WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

Minutes of Meeting of the Board of Directors
October 19, 2015

Present: Mona Jones (chair), Bob Boyd (minutes), Jason Lei, Lee Mills, Sandra Williams (Montgomery Ross), Patrick Payne (Abba's Maintenance – part time).
Absent: Reg Wamboldt (Business – no prior notice), Dan Beyaert (sick), Richard Beale (sick)
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 Red Dot and 05 suites

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

   October 9, 2015 Motion by Mona Jones seconded by Jason Lei to approve the minutes of the September 14, 2015 Board minutes and post them to the website. Motion passed.

   October 9, 2015 Motion by Jason and seconded by Bob to approve the August financials and post them to the website. Motion carried

   September 22, 2015 Decision to proceed with the Waste Management proposal for recycling. Implementation to to begin immediately to facilitate any building modifications before Feb. 2016 to comply with City of Calgary bylaw. Required: MRA (Sandy) to send the contract back to Waste Management to make the necessary changes before it can be signed.

   September 23, 2015 Decision to accept Reggin quote 082-15-CH (parts #1, #2 & #3) to repair the Laars boilers.

   September 24, 2015 Decision to accept the Caon quote #D3309 to repair the Nortec steam room humidifier.

   September 28, 2015 Decision to accept the Red Dot quote (its file #3413) to rebuild the properties affected by the victaulic valve leak.

   September 29, 2015 Decision to accept the Red Dot quote (its file #3413) to rebuild the properties affected by the unit #44 leak.

   October 2, 2015 Decision to accept the Cobblestone proposal for the front

entrance landscaping. Project to begin spring 2016.

October 8, 2015 Decision to accept the Friendly Earth proposal for bumper guard protectors along the flower beds and along the wall where the garbage containers are stored also bollards at the front driveway and loading dock door.

October 16, 2015 Decision to accept the Waste Management recycling program as corrected to comply with the Feb. 2016 City of Calgary bylaw for recycling in multi-family dwellings.

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. Sensors installed. Still waiting on installation of camera equipment and backup spring.

4.2 Hot hallways are due to our lack of ability to turn down the MUA heating equipment. We have now installed equipment to limit the MUA temperature. For comfort and minimizing energy use the hallways should be kept cool.

4.3 All known leaking victaulic couplings have been replaced. We are monitoring the situation on a case by case basis.

4.4 The front sliding door has been repaired by Auto Magic.

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

4.6 Abbas will not be handling monthly fire pump inspections. MRA to obtain quote from F451.

4.7 Abbas is cleaning the front drains on a weekly basis.

4.8 Abbas to post signs for new recycling program. We will be doing single stream recycling which means all recyclable materials will go into one container and be later sorted at the recycling company facility.

4.9 Red Dot were looking for the source of water leaking into an 05 suite based on a request from the suite Owner. Apparently this is standard practice in many buildings. The maintenance committee and Abbas met with Red Dot and discussed our standards for engagement. They are only to do work if specifically requested by Abbas or MRA and they will also be told if the situation qualifies as an emergency. Abbas will perform the leak investigation into the 05 suites.

4.10 Owners are reminded that winter is approaching and exterior doors and windows should be kept closed to prevent pipes from freezing.

5. Treasurer's Report (Jason Lei):

5.1 Budget meeting with Owners currently scheduled for Dec. 3. MRA to coordinate with Kerby Centre.

5.2 Board budget meetings to be held Nov. 2 and 5 at 5:30pm. Budget needs to be approved at the Nov. 9 Board meeting and distributed to Owners by the end of November. Initial input from MRA on operating budget and Bob on reserve fund needed before meetings.

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

Sandra provides a report before each meeting.

6.1 GST is current.

6.2 Arrears stand at about $68k. Of that about $53k is for unit 105 which is the subject of a law suit.

6.3 Unit 83 has been served with a demand letter. A partial payment has been received.

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 and the rest has been promised. MRA to continue with collection.

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

6.6 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. Carpet has been selected and MRA to arrange installation.

6.7 It was agreed there is no urgent need to replace the inset mats at the front entrance. Clean Team to clean.

6.8 Current plan is for one window acid washing in 2015 (completed) and two regular in 2016. MRA to see if we can have another cleaning in 2015.

6.9 MRA booked parkade cleaning for Nov 7.

6.10 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.

7. Bylaws

7.1 Speeding and fast turns in the parkade are both dangerous and are helping damage the traffic coating membrane.

7.2 Please watch at the bottom of the parkade ramp to ensure no one follows you in. If you see someone looking suspicious please report them to the security desk.

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 installed.

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. The planter work will all be deferred until next

year. The stucco and lighting are quite a bit more than originally expected and will be addressed with the reserve fund spending review.

8.5 Cleaning of the numbers and letters on the front of the building was investigated. There are potential risks of damage. The project was cancelled.

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 almost complete. We have asked the contractor to return and fix the brick work relating to the 5th floor cable repairs.

8.9 Review of the parkade traffic membrane and concrete will take place coincident with the parkade cleaning Nov. 7. We expect there to be a significant project next year to repair the traffic membrane.

8.10 The next PT cable review will be done during the winter. At the same time we will be adding access ports.

8.11 A meeting was held with our engineers on the deck drainage issue. A basic design was developed and specifications will be prepared this winter with the idea of testing it on the 2nd floor deck.

8.12 There will be a project to reduce the amount of flow in some of the heating water lines. We have engaged 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. 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. Item to be discussed as part of budget process.

9. Insurance

9.1 Abbas has completed the repairs to the suites hit by the victaulic leaks that were assigned to them.

9.2 Red Dot is working on the suites assigned to them relating to the victaulic leaks and the pipe leak in unit 44. Their web site is functioning and providing status information. They also provided an email status report that appears to have errors.

9.3 Red Dot and Abbas working on the drain pipe leak in unit 109.

9.4 Red Dot and Abbas working on the heating pipe leak in unit 93.

9.5 We have received an insurance quote from Renfrew Insurance for our 2015/16 insurance. The price is down slightly from last year. The water damage deductible has dropped considerably from $50k to $10k (excluding sewer and flooding).

9.6 Moved by Mona seconded by Jason to accept the Renfrew quote. Motion carried.

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. We accepted an offer to settle at the amount recommended by our lawyer.

10.3 The foreclosure on unit 79 was taken over by their mortgage company. The mortgagor has paid all outstanding amounts and is paying their fees.

10.4 Pool area review is ongoing. Dan has been looking into ways to minimize operating costs.

10.5 Lee has taken over looking into relocating and updating the gym. Work is ongoing.

10.6 Lee has been looking into a bicycle storage trial using the L4 space. It appears the storage lockers are not suitable as they will only hold a few bikes.

10.7 Lee is working on the motorcycle parking issue. Unclear if unit 107 will be paying the $120/mo fee. Lee to coordinate with MRA. Unclear if the parking stall is being used.

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

11. Adjourned:

Meeting adjourned at 8:54pm.

The next meeting is scheduled for November 9, 2015 at 5pm.