WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

Minutes of Meeting of the Board of Directors
September 14, 2015

Present: Mona Jones (chair), Bob Boyd (minutes), Richard Beale, Jason Lei, Dan Beyaert (to 6pm), Reg Wamboldt (to 7:30pm), Sandra Williams (Montgomery Ross).
Absent: Lee Mills (Business – no prior notice), Patrick Payne (Abba's Maintenance – no prior notice)
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:**
   None

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

   August 17, 2015 Motion by Mona Jones seconded by Richard Beale to approve the minutes of the August 17, 2015 Board minutes and post them to the website. Motion passed.

   August 17, 2015 Motion by Jason and seconded by Dan to approve the July financials and post them to the website. Motion carried

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

   4.1 Kydrid Door Systems Inc. Is working on upgrading our parkade door. Chain drive has been installed. Still waiting on installation of monitoring equipment and backup spring. Replacement of damaged lower panel delayed for a couple of weeks.
   4.2 Hot hallways are due to our lack of ability to turn down the MUA heating equipment. Quote to resolve received from Reggin and approved. Installation in progress.
   4.3 All known leaking victaulic couplings have been replaced.
   4.4 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.
   4.5 Owners are responsible for repairs to their property and for maintenance on any common property to which they have exclusive use. Owners do not have the authority to have contractors direct bill the Corporation. All invoices received by the Corporation for Owner requested work will be returned unpaid to the contractor as not authorized. It is damaging to our reputation and business relationships when we have to return invoices. All invoices

sent by Owners to the Corporation for items not previously authorized by the Corporation will not be paid.

4.6 A leak was found on top of one of the water softener units. It has been isolated and Abbas are looking into repairs.

4.7 Work isolating the common sewer drains on the third floor from the privately owned bathrooms has been completed. Restoration of drywall in second floor office in progress.

4.8 Abbas to handle monthly fire pump inspections. Some training may be required.

5. Treasurer's Report (Jason Lei):

5.1 Reserve fund investing will continue without changes for the time being. There are no fees being charged by Matco until the end of September. Fees to be negotiated as they provide little value.

5.2 Budget meeting with Owners currently scheduled for Nov. 17 should be rescheduled to Dec 7. MRA to coordinate with Kerby Centre.

5.3 Initial budget draft to be prepared by MRA. Target for end of September.

5.4 Discussion around adding an Insurance budget category which would hold funds in a reserve operating account. Account would be used to pay insurance deductibles which are now up to $50k+ for water related damages and for direct management costs. Initial seeding with funds from legal actions against units 79 and 105 and annual top up from fees based on actual costs. This account would allow transparency to the amounts we are spending on insurance matters.

6. Montgomery Ross & Associates Report (Sandra Williams):

This is Sandra's first day on the job replacing Christine Perrin. Sandra provides a report before each meeting (current report prepared by Christine).

6.1 GST is current.

6.2 Arrears stand at about $117k. Of that about $107k is for unit 79 which is in foreclosure and unit 105 which is the subject of a law suit..

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 Dan had been involved in collection of unit 36 debt. It was agreed that this should be handled by MRA and our lawyer without direct Board involvement. A partial payment cheque had been received from the Owner but it was unclear how this was to be handled. There was a request for a receipt however we do not provide receipts.

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

6.6 Scrubbing and sealing of the slate floors on the main floor has been completed.

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 and MRA to pursue replacement carpet as the existing carpet is no longer available. Need to coordinate with Owners insurance.

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. The most likely option is to continue with our exiting provider Waste Management. 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 to look into booking a parkade cleaning for later this year. Best time is around end of November.

6.12 Sandra to check if notification letter of obligation to cover the repair costs for the garage door had been sent to the Owner who hit the door. Decision to file a police report has been deferred.

6.13 MRA report indicated locker L3 is ready to rent out. L3 can't be rented as it is used by the building. MRA and Lee to coordinate.

6.14 Employee raises and benefit increases were discussed. It was felt that our employees are well compensated. Action deferred to budget discussions. Employee raises have been generally applied on their anniversary date. MRA may perform an annual review for our employees.

7. Bylaws

7.1 Moves are not allowed on weekends or holidays. Security to enforce. Per building regulations Owners may personally move small items that are easily handled by one person.

7.2 Unit 5 had their contractor approval revoked after repeated incidents in the disposal of their renovation materials. They were required to re-submit their request. This has been done.

7.3 Many items are being left at the loading dock. Owners are responsible for disposal of large items and electronics. These may not be left at the loading dock. We will be charging Owners with all costs associated with inappropriate items left at the loading dock. Security to enforce.

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

8.4 Quotes to redo the lighting and stucco outside the front entrance have been received as well as quotes for the exterior planter work. This work will all be deferred until next year. Our project manager will be summarizing the status of this work when she gets back from vacation.

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.

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 is almost complete. Project will finish this week. New access ports and update to post tension study will be a winter project. We have also asked for a proposal to evaluate the status of the parkade traffic deck membrane and concrete.

8.8 Bob, Katharine and Reg met to determine the path forward on the deck remediation project. Proposal from engineers does not look feasible. Further work required.

8.9 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.

8.10 We were contacted by Enerpro with a proposal to reduce our building energy costs. Their initial report has been reviewed. It shows about a $250k project with annual savings of about $60k. They will fund the project and take most of the savings for the first 5 years as payment. We may have additional costs to bring the building systems up to code. There was general agreement this was worthwhile even if we do not proceed. Bob to follow up.

8.11 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 Red Dot is very busy these days. It was suggested MDR might be a good alternative.

9.3 Richard is still reviewing Ark invoices and will authorize payment once outstanding clarifications have been received.

9.4 Richard will be away mid-September to mid-October. Sandra will be managing insurance claims.

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. They are concerned about their ability to collect should they win the appeal. Until they pay we are collecting 18% interest.

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 on unit 79 may be taken over by their mortgage company. The mortgagor has been given an additional week beyond the September 19 date the Owner has for redemption

10.4 Pool area review is ongoing. A meeting was held to discuss the status. We are looking to have a presentation to Owners at the budget meeting. The vote on re-opening the pool will be done by unit factors with the Board controlled unit factors not affecting the outcome.

10.5 Reg has been looking into relocating and updating the gym. Work is ongoing. Some of our existing gym equipment has reached end of life including the treadmill, fit strider and stationary bike. The universal gym has been misused.

10.6 Lee to develop costs and details for a bicycle storage trial using the L4 space. (Item deferred)

10.7 Lee is working on the motorcycle parking issue. Unclear if unit 104 will be paying the $120/mo fee. Lee to coordinate with MRA. (Item deferred)

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. We received notification the city would restore some parking. The notification is at the security desk and posted on the website.

10.9 Lee to prepare templates for the notices we regularly post in the elevators. (Item deferred)

11. Adjourned:

Meeting adjourned at 8:00pm.

The next meeting is scheduled for October 19, 2015 at 5pm.