WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

Minutes of Meeting of the Board of Directors
July 20, 2015

Present: Mona Jones (chair), Bob Boyd (minutes), Richard Beale, Jason Lei, Lee Mills, Dan Beyaert, Reg Wamboldt, 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 5:00pm by Mona Jones.

2. **Changes to the Agenda:**
   Add eviction of unit 36 tenants

3. **Motions and decisions made by email for the minutes:**

   June 12, 2015 Decision to accept the Aris Landscape Design for the front entrance modernization project. Landscaping committee participated in the decision.

   June 23, 2015 Motion by Bob Boyd seconded by Mona Jones to approve the minutes of the June 8, 2015 Board minutes and post them to the web site. Motion passed.

   June 23, 2015 Motion by Jason Lei seconded by Mona Jones to approve the May financial statements and post them to the web site. Motion passed

   July 12, 2015 Motion by Mona Jones seconded by Bob Boyd to approve the Mr. Wrought Iron quote #6573. Motion passed

   July 18, 2015 Motion by Jason Lei seconded by Lee Mills to approve the June financials and post them to the website. Motion passed.

4. **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.
   - 4.1 Abbas have replaced all screens that were stored in suites. Replacement of screens that were repaired and removal of X's from windows is in progress. It is currently delayed due to the recent plumbing issues.
   - 4.2 Our sweeper is now operational and Abbas are using it to sweep the parkade as time and conditions permit.

4.3 Kydrid Door Systems Inc. Is working on upgrading our parkade door. New panels have replaced the lower damaged panels, new heavy duty hinges and spring installed, new control panel mounted and waiting on our electrician to connect.
4.4 Caon has completed repairs and maintenance of our cooling towers. We will continue to bring them in as required. We do not feel there would be any advantage in having a formal maintenance contract.
4.5 Hot hallways are due to our lack of ability to turn down the MUA heating equipment. Partial quote to resolve received from Reggin. Waiting on quote for controls.
4.6 Repairs to leaking Victaulic couplings in progress. Initial drain completed and 4 Victaulics replaced. Subsequently additional Victaulics began leaking and second drain and replacement in progress. See web site for further explanation on the Victaulic couplings.
4.7 Generator testing completed. No issues.
4.8 Repairs to elevator call button system completed by Thyssen-Krupp.

5. Treasurer's Report (Jason Lei):

5.1 Initial recommendation on reserve fund investing is to continue to use Matco/National Bank. Jason will prepare a more detailed strategy to be handled via email.

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

Christine provides a report before each meeting.

6.1 GST is current.
6.2 Arrears stand at about $97k. Large payments to cover arrears and accelerated payments received from units 117 and 78. Payment for sprinkler damage by unit 3 resulting in a fire department call out has been paid.
6.3 Motion by Reg seconded by Bob to issue a demand letter to unit 83 for outstanding fees. Motion approved. Christine to arrange with our lawyer. MRA instructed to proceed toward foreclosure.
6.4 Our debt collection agency, Impact Recovery Services, has not been successful in recovering arrears currently $7174.94 from unit 36. This unit is currently rented. MRA are instructed to work with our lawyer to require the tenants to pay their rent directly to the Corporation until the arrears have been cleared. The Owner and its rental agency to be notified of this. See also related item for this unit under the Bylaws section 7.2. Because of the eviction process recovery to start September 1, 2015 or when rented.
6.5 Parkade elevator lobby decorative pictures and cart protection in progress.
6.6 MRA to arrange for scrubbing and sealing of the slate floors on the main floor. Arrangements were made but had to be deferred due to concrete work in front of building. Work needs to be done at night and in stages because of the time required for the sealant to cure.
6.7 Canada Post change of delivery to mailboxes complete. Owners receiving mail as promised by CP.
6.8 Reg making arrangements for Tower Dry-cleaning to provide service. A notice will be posted with the arrangements.
6.9 We have had complaints from the Kerby Centre regarding the service vehicles parked in the alley. Unfortunately we do not believe this to be something that can be resolved. There is

simply no parking available anywhere near our building. We will not instruct our service providers where to park particularly considering this is city property over which we have no control. Commercial vehicles are given a lot of leeway.

6.10 Due to a very soft rental market we lowered the rent on suite 503 to $1400/month and it has now been rented. The rental amount will be reviewed at the end of the lease based on the market at the time.

6.11 Parkade cleaning has been completed. Owners with dirty stalls who did not remove their vehicles have been notified they must clean their stall.

6.12 Currently obtaining a quote for new inset mats for the front vestibule.

7. Bylaws

7.1 The tenants in unit 36 have committed a number of violations of our Bylaws and Rules including noise (frequently), spitting over their deck onto decks below, allowing a dog to be brought into their suite, spilling beer on common property, and accessing building security equipment without authorization. They have been warned by our security staff, sent a letter and finally were requested to submit a Bylaw acknowledgement form. The signed form was not returned within the required 10 days.

7.2 Motion by Bob seconded by Reg to request MRA and our lawyer to notify the tenants in unit 36 that they are being evicted from the building effective the end of August under section 54(1)(b) of the Condominium Property Act for failure to provide a suitable statement that they have read, understand, and agree to comply with our Bylaws, Rules, and the Act as per sections 51(a) and 62(e) of our Bylaws. Motion approved.

7.3 Unit 68 was notified July 3 that they were to remove their dog from the building with 10 days or they would be fined $50/day for the first 30 days and $100/day thereafter.

7.4 Unit 7 was notified they would have to remove a large vehicle from the parkade as it exceeded the size of their stall.

7.5 It has come to our attention that fobs were being purchased by renters. Fobs may only be purchased by Owners as they are the responsible party for their use. Security has been advised of the requirement for Owner signature and purchase.

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

8.1 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.

8.2 The concrete remediation work, part of the front entrance modernization work, has been proceeding with the old concrete removed and some of the new concrete poured. It was found that the plaza was built by two different contractors originally. The area on which we based our estimate had a thick gravel base. It was relatively easy to remove. The rest has a cement base which was impossible to remove without damaging the membrane which required us to repair the damaged membrane. The dark concrete looks good and samples are prepared for us to select the accent colour and sealant.

8.3 Fencing for the parkade entrance has been ordered.

8.4 Discussions are ongoing with respect to the planters. We are soliciting opinions from contractors. It may be impractical to remove the dirt and re-seal the planters. Also it is likely all existing plants would be killed.

8.5 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. As the existing fobs may not work with the new system we would prefer Owners not purchase fobs unless absolutely required.

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

8.7 The post tension cable repair work has been permitted and is now under way.

8.8 Our engineers are working on the specifications for repairing our decks. They are recommending we do one deck this year to confirm the process and solution. We will need to do a load analysis to determine if we can pile the pavers off to the side while we work on the membrane.

8.9 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.

8.10 The project to reduce and balance flow in the DHW circulation lines will begin once the DHW system mapping by Richard, Abbas and Reggin is completed.

8.11 We were contacted by Enerpro with a proposal to reduce our building energy costs. They have reviewed the building and are in the process of preparing their report. We expect to meet with them in August. Enerpro and Bob to pick up utility invoices from MRA files. Date to be arranged.

8.12 Bob working on discrepancies in electrical billing and wiring in the commercial area.

9. Insurance

9.1 With the large increase in our deductible and the number of claims we are now effectively in the insurance business.. Richard has been handling our claims from a board perspective. It may be necessary to contract with a professional adjuster and possibly a project manager to ensure claims are handled to insurance industry standards and demonstrate impartiality.

9.2 Ark was initially brought in to remediate suites affected by leaking Victaulics. This was stopped when it was discovered the leaks could not be repaired immediately and any remediation would not be effective.

9.3 We are now doing remediation in suites affected by Victaulic leaks. MRA to send letter to those affected by water damage (not drywall damage searching for leaks). Owners are to get their insurance companies involved.

9.4 We need to put together a process to handle insurance claims including remediation and rebuilding and how we relate to the other insurers.

9.5 We need to look at using companies other than Ark for remediation. MRA highly recommends Red Dot and uses them in their other buildings. We will consider other options and look into meeting with them.

9.6 There was a significant leak from a plumbing failure in unit 44 on June 30 and a number of units were affected. It's unlikely the amount will exceed our deductible so it will have to be handled in house.

10. Other:

10.1 The insurance company for Melnyk, Wawanesa, has appealed our claim and are effectively the defendant. We are asking them to pay the outstanding balance while the appeal is in progress.

10.2 We were awarded standard costs in the Bray case. There is some dispute over the amount claimed by Bray as they never stated what they wanted. The amount of the claim determines the standard cost. We will instruct our lawyer to ask for the amount originally recommended by David Cumming.

10.3 Affidavits are being signed in the foreclosure on unit 79 in an attempt to promptly move this action to the listing stage.

10.4 Pool area review is ongoing. Dan has looked into using humidity control equipment that would recover most of the energy but believes it to have an unacceptable capital cost. He has also looked into using a cover which would reduce evaporation.

10.5 Reg has been looking into relocating and updating the gym. As with the pool it is something the Owners should have a say in. Bob provided a checklist of items to address. Work is ongoing.

10.6 Lee and Reg are now working on the storage lockers and the possibility of using one for bicycles if there is enough interest.

10.7 Lee and Reg are now working on the motorcycle parking issue.

10.8 Dan has collected the petition opposing the bicycle lanes and has started to forward it to aldermen and others who may be able to influence the fate of these lanes. See our web site for information about the things you can do to help.

10.9 New chairs ordered for the boardroom by Lee have been received.

10.10 Previously it had been decided to send notices to Owners who might have stalls re-assigned in case of sale of their unit. This decision had been rescinded at the May meeting as not likely to produce the desired result. Motion by Dan seconded by Lee to send out the notices with Dan fielding all queries. Motion defeated.

11. Adjourned:

Meeting adjourned at 7:48pm.

The next meeting is scheduled for August 17, 2015 at 5pm.