WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

Minutes of Meeting of the Board of Directors
August 17, 2015

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

1. **Call to order:**
   Meeting called to order at 5:02pm by Mona Jones.

2. **Changes to the Agenda:**
   Fire system discussion

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

   July 22, 2015 Motion by Mona Jones seconded by Richard Beale to approve the minutes of the July 20, 2015 Board minutes and post them to the web site. Motion passed.

   August 4, 2015 Decision to approve West Pointe Building Services invoice for membrane repairs under the south east plaza.

   August 14, 2015 Decision to approve the railing design for the parkade entrance.

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 has completed installation of all screens, including repaired screens, from the building envelope project. All X's have been removed.
   - 4.2 Kydrid Door Systems Inc. Is working on upgrading our parkade door. New electrical connection installed. The door is now working on the new DC motor and there is a lock on the control panel. Cycle time has been shortened. Abbas to check when the chain drive and monitoring equipment will be installed.
   - 4.3 The sprinkler head damaged on August 3 was repaired. During the event we were unable to turn off the bells at the fire alarm panel. F451 was brought in for an emergency repair. The system is currently working and the bells can be silenced but it is unclear what repair was made. There were reports after the event that not every suite was able to hear the bells.

4.4 Hot hallways are due to our lack of ability to turn down the MUA heating equipment. Quote to resolve received from Reggin and approved. Waiting on materials. Installation expected early September.

4.5 One more leaking victaulic has been identified and we are planning a shutdown to repair later in the week or early next week. See web site for further explanation on the Victaulic couplings.

4.6 Testing chiller gas detection system completed.

4.7 Parts are on order for the front sliding door. Issue appears to be water damage to control panel. Repairs to be made by Auto Magic.

5. Treasurer's Report (Jason Lei):

5.1 Reserve fund investing will continue without changes for the time being.

5.2 Budget meeting to be scheduled once preliminary budget provided by MRA. New budget will be based on existing budget categories, current performance and expectations. This information is available in the monthly financial statements. For best accuracy we should wait until the September financials are available in mid-October. Meeting with Owners is currently scheduled for November 17, 2015.

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 $121k. Of that about $107k is for unit 79 which is in foreclosure and unit 105 which is the subject of a law suit. Bob provided the board with a "Cole's Notes" version of the arrears collection process.

6.3 Unit 83 has been served with a demand letter. We will be pursuing the foreclosure process as fast as allowed in law.

6.4 Our debt collection agency, Impact Recovery Services, has not been successful in recovering arrears currently $8245.26 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.

6.5 Parkade elevator lobby decorative pictures and cart protection in progress. Delayed due to injury to supplier.

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. Pending early fall.

6.7 Charge back to unit 138 for damages to common property due to sewer backup in progress. We still need to complete carpet repair to have all the costs and invoices. Abbas to pursue replacement carpet as the existing carpet is no longer available.

6.8 Currently obtaining a quote for new inset mats for the front vestibule. Quote should give a choice to include WP logo.

6.9 Current plan is for one window acid washing in 2015 (completed) and two regular in 2016.

6.10 MRA to obtain quotes for upgrading our recycling program to meet the new City requirements. There are a number of possible options. This information is needed in a

timely manner so we can determine if modifications to our facility is required and to ensure any costs are included in our budget.

6.11 MRA and their sister company are putting on a legal forum for Board members from the buildings they manage on Sept. 10.

7. Bylaws

7.1 The tenants in unit 36 and the Owner have returned the required forms. Motion by Reg seconded by Bob to defer enforcement of the eviction order for up to one year providing the tenants are not in violation of the Bylaws. After one year the eviction order will be considered expired.

7.2 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. The Owner name and Tenant name must be the same as in our records.

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 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.

8.3 The concrete remediation work, part of the front entrance modernization work, has been completed.

8.4 Fencing for the parkade entrance has been ordered and the drawings approved. Installation early September.

8.5 We are soliciting quotes to redo the lighting and stucco outside the front entrance.

8.6 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.

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

8.8 The post tension cable repair work is under way. So far damaged cables seem to be due to mechanical damage and corrosion. These seem to be at sites where previous repairs have been made to the concrete. Work on the 5th floor cables will start shortly.

8.9 Bob and Reg to meet to determine the path forward on the deck remediation project.

8.10 Remediation of the decks will likely require the removal of all Owner betterment's and improvements from the decks as well as all owner contents. Removal to be at Owner's cost. Any rebuilding or replacement of Owner betterment's and improvements will require a renovation request.

8.11 Costs for deck remediation should be shared amongst the Owners with exclusive use of the deck and the Condominium Association. Motion by Lee seconded by Reg that the Owner with exclusive use should pay 40% of the remediation cost as a special assessment. Vote on the motion was deferred for further discussion.

8.12 There will be a project to reduce the amount of flow in some of the heating water lines. We will engage Cambrian Condo Consulting to manage. Bob to identify affected suites.

8.13 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. They have been provided with our utility billings for the last year. A meeting has been set for August 21 to discuss their initial report.

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

9. Insurance

9.1 We are bringing in Red Dot to quote on repairs to 34 units affected by Victaulic leaks and 3 units affected by the plumbing leak in unit 44. There are 18 units that have fairly simple repairs we will likely get Abbas to repair.

9.2 It doesn't appear that any of the leaks from the Victaulics or unit 44 will be costly enough to engage our insurance ($50k deductible) so we will have to handle in house.

9.3 The $25k deductible has been received for the DOL May 13, 2014.

9.4 The $2500 deductible for the claim by the person injured in the hot tub last year has been paid.

9.5 Abbas will repair screens damaged during the recent hailstorm at a cost of $60/screen. Owners have until the end of August 2015 to notify the security desk or Building Manager of their damaged screens. The cost of the repairs will be borne by the Condominium Association. After August 31 we will no longer accept claims on screens and Owners will have to arrange for their own repairs as part of their normal maintenance.

9.6 Replacement for window broken by hail has been ordered. Based on information provided by Owners on hail damage so far there is not enough damage for an insurance claim.

10. Other:

10.1 The insurance company for Melnyk, Wawanesa, has appealed our claim and are effectively the defendant. We are asking for enforcement of the previous order for 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 instructed our lawyer to ask for the amount originally recommended by David Cumming. This will be heard in court on October 2.

10.3 The foreclosure hearing on unit 79 is set for August 19 at which time the redemption period will be set. [Subsequent to the board meeting we were advised that the redemption period would be one month. We are in the process of arranging for an appraisal and a listing realtor.]

10.4 Pool area review is ongoing. Dan is currently waiting on pricing for an exhaust fan. Meeting to discuss currently set for Sept. 9 at 6pm.

10.5 Reg has been looking into relocating and updating the gym. Work is ongoing.

10.6 Lee provided information on options for using the locker(s) for storage of bicycles. It was agreed it best if the bikes were out of sight. Lee to develop costs and details for a trial using the L4 space.

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

10.8 Dan has received feedback from the 4 council members and the project manager on our petition against the bike lanes on 8th avenue. Apparently there has been a lot of opposition particularly from the businesses.

10.9 Lee to prepare templates for the notices we regularly post in the elevators.

11. Adjourned:

Meeting adjourned at 8:53pm.

The next meeting is scheduled for September 14, 2015 at 5pm.