WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

Minutes of Meeting of the Board of Directors
April 11, 2016

Present: Mona Jones (chair), Bob Boyd (minutes), Reg Wamboldt, Dan Beyaert, Richard Beale, Lee Mills, Jason Lei, 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 5:02pm by Mona Jones.

2. **Changes to the Agenda:**

   Add deck repair project status and owner notification

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

   March 17, 2016 Decision to have Alberta Health Services provide an inspection report for the aquatic facility in the common area.
   Site inspection scheduled for March 28, 2016.
   Report provided April 8, 2016

   Mar. 29, 2016 Motion by Mona Jones second by Lee Mills to approve the minutes of the Mar. 14, 2016 board minutes and post them to the website
   Motion Approved.

   Apr. 7, 2016 Motion by Jason Lei seconded by Mona Jones to approve the Feb. financial statements and post them to the web.
   Motion Approved

   Apr. 8, 2016 Motion by Jason Lei seconded by Mona Jones to approve the Mar. financials and post them to the website.
   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. Cameras will not be installed because of technical issues with Telus link. Kydrid to provide revised agreement. Agreement not received as of this meeting. Abbas to follow up with Kydrid.

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. Currently waiting on quotes. Trotter and Morton declined to bid.

4.3 Abbas is getting the water piping and timers for the planters in operation prior to the planter work in the spring. Timer and solenoid installed for large planter but piping in planter corroded out and was removed. Waiting instructions on watering requirements. Hose bibs on east and south side of building functional.

4.4 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 provided a recommendation for further investigation. Basic problem seems to be a cold joint in the slab from separate concrete pours. As we believe the problem will be solved with the deck repair project we declined the Entuitive quote for further investigation. Repair of the deck adjoining unit 123 will be given priority once the deck repair project has shown a successful solution.

4.5 Abbas to look into vinyl baseboards on P3 that are not sticking to the wall. They have now been re-installed with stronger glue.

4.6 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.

4.7 Leaks from the DHW recirc lines on 27. Project needed to put flow limiters or balancing valves on recirc lines. This should also help balance flow between various risers.

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

4.9 Dry sweeping of the parkade is scheduled weekly however other maintenance issues have taken priority lately.

4.10 The Reggin boiler maintenance contract will be revisited before the September renewal.

4.11 There will need to be another heating system shutdown this summer to repair Victaulic couplings.

4.12 The failed Metasys controller in the mechanical penthouse was repaired by JCI (two attempts) and all controls are now functional.

4.13 Hallway walls in floors 5-12 have been damaged by leaking Victaulic's. A section of wall 12 feet wide will need to be removed and replaced on each floor. We do not have any more of the wallpaper. Abbas has previously repaired small areas simulating the wallpaper with textured paint. Its not known how successful this will be on a large area. Abbas will try to repair one floor so we can judge.

4.14 During the parkade closure Abbas will replace the light bulbs that often cannot be accessed because of parked vehicles.

4.15 A kick panel will be installed over the broken mirror in elevator 2.

4.16 Missing ceiling tiles are being replaced on the 4th floor. We are currently out of ceiling tiles. Dan offered some he was storing for the commercial Owners.

4.17 The next domestic water shutdown is scheduled for April 20. It is required for two suite owner renovations, a leaking pipe in one suite and repairs to the boiler room recirculation lines.

5. Treasurer's Report (Jason Lei):

5.1 Currently our operating account has more money than is covered by deposit insurance. MRA to move $100k to the reserve fund as per the last board meeting and $120k to the operating reserve as a short term investment.

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 $24k. All arrears, interest, caveats and demand letters are current.

6.3 For years units 79 and 117 had a common Owner and were behind on their condominium fees a large part of the time. They now have different but related Owners and are again behind. Caveats have been placed again.

6.4 Motion by Reg seconded by Bob to:

- Demand accelerated payments for unit 79
- Demand accelerated payments for unit 117
- Issue a demand letter to unit 79
- Issue a demand letter to unit 117

Motion carried.

6.5 Charge back to unit 138 for damages to common property due to sewer backup. Owner has been invoiced and we are awaiting payment.

6.6 Sandra will have Chubb perform the monthly fire pump inspections. Pump included in inspection scheduled for March 11. Chubb had problems due to the weather.

6.7 Waste Management performance has been better. Only one missed pickup since January. No performance issues in March. Pickups occurred on Good Friday and Easter Monday as promised. Continuous review will switch to review by exception.

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

6.9 Telus installed a fibre optic cable to the building without prior warning or consent and without any agreement in place. Telus had been saying they didn't install the cable. Now they admit to installing the cable and state it is for the benefit of all residents. They are not providing any more information. Sandra to resolve with Telus what the cable is for and how residents can benefit as well as any necessary contractual issues.

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

6.12 Parkade sign advising residents not to park under the overhead door has been ordered.

6.13 Window washing is scheduled for May. Waiting on exact date.

6.14 Summer mats will begin June 1. The mats are on a 6 month cycle.

6.15 It was decided to arrange for a spring cleaning bin again this year. Bin to be here the first weekend in June. At that time Owners will be able to access the parkade to collect items they may have stored there. Sandra to arrange for the bin.

6.16 Carpet cleaning has been scheduled for April 25.

7. Bylaws

7.1 Unit 49 tenants evicted. Owner being charged costs. Rental agent is disputing the charge but clearly does not understand the applicable law. MRA to pursue collection.

7.2 The non-resident owner of units 32 and 58 was found to be renting unit 58 on a short term (less than 30 day) basis. When contacted he indicated his intention to continue to do so. The matter has been turned over to our lawyer for an opinion. A rental agent who had been advertising short term rentals had agreed to cease advertising and has long term rentals in place.

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

8.1 Bob has put together the first draft of the RFP (request for proposals) for the security systems modernization project. This has been distributed for review.

8.2 Computer systems replacement project will be implemented coincident with the security systems work.

8.3 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. If possible we will also install eruption restraint plates at the ends of PT cables where people or vehicles are at risk. 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. All vehicles must be removed from the parkade by 6pm May first and will be able to return May 31. Letters were sent to Owners and postings were made in the building.

8.4 We have requested Building Envelope Engineers produce a specification for deck remediation this winter and we will bid the first trial deck project. The specification has been received and modifications were requested. The trial deck selected is the deck associated with unit 142. We would like to perform the remediation in June, however, this will depend on contractor availability.

8.5 It was decided that Owner's with exclusive access to the decks will be required, at their sole expense, to provide clear access to the decks (see also the August minutes item 8.10). Owners will have to clear the decks of everything down to the pavers including any construction, deck coverings, and furniture. Owners wishing to construct anything on their decks after remediation will have to submit a renovation request. Anything built on the decks will have to meet current building codes and meet building standards. It was noted many decks have structures on their decks that do not meet the building code.

8.6 Specific notices to affected Owners will be prepared once we have validated the remediation procedures and have a better idea when their decks will be remediated.

8.7 It was decided that Owners with exclusive access to the decks will not be required to contribute to the cost of deck remediation as there will be no change in value of the decks. The decks will not look any different than they do now, they will just drain properly (see also the August minutes item 8.11)

8.8 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.

8.9 We are obtaining a proposal to repair the damaged concrete steps. These were damaged by the stolen vehicle that rammed the building beside us. This work has been deferred as the workman who was to perform the repairs suffered an injury.

8.10 The front modernization project is on schedule for fixing the planters. We will be trimming the trees and removing and replacing the topsoil the weekend of April 16-17. Planting will take place in June. It was decided to remove the green ash tree as it appears to be unsalvageable. It was agreed that some trees could be purchased as a replacement. More investigation is required for replacing the stucco and lights outside the vestibule.

8.11 The 2016 post tensioned cable review report has been received. We are questioning a couple of items and will post the report when these are clarified. Failed cables in the parkade are included in the parkade work for May.

9. Insurance

9.1 Baseboards have been installed on the 4th floor and are awaiting painting.

9.2 Because of betterments and improvements (hardwood flooring) in unit 126 the owner will have to involve their insurance company.

9.3 Red Dot only have unit 38 left to rebuild and will be meeting with the Owner to resolve the outstanding issue. We will handle the remaining issue with unit 83.

9.4 Abbas has started repairing the screens damaged during the hailstorm in early August last year. Normally screen repair is considered normal maintenance and is the Owner's responsibility. Because all the screens had been repaired as part of the envelope project the Board offered to repair as an insurance claim all the screen damage reported by the end of August 2015. Owners who didn't report the damage in time can still get their screens repaired by Abbas for $60 per screen or they can handle the repairs themselves.

9.5 The Owner of unit 32 attempted by himself to install new hardware in his tub without a renovation request. He managed to flood two units below. One unit was easily remediated and suffered no damage. The other suffered some damage and remediation and repair is being handled by MDR. The Owner of unit 32 will be charged all costs.

9.6 MDR is handling the emergency response and repairs for 8 suites affected by the Victaulic leak of February 8 and 4 suites affected by the Victaulic leak of March 16.

9.7 MDR handled the emergency response to the toilet back flow in unit 68. This unit had glued down wood flooring without a noise reduction layer resulting in extra costs 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 also had Alberta Health

review the pool and locker areas.. We have just received reports from all parties and are formulating questions. We will be meeting with the parties to review their quotes after which we will plan a course of action toward an Owner vote.

10.2 Alberta Health indicated additional equipment and procedures are necessary to keep the sauna's and steam rooms in service. We are reviewing their requirements.

10.3 We are not considering renovations to the pool and locker area at this time other than those need to restart the pool or continue operating the locker area.

10.4 It was decided not to relocate the gym at this time. Lee to finalize the design and costs for replacing the gym equipment that is no longer viable and prepare a motion for the Board to vote upon.

10.5 Bob provided an updated reserve fund spending plan. The plan accelerates the elevator modernization project showing it starting in Q4 of 2016 with construction taking place in 2017.

10.6 The list of disabled persons requiring help in the case of emergency needs to be kept current per CEMA requirements. Owners are responsible for identifying disabled individuals to the building manager.

11. Adjourned:

Meeting adjourned at 7:52pm.
This is the last scheduled meeting for the current Board.
The AGM will take place Wednesday April 27, 2016 at the Kerby Centre.
A meeting of the new Board was tentatively proposed for Monday May 2, 2016 at 5PM.