

Meeting adjourned at 7:30pm.

The next board meeting is scheduled for April 13, 2015 at 4pm.