WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

Minutes of Meeting of the Board of Directors
April 13, 2015

Present: Mona Jones (chair), Bob Boyd (minutes), Richard Beale, 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 4:03pm by Mona Jones.

2. **Changes to the Agenda:**
   None

3. **Approval of Previous Minutes:**
   Motion by Mona seconded by Richard to approve the minutes of the March 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. Richard is preparing a drawing of the piping to be replaced so that we will be able to get consistent quotes. Cambrian Condo Consulting has been retained to manage the project.
   5.2 Abbas needs clarification on ownership of commercial area fan coil units.
   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 Parkade drain cleaning has been awarded to Wild Rose. They will be in next week to confirm the details and the stalls that need to be vacated. Drain cleaning is tentatively expected to start April 27 for one or two days. Cambrian Condo Consulting will manage the project.
   5.6 Abbas to investigate getting the dry parkade sweeper operational. It will be taken to a shop for a quote.

5.7 All Kind doors ordering replacement parts for the parkade overhead door. We expect the panel will be in within the next two weeks.

5.8 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. Reggin will be retesting to confirm whether or not there is an issue.

5.9 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 obtain quote to separate the drain lines from the ladies change room and unit 1A to avoid future flooding in the change room.

5.10 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. Richard is participating and will put together drawings.

5.11 Abbas to get quotes on repairs needed to the cooling towers and any preventative maintenance needed. The bearings and belts have already been taken care of.

5.12 Abbas have obtained some sprinkler head guards. These can only be used on some of our sprinkler heads as others are already so low that the additional size of the guard would affect the usability of the stall.

5.13 Renovation of the elevator lobbies P1-P3 after pipe break in progress. Mats replaced, baseboards to be replaced, Clean Team to clean floors.

5.14 Abbas were requested to perform manual sweeping of the parkade as time permits. This is something they do in the other buildings they maintain.

6. Treasurer's Report (Dan Beyaert):

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

6.2 Meeting held with the auditor. We are waiting on the final version of the Audit Report for posting to the web site.

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

7.1 The GST contribution is current.

7.2 Arrears total $109,898. Of that $50k+ is the disputed deductible claims from the two suites that caused flooding. All arrears are being charged 18% interest on the outstanding balance.

7.3 A meeting was held with our lawyer, Stephanie Whyte, to discuss the foreclosure process. Foreclosure has been initiated on unit 79 with a Statement of Claim and the owner has been served. The Board requested MRA send a demand letter to the owner of unit 78 who is about 8 months behind on their assessments.

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. The collection agency was provided all the information we have on the people involved.

7.5 Effective June 1 MRA will no longer accept condo fee payments at the security desk. Owners will be responsible for getting their payments to MRA's offices. A letter will be sent to all owners.

7.6 Window washing is in progress. Cleaning issues are being discussed with the cleaners. Some areas may require a second pass.

7.7 Because of licensing issues with the originally selected photos for the parkade lobbies Dan will select and download a different set of photos.

7.8 It was agreed that we would rent garbage bins for residents to use to get rid of larger items from time to time. We will use our current garbage service provider as we already have an agreement in place. Christine to select dates.

7.9 MRA were requested to make arrangements for wet cleaning of the parkade as soon as possible. We are expecting the drains will be cleaned by the end of the month. We may elect to use a new company for the cleaning.

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

7.11 AGM set for April 28. All arrangements have been made with the Kerby Center. MRA to arrange for a minute taker. Bob to send out texting notice just before the meeting.

7.12 Canada Post requires us to use secure mailboxes for commercial mail. Meeting held with Canada Post regarding mail delivery to commercial owners. We will try to accommodate the commercial owners using the existing mailboxes including the ones on the opposite wall.

7.13 Canada Post will no longer accept the signature of the concierge. They will only accept the signature of the person to whom the mail is addressed. When mail requiring a signature comes the concierge will call the resident to come down and sign. If they don't sign the mail will be left at the postal outlet and a card placed in their mailbox.

7.14 Canada Post will still leave parcels that don't require signature with the concierge even though this technically doesn't meet their requirements.

7.15 MRA hasn't received quote from F451 on fire system repairs nor has a meeting been set with their subcontractor on the sprinkler system issues.

7.16 The fob audit has resulted in 19 fobs being deleted for unit 128B. We will also be deleting all fobs not used this year by unit 138.

7.17 Clean Team completed cleaning of stairwells. Carpet cleaning is scheduled for April 29.

8. Bylaws

8.1 No activity

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

9.1 The building envelope project is substantially complete. Remaining ground level work will be deferred until spring. Sure Seal has been paid the builders lien holdback.

9.2 The ground level work has been broken out into a separate project. It is being managed by Cambrian Condo Consulting. We will be repairing and renovating the front entrance to the building and, hopefully, the planters. We will need some help in developing and aesthetic design. This project will also encompass the parkade entrance work.

9.3 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.

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

9.5 The post tension cable repair work is out to tender. We are expecting the bids back April 16. Meetings have been held with the bidders. The parkade work will be somewhat disruptive but somewhat straight forward. The work on the 5th floor slab may have access issues.

9.6 Deck remediation work is waiting on a report from our engineers as to how best repair the decks.

9.7 There will be a project to reduce the amount of flow in some of the heating water lines this spring. We will engage Cambrian Condo Consulting to manage.

9.8 The project to reduce and balance flow in the DHW circulation lines will begin this spring.

9.9 We were contacted by Enerpro with a proposal to reduce our building energy costs. We had a first meeting with them and have planned a follow up exploration.

10. Other:

10.1 Our lawyer has been instructed to begin collections from Melnyk.

10.2 Our lawyer has been instructed to begin collections from Bray.

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 put together policy on reassignment of parking stalls. Dan to contact owners with stalls subject to reassignment when ownership is transferred.

10.5 There was discussion of the Board's responsibility with respect to Owner-to-Owner disputes. Christine provided information on MRA's practices.

10.6 The units 105 and 79 insurance claims are complete. We have not yet received the deductible for the unit 72 claim. Aviva is not processing our project management or parking fees on the boiler claim. We are awaiting a response from Aviva.

10.7 Abbas has cleaned out the storage lockers. Bob to put together a request to MRA to re-key the lockers to be rented. Bob to put together a notice advertising the lockers to be rented.

10.8 Text messaging pilot is functioning well. About 15% of owners have signed up and messages have been sent when appropriate. Dan requested text messages when we are having chiller problems.

10.9 Dan will be meeting with other board members on Friday to discuss his progress on the pool area.

11. Adjourned:

Meeting adjourned at 7:23pm.

The next meeting is the AGM scheduled for April 28, 2015 at 7pm.