WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

Minutes of Meeting of the Board of Directors
May 4, 2015

Present: Mona Jones (chair), Bob Boyd (minutes), Richard Beale, Jason Lei, Lee Mills, Christine Perrin (Montgomery Ross), Patrick Payne (Abba's Maintenance - part time).
Absent: Dan Beyaert (personal reasons), Reg Wamboldt (personal reasons)
The meeting was held in the boardroom of suite 420

1. **Call to order:**
   Meeting called to order at 5:03pm by Mona Jones.

2. **Changes to the Agenda:**
   Add discussion on committees

3. **Motions and decisions made by email for the minutes:**
   April 20, 2015 Motion by Richard seconded by Mona to approve the April 13, 2015 Board minutes. Motion carried.

   April 30, 2015 Motion by Bob seconded by Dan to approve hiring Chinook Landscape to provide a design proposal for the ground level modernization work. Motion carried.

4. **Election of Officers:**
   For President, moved to elect Mona Jones by Bob Boyd seconded by Richard Beale. Motion carried.
   For Vice-President, moved to elect Lee Mills by Richard Beale seconded by Mona Jones. Motion carried.
   For Secretary, moved to elect Bob Boyd by Mona Jones seconded by Lee Mills. Motion carried.
   For Treasurer, moved to elect Jason Lei by Bob Boyd seconded by Richard Beale. Motion carried.

   The following committees were struck for the 2015-16 term:
   Maintenance Committee (continuation of existing)
   Ground Level Modernization Committee (new to address ground level project)
   Pool Area Committee (new to address fate of the pool area)
   Building Improvement Committee (continuation of existing)

5. **Building Operator Report (Patrick Payne):**
   Patrick provided his report. Patrick meets weekly with the maintenance committee and produces an action items report for the weekly review.

5.1 Abbas needs clarification on ownership of commercial area fan coil units.

5.2 Auditing commercial electrical metering connections in progress. Integrated Electrical was in and are in the process of preparing their report. It appears that there are issues with respect to the proper parties paying for power used.

5.3 Abbas was advised to begin screen replacement and removal of the X's on some windows. Owners may remove the X's if they wish but should leave replacement of screens to Abbas. It was noted some Owners have replaced their own screens improperly and the screens have fallen out.

5.4 Parkade drain cleaning has been completed. Two sumps are nearly full of solid matter and we will be getting Electric Eel in to clean them out.

5.5 Abbas to investigate getting the dry parkade sweeper operational. They are expecting it back this week and they will begin using it as time allows.

5.6 All Kind doors ordering replacement parts for the parkade overhead door. We expect the panel will be installed this week.

5.7 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. Obtaining a price has been very difficult as this is a very long (over 50 foot) run that goes through a number of suites on the second floor.

5.8 Abbas to get quotes on repairs needed to the cooling towers and any preventative maintenance needed. They have been using Caon. Initial though is it may only be a few thousand dollars to remediate the cooling towers.

5.9 Abbas have obtained approximately 50 sprinkler head guards. These are being painted and installed as time allows.

5.10 Renovation of the elevator lobby on P3 after pipe break in progress. Mats replaced, floors cleaned baseboards to be replaced.

5.11 Hot hallways are due to our lack of ability to turn down the MUA heating equipment. Abbas to determine what is needed to put a temperature controlled bypass on the MUA heating coils.

6. Treasurer's Report (Jason Lei):

6.1 Jason to review the March financials.

6.2 New chairs are needed for the board room as we have an insufficient quantity of working chairs for the new board. It was decided 10 new chairs were needed and the existing workable chairs would be re-purposed. The unworkable chairs would be disposed of. Lee will obtain the necessary chairs before the next board meeting at a maximum cost of $150/ea.

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

Christine provides a report to the Board before each meeting. Christine will be unable to attend the next meeting however she will provide her report. It was felt unnecessary to request MRA send a replacement although we will need an alternate contact at MRA during Christine's vacation.

7.1 The GST contribution is current.

7.2 Arrears total $124,929. Of that $70k+ 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 Foreclosure is in progress on unit 79 as the Owner has not responded to our statement of claim and service. Foreclosure will shortly be started on unit 117 and MRA has been instructed to proceed with a statement of claim.

7.4 Unit 78 who is about 9 months behind on their assessments and accelerated payment has been requested. It is believed the Owner is delivering a cheque today.

7.5 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.

7.6 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 has been sent to all owners.

7.7 Window washing is in progress. Cleaning issues are being discussed with the cleaners. Some areas may require a second pass. Almost all the complaints have been addressed.

7.8 Parkade elevator lobby decorative pictures in progress.

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. Dates selected are May 22 and 29 weekends. Christine to prepare notice for residents. Notice to comment on upcoming parkade purge, the types of items that can be put into the garbage bins and the procedure to be followed.

7.10 MRA were requested to make arrangements for wet cleaning of the parkade as soon as possible. Date has been set for July 4. There appears to be little flexibility. Unfortunately this occurs during stampede and possibly during post tensioned cable repair work. We may not be able to use the Kerby Centre parking lot so Owners will be expected to find their own parking.

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

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. Bob has prepared a mailbox layout which has been approved by Canada Post. Bob has provided MRA with a work description for the mailbox company to modify our mailboxes. Christine to arrange with the mailbox company.

7.13 MRA hasn't received quote from F451 on fire system repairs. A meeting been set with their subcontractor on the sprinkler system issues for tomorrow.

7.14 Employee benefit compensation was discussed. It was agreed that our package is more than competitive and we would not be making any changes.

8. Bylaws

8.1 Two female renters were found in the men's steam shower. When our security staff asked them to leave they were abusive to him and other staff members. We have requested they

sign an acknowledgement that they have read and understood the rules and agree to follow them. Failure to sign or to follow the rules can result in their eviction from the building without regard to any agreement they have or anything in the Residential Tenancies Act. It should be noted that it is a requirement that Owners provide their renters with copies of WP Bylaws, rules and regulations. Failure to do so puts the Owner in contravention of the Bylaws.

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

9.1 The cast iron drain pipes on P1 is scheduled to be replaced by Reggin starting May 19. Christine to send out letters to Owners and suites with affected parking stalls. Abbas to put notices on vehicles and ensure stalls are blockaded as much as practical.

9.2 Reggin is helping map out the DHW system with Abbas and Richard. 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.

9.3 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, planters, lighting and fencing of the parkade entrance. Chinook Landscaping has been hired for their design expertise. BEE has prepared specifications for concrete work which is out to tender. A committee is being formed to address the issues.

9.4 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.

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

9.6 The post tension cable repair work bids have been received and a contractor selected. Work is expected to begin on or shortly after June 15. We expect to be cutting additional ports to be able to test more of our cables. Quantity and location of ports to depend on findings as to reason for failure of our existing cables.

9.7 Motion by Bob seconded by Mona to approve a budget of $175,148 for the post tensioned cable replacement project construction phase starting May 1. Motion carried.

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

9.9 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. Bob to identify affected suites.

9.10 The project to reduce and balance flow in the DHW circulation lines will begin once the DHW system mapping is completed.

9.11 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. They have been provided with utility usage.

10. Other:

10.1 Our lawyer has been instructed to begin collections from Melnyk. We understand there may be an appeal however that hasn't been filed as yet. Unit 105 has been sold. We received a request to remove the caveat which has been declined.

10.2 Due to a potential conflict of interest situation we have shifted the Bray case to a different law firm. Our new lawyer has been instructed to continue with collections from Bray.

10.3 The pool issue has been referred to a new committee created to address the future of the pool area.

10.4 We have not yet received the deductible for the unit 72 claim. The issue appears to be with our adjuster. Aviva is not processing our project management or parking fees on the boiler claim. We are awaiting a response from Aviva.

10.5 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. One long locker will be kept by the building for brick storage. One large locker will be used by the post tensioned cable project. We will investigate the viability of using a large locker for bike storage. Bikes are perceived as the reason for the current criminal activity that has happened in the parkade. We might elect to rent bike storage space in the large locker to individuals at a combined rate that would be comparable to renting the locker. Abbas to provide information on bike stands.

10.6 The City provided an update flyer on the cycle track in front of the building. This should be posted on our bulletin board. Owners can obtain further information from the City.

10.7 We are in need of someone to replace Lise Lahey who has been managing the Stampede Breakfast for many years.

11. Adjourned:

Meeting adjourned at 7:57pm.

The next meeting is scheduled for June 8, 2015 at 5pm.