WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

Minutes of Meeting of the Board of Directors
March 14, 2016

Present: Mona Jones (chair), Bob Boyd (minutes), Reg Wamboldt, Dan Beyaert, Richard Beale, Lee Mills, Patrick Payne (Abba's Maintenance – part time).
Absent: Sandra Williams (Montgomery Ross - vacation, report provided), Jason Lei (vacation)
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 transfer of 2015 surplus to the reserve fund

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

March 12/16 Motion by Jason Lei and seconded by Dan to approve the Jan/16 financial report and post them to the web site. Motion Approved

March 2/16 Motion by Dan Beyaert and seconded by Mona Jones to approve the minutes of the Feb. 1/16 board minutes and to post them to the web site Motion Approved

Feb. 12, 2016 Decision to invite the RBI boiler representative (Mike Anderson) with technical support to address recurring problems with the boilers while still on warranty. WMP maintenance attended the review.

Feb. 26, 2016 Decision to accept Entuitive Project #C016-0170 - parkade repair and maintenance membrane program

Feb. 16, 2016 Decision to accept the architectural services fee proposal for the pool from Group 2 (Calgary Studio)

Feb. 23, 2016 Decision to accept the AME Group (engineering) proposal for relevant site information regarding the pool

Feb. 26, 2016 Decision to advertise the storage space for rent on P3

March 4, 2016 Decision to accept the draft of the auditor's report (for discussion only) to be presented to the board on Mar. 14, 2016. Copy provided to Jason Lei for review.

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. Cameras not installed because of technical issues with Telus link. Kydrid to provide revised agreement.

4.2 Hot hallways are due to our lack of ability to turn down the MUA heating equipment. Abbas to obtain proposals to clean the heating coils for MUA6 and to balance the flow between the units.

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

4.4 Repairs to the Laars boilers completed. Concerns over the level of documentation Reggin is providing for their boiler work. Abbas to arrange third party inspection.

4.5 Abbas arranged for a city inspector to review our dryer stack design and comment on its suitability for use with modern cloths dryers. City inspector visited and stated there were no special requirements as our system is grandfathered. Ventless dryers are expensive and not required.

4.6 Occasional trips of RBI boiler. Explanations received so far not satisfactory. Third party engaged and provided advice on resolving issues. No problems since.

4.7 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. New receiver installed and relocated to receive stronger signal.

4.8 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. Entuitive looked at the site and will provide a recommendation for further investigation. Basic problem seems to be a cold joint in the slab from separate concrete pours.

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

4.10 Some, but not all, of the planned Victaulic couplings were replaced during the heating system shutdown due to lack of time. The rest will be replaced during a shutdown this summer. Abbas will arrange for the chemicals to be added back into the system.

4.11 Some of the light bulbs in the squash court are out. Require scaffolding to access. Abbas to provide quote and technical details to replace bulbs with LED type for both courts.

4.12 Generator testing has been completed.

4.13 Leaks from the DHW recirc lines on 27. Some repaired and some still in need of repair. Project needed to put flow limiters on recirc lines. This should also help balance flow between various risers.

4.14 Project to paint stall numbers on stalls without numbers deferred until after the parkade work in May.

5. Treasurer's Report (Jason Lei):

5.1 There was discussion around the $100,000 contingency funds set aside in the 2015 budget as to whether they had been spent. Jason investigated and reported via email. Money was not spent and is currently in our bank account.

5.2 Motion to transfer $100,000.00 from the operating account to the Reserve Fund by Mona Jones seconded by Bob Boyd. Motion carried.

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 $23k. All arrears, interest, caveats and demand letters are current.

6.3 Charge back to unit 138 for damages to common property due to sewer backup in progress. Carpet repair now complete and amount of charge back finalized.

6.4 Sandra will have Chubb perform the monthly fire pump inspections. Pump included in inspection scheduled for March 11.

6.5 Waste Management performance has been better. Only one missed pickup since January.

6.6 Unit 44 damaged our parkade door in August and is not willing to admit fault or pay costs. Camera evidence is clear. Caveat to be placed March 10.

6.7 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. A renovation request was received and rejected for lack of detail.

6.8 Vehicle belonging to unit 25 was struck by our overhead door while parked under it and its rear window was broken. Decision by the Board, on advice from MRA, NOT to compensate the vehicle owner as this would violate our bylaws. Vehicle owner should be able to claim from its insurance company.

6.9 The Kerby Centre is not available for the planned date for the AGM. Sandra to arrange for another date suitable to the Kerby Centre and our auditor.

6.10 A window was broken by the party constructing the building to the south. Sandra to back charge the cost of the window.

6.11 Decision to renew the MRA contract for two years at the current monthly fee with no increase and to delete the requirement that the MRA report to the Board be “suitable for inclusion in the Corporation’s minutes”. It was noted the MRA report has never been directly included in the minutes.

7. Bylaws

7.1 Unit 49 tenants evicted. Owner being charged costs.

7.2 Unit 45 tenants have been accused numerous times of excessive noise. We had been advised they are leaving by the end of February but they changed their mind. We have requested they sign the Renter Bylaw Acknowledgement form.

7.3 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. Bob to pursue the matter with our lawyer. Owner is complying with other requirements.

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 have been installed in the parkade, on residential floors with decks, and on the slab under the swimming pool.

8.4 Repairs to the parkade have been awarded to Burton with Entuitive the consulting engineer. Repairs include replacement of failed post tensioned cables, repair of delaminated concrete and repair of the traffic deck coating. At the end of the project there will be a complete clean of the parkade including air blasting of dirt on the pipes. This work is very messy involving sandblasting and jack hammering. Extensive work is required in the driving lanes including multiple coats of water protection. It was decided to close the entire parkade and remove all vehicles for the month of May. We are getting a very good price as the contractor can do indoor work and keep busy before the start of the outdoor season. Notices will be sent to Owners tomorrow and posted.

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 front modernization project is on schedule for fixing the planters. More investigation is required for replacing the stucco and lights outside the vestibule.

9. Insurance

9.1 We have been using MDR for new remediation and rebuild claims. Action Restoration has went out of business.

9.2 Red Dot are having difficulties getting their work completed. There are still 4 units actively being repaired by them and others were completed by Abbas. We will transfer the 4 units to another company if repairs are not completed within a few days.

9.3 A toilet back flowed into unit 68. MDR was called to remediate and removed some of the wood flooring. It was discovered the wood flooring was completely glued to the slab. This is a violation of our renovation policies which require the wooden floor to float on a soundproofing pad. It will be the owners responsibility to cover the extra costs associated with removing the glued down wood. We will only rebuild the rooms directly affected and there will have to be a proper soundproof pad installed.

9.4 While restarting the heating system there were additional Victaulic coupling leaks which affected floors 4-8. MDR was brought in for remediation.

10. Other:

10.1 We have engaged AME Group (working with Master Pools) and Group2 Architecture Interior Design to assist with the pool area design and costs. We will also involve the City. We don't expect to have their reports until the end of March. This will make it impossible to have an Owner vote before the AGM.

10.2 Mona is working on getting two locker rooms L4 and L5 rented. L6 will be used for parkade work. Notices have been posted but so far there haven't been any enquiries.

10.3 Lee presented options for relocating the gym and upgrading the gym equipment. These were discussed and it was agreed the best location for the gym would be in the existing racquetball court. Lee to finalize the design and costs and prepare a motion for the Board to vote upon.

11. Adjourned:

Meeting adjourned at 8:07pm.

The next Board meeting is scheduled for April 11, 2016 at 5pm.