WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

Minutes of Meeting of the Board of Directors
February 01, 2016

Present: Mona Jones (chair), Bob Boyd (minutes), Jason Lei, Reg Wamboldt, Dan Beyaert, Richard Beale, Lee Mills, Sandra Williams (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 fines to units 32 and 58 for operating an apartment hotel and failure to provide renter documentation
   Add fines to unit CP

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

   Jan. 4/16 Motion by Jason Lei and seconded by Mona Jones to approve the Nov./15 financial report and post them to the web site. Motion Approved

   Jan. 8/16 Decision to approve the Modern Purair quote to clean the dryer stacks.

   Jan. 8/16 Decision to select another option from KBM for the carpet for the 4th floor hallway. MRA to discuss credit exchange with KBM

   Jan. 10/16 Motion by Bob Boyd and seconded by Richard Beale to fine unit #49 $100.00 per instance for unauthorized use of the loading dock emergency exit. Motion Approved

   Jan. 13/16 Motion by Bob Boyd seconded by Mona Jones to fine unit #49 for excessive noise. Motion Approved

   Jan. 13/16 Motion by Bob Boyd and seconded by Richard Beale to evict the tenants in unit #49. Motion Approved

   Jan. 14/16 Motion by Bob Boyd and seconded by Mona Jones to fine the tenants in unit #49 for unauthorized use of parking stalls not assigned to their suite. Motion Approved

Jan. 25/16 Motion by Dan Beyaert and seconded by Mona Jones to approve the minutes of the Jan. 4/16 board minutes and to post them to the web site
Motion Approved

Jan. 26/16 Motion by Jason Lei and seconded by Mona Jones to approve the Dec. 2015 financial report and post them to the web site. Motion Approved

Jan. 28/16 Motion by Bob Boyd and seconded by Richard Beale to fine unit #45 $200.00 for each and any noise complaint filed against it.
Motion Approved

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. The most recent report is provided to all board members before regular board meetings.

4.1 Kydrid Door Systems Inc. Is working on upgrading our parkade door. Still waiting on installation of camera equipment and backup spring. Electronic reporting of door hits in excessive quantities going to Abbas but not to security desk. Maintenance agreement period not to begin before all equipment is installed.

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. The equipment was changed to the type of equipment originally purchased. It was found that there is a flow imbalance between the two MUA units and MUA6 tends to trip on lack of heat under low flow conditions. Abbas to obtain proposals to clean the heating coils for MUA6 and to balance the flow between the units.

4.3 A leak was found on top of one of the water softener units. A new container was installed by Aqua Magic and the softener is now operational.

4.4 Abbas is getting the water piping and timers for the planters in operation prior to the planter work in the spring.

4.5 Snow blower has broken down. Abbas will remove snow by hand. Parkade sweeping has been re-started.

4.6 Repairs to the Laars boilers completed. Concerns over the level of documentation Reggin is providing for their boiler work.

4.7 Abbas is arranging for a city inspector to review our dryer stack design and comment on its suitability for use with modern cloths dryers.

4.8 Modern Purair cleaned the dryer vent stacks. Considerable material was removed. They also went beyond expectations and performed minor repairs on our vent equipment. Cleaning of owner dryer vents deferred to maintenance committee.

4.9 EF1 tested and works. Controls are missing.

4.10 Occasional trips of RBI boiler. Explanations received so far not satisfactory.

4.11 For the last while one has had to get close to the parkade door for the fob to be effective. It appears the antenna was cut. The Board has authorized purchase of a new

receiver from D&S Security and relocating it so it will better pick up the signal from the fobs.

4.12 Abbas traced the leak into unit 119 to be a crack in the concrete slab near the exhaust fan on the deck of unit 123. Bob to arrange for an engineering inspection and recommendation.

4.13 Abbas to remove the contents of lockers L4,5,6 so they can be rented. L6 will be retained for building purposes.

4.14 Abbas to look into vinyl baseboards on P3 that are not sticking to the wall.

5. Treasurer's Report (Jason Lei):

5.1 We will be transferring $313,000 from reserve to operating to cover reserve expenditures.

5.2 There was discussion around the $100,000 contingency funds set aside in the 2015 budget as to whether they had been spent. Jason to investigate and report at the next meeting.

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 $16k. All arrears, interest, caveats and demand letters are current.

6.3 Unit 83 arrears collected.

6.4 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.

6.5 Sandra will have Chubb perform the monthly fire pump inspections .

6.6 Unit 107 are parking their motorcycle in a common property stall for which the board has decided to collect rent of $120/month. Sandra to advise owner that he will have to pay rent or move his motorcycle. So far no response from the owner who is travelling abroad.

6.7 Waste Management performance has been poor of late. Sandra has contacted them and our account representative has visited the building. We are waiting on a schedule from them which addresses holidays.

6.8 Garda sent a new guard for training but did not inform us. It was also noted that Garda wasn't necessarily calling up to announce visitors at night. Sandra to resolve expectations with Garda.

6.9 Unit 44 damaged our parkade door in August. They have been provided with security footage and a detailed description of the event. Sandra to continue to pursue collection including a caveat.

6.10 Unit 128B arranged to have a fibre optic link installed across common property without an approved renovation request. Telus installed equipment in our communications room. This is not acceptable and needs to be relocated. Sandra to pursue with owner and Telus. Telus claims to not have knowledge of this.

6.11 Sandra to pursue communicating with owners whose parking stalls are not properly identified.

6.12 Vehicle belonging to unit 25 was struck by our overhead door while parked under it. The vehicle was parked in a position with just its rear slightly into the parkade but not far

enough to reach the sensor. We will likely have to compensate the owner for his rear window. Sandra to arrange for signs to be placed warning against parking under the door.

7. Bylaws

7.1 Unit 49 tenants eviction notice has been served. They must vacate by the end of February. See also email decisions for the fines to be charged against this unit.

7.2 Unit 45 tenants have been accused numerous times of excessive noise. We have been advised they are leaving by the end of February. See also the email decisions for the fines to be charged against this unit. Noise fine was doubled as the tenants indicated they would intentionally create a disturbance.

7.3 A rental agency that manages two suites in our building was found to be advertising short term rentals i.e., less than 30 days. We believe this violates our bylaws. When contacted they indicated both suites are currently on long term rental and agreed to remove their short term advertising. They will also be providing the other required renter documentation.

7.4 The non-resident owner of units 32 and 58 was found to be renting unit 58 on a short term basis. When contacted he indicated his intention to continue to do so.

7.5 Motion by Bob seconded by Reg to fine the owner of units 32 and 58 in the amount of $150 per day for each day and each unit when the unit is used for business purposes in contravention of our bylaws. We believe rentals less than 30 days qualifies the unit as an apartment hotel under the City of Calgary Land Use Bylaw and may also be harmful to the reputation of our building. Motion approved.

7.6 Motion by Bob seconded by Richard to fine the owner of units 32 and 58 in the amount of $50 per day for each day and each unit occupied without previously providing the signed Renter Bylaw Acknowledgement Form. A signed copy of this form shall be provided to the building manager before renter occupies the premises. Failure to provide may also result in initiating the eviction process and/or denial of move in booking privilege. Motion approved.

7.7 Motion by Bob seconded by Richard to fine the owner of units 32 and 58 in the amount of $50 per day for each day and each unit occupied where the other documentation required by our Bylaws and the Condominium Property Act has not been provided in the required time. Motion approved.

7.8 Motion by Bob seconded by Richard to fine unit CP in the amount of $100 for each noise complaint and tenants to be notified that future complaints could also result in their eviction. Sandra to advise the leasing company that fines are to be promptly collected or withheld from their damage deposit.

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

8.1 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.

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

8.3 Additional post tension test ports will be installed this winter as a new project coincident with the post tension cable review.

8.4 Entuitive will be preparing a scope of work and bidding repairs to the traffic deck coating and concrete in the parkade. Bidding should be complete by the end of February at which time we should have an idea of when the work can be done and how long it will take. The initial plan from our engineers was to do the work on weekends however, after discussion, it was decided to clear all vehicles from the parkade and allow the workers clear access for the duration.

8.5 We have requested Building Envelope Engineers produce a specification for deck remediation this winter and we will bid the first trial deck project.

8.6 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.

8.7 We are obtaining a proposal to repair the damaged concrete steps. These were damaged by the stolen vehicle that rammed the building beside us.

8.8 The work on building protection being done by Friendly Earth was affected by incorrect instructions from persons claiming to represent the building. Friendly Earth was told they would have to correct their work to match the contract before they would be paid. This work has been completed.

9. Insurance

9.1 We met with MDR to discuss using their remediation and restoration services. They have since met with Abbas and had a tour of the building. There are also other companies that have good reputations and can be considered for these services.

9.2 Red Dot are having difficulties getting Certificates of Completion for some suites and some are not properly filled in. There are currently 7 units actively being repaired.

9.3 We have received the cheque for the insurance deductible claim for unit 105. The original amount of $25,000 with interest and legal fees became $52,995.

10. Other:

10.1 We have been in contact with companies to help us with the pool investigation. This includes two engineering companies, a few pool operating companies, and an architectural firm as there is no single source we can go to. They are in the process of providing proposals.

10.2 Any interior redesign or work in the locker area not necessary for getting the pool operational is considered low priority and will not be included at this time.

10.3 Mona is working on getting two locker rooms L4 and L5 ready to be rented.

11. Adjourned:

Meeting adjourned at 7:48pm.

The next Board meeting is scheduled for March 14, 2016 at 5pm.