WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

Minutes of Meeting of the Board of Directors
May 2, 2016

Present: Mona Jones (chair), Bob Boyd (minutes), Jiu Liu, Susannah Mason, 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 5:00pm by Mona Jones.

2. Changes to the Agenda:

Add discussion on committees
Add discussion on credit card
Add discussion on shopping carts
Add MDR status

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

April 20, 2016 Motion by Richard Beale to approve the April 11, 2016 Board minutes and post them to the website. Seconded by Mona Jones. Motion carried.
Revision posted to the website Apr. 28, 2016 to correct an error in item #9.4

April 26, 2016 Decision to accept the quote prepared by Concrete Innovations for concrete repair on the front steps

April 27, 2016 Decision to accept change order #1 to the Westmount Place Parkade Restoration Project #C016-0170

4. Election of Officers

4.1 Motion by Bob seconded by Richard to appoint Mona as President. Motion carried.
4.2 Motion by Mona seconded by Bob to appoint Richard as Vice President. Motion carried.
4.3 Motion by Mona seconded by Bob to appoint Jason as Treasurer. Motion carried.
4.4 Motion by Mona seconded by Jason to appoint Bob as Secretary. Motion carried.
4.5 There are currently standing committees for Maintenance and Building Improvement. There is a Pool committee to investigate the requirements to re-open the pool area. Any member of the Board may participate in any committee in which they are interested.

5. Building Operator Report (Patrick Payne):

Patrick provided his report. Abbas meets weekly with the maintenance committee Friday afternoons at 3PM and produces an action items report for the weekly review. The most recent report is provided to all board members before regular board meetings.

5.1 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.

5.2 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. It was decided to go ahead with the Caon quote.

5.3 Abbas is getting the water piping and timers for the planters in operation prior to the planter work in the spring. Timer and solenoid have been installed for large planter and piping was replaced. Cobblestone to provide suitable drip hose for the large planter.

5.4 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. The Owner was provided a copy of the proposal for a detailed engineering investigation. We have declined the proposal as we believe the proposed deck repairs will fix the leak.

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

5.6 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.

5.7 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.

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

5.9 There will need to be another heating system shutdown this month to repair Victaulic couplings as there are active leaks. There will also be a shutdown this summer.

5.10 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.

5.11 Unit 141 and the adjacent elevator lobby area have damaged ceiling tiles from Victaulic leaks. Abbas to replace the damaged tiles. The leaks only occur during system refill and the location of the leak cannot be identified.

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

5.13 A kick panel will be installed over the broken mirror in elevator 2. The plates have been ordered.

5.14 Abbas is arranging for Sure Fire to come in and give an assessment of the issues we have had with the Laars boilers.

5.15 New closures for the loading dock doors are on order. The damaged bollard needs to be replaced with a stronger unit.

5.16 Some of the problems with smell in the garbage chutes relates to problems with the makeup air units. The chutes are washed down many times a week as there is a button just inside the boiler room entrance that performs an automatic wash down. The wash down includes an anti-bacterial agent but we don't add perfume. There may be issues with the garbage chute door not closing tightly on some floors. The style of garbage chute door we have is no longer available.

5.17 Abbas will get Caon in to connect the automatic fill for the cooling tower sump tank.

6. Treasurer's Report (Jason Lei):

6.1 Jason explained the system for reviewing financial reports. Condensed and detailed reports can be provided. MRA is switching to a new accounting packaged called C3.

6.2 Sandra to collect the building credit card from Dan as he is no longer on the Board. The credit card Magdi uses had improper charges and was cancelled and replaced.

6.3 Jason to look into changing the bank signing authorities.

6.4 Jason to look into charges from our financial adviser to ensure they are the agreed amounts.

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

Sandra provides a report before each meeting.

7.1 GST is current.

7.2 Arrears stand at about $23k. All arrears, interest, caveats and demand letters are in progress. Per the last Board meeting accelerated payments and demand letters were approved for units 79 and 117. Unit 64 has been sold and we will collect the money owing from the sales proceeds.

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

7.4 Chubb does not appear capable of performing monthly fire pump testing. We are getting a proposal from Constant Fire Protection.

7.5 Unit 44 damaged our parkade door in August and is not willing to admit fault or pay costs. Camera evidence is clear. Caveat placed. Owner request to meet with the Board was denied. Sandra to arrange for a collection agency to pursue this debt.

7.6 Telus installed a fibre optic cable to the building without prior warning or consent and without any agreement in place. Sandra to obtain details and agreement from Telus. She is meeting with them Thursday.

7.7 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. Richard to check into ABSA requirements.

7.8 Parkade sign advising residents not to park under the overhead door is ready and will be installed by Abbas after the parkade work is complete.

7.9 Window washing is scheduled to start May 9 using Rockyview Enterprises.

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

7.11 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.

7.12 Carpet cleaning was completed April 25 as planned.

8. Bylaws

8.1 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 starting with a caveat warning letter.

8.2 Unit 96 was requested in February to provide a signed Renter Bylaw Acknowledgement Form. Sandra to check whether this was provided.

9. Building Maintenance Report (Bob Boyd, Richard Beale, Mona Jones):

9.1 Bob has put together the first draft of the RFP (request for proposals) for the security systems modernization project. Scope includes access control, video surveillance, security desk, computers and networking, secure doors, handicapped access, alarms, intercom and monitoring. This has been distributed for review and comments are being incorporated. At the AGM the Owners requested a vote on reduction of night shift security staff.

9.2 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. It was decided to install eruption restraint plates at the ends of PT cables where people or vehicles are at risk. That work may continue into June after vehicles have returned to the parkade. At the end of the project there will be a complete clean of the parkade including air blasting of dirt on the pipes. All vehicles were removed from the parkade for the start of repairs May 2.

9.3 Bob presented a budget for the first deck to be repaired based on bids received. The trial deck selected is the deck associated with unit 142. It was decided to proceed with the maintenance committee making the final contractor selection. We will be performing the remediation in June. We will be performing a test in May to validate the drain and piping are in good condition. Corporate responsibility will end with pavers on the surface of the decks. Owners wanting to add their own improvements will have to submit a renovation request.

9.4 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.

9.5 We have awarded repair the damaged concrete steps to Concrete Innovations. 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.

9.6 The front modernization project is on schedule for fixing the planters. Most vegetation was removed along with the topsoil. New topsoil has been added to the planters. The Building Improvement committee will be making the final plant selection tomorrow. Planting will take place in June. More investigation is required for replacing the stucco and lights outside the vestibule.

9.7 The 2016 post tensioned cable review report has been finalized and posted to the web site.

10. Insurance

10.1 The Owner of unit 140 ordered repairs to his unit without prior approval from the Board. He then attempted to deduct the cost from other amounts owed. Owners have no monetary authority over Corporation funds. It is unacceptable to the Board for an Owner to incur costs on behalf of the Corporation without prior approval. We will not be reimbursing this Owner. Additionally, it is not acceptable from an accounting viewpoint to mix unrelated charges and credits.

10.2 Red Dot only have unit 38 left to rebuild and met with the Owner to resolve the outstanding issue. If this cannot be resolved we will pay the Owner the value of the damaged back splash.

10.3 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.

10.4 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. MDR lumped costs for work done as part of this event with costs related to Victaulic leaks. These costs will have to be separated. Sandra to send details to Richard.

10.5 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. They are into the rebuild. We are waiting on a schedule.

11. Other:

11.1 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 received reports from all parties and have responded with questions. We will be meeting with the parties on Friday after which we will plan a course of action toward an Owner vote.

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

11.3 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.

11.4 It was decided to hold the Stampede breakfast Wednesday July 13. Budget to be the same as two years ago ($500). Ksenia Beale and Mona to organize.

11.5 For the duration of the work in the parkade some shopping carts will be left in the hallway by suite 111 for resident use.

12. Adjourned:

Meeting adjourned at 8:15pm.

Next Board meeting Monday June 6, 2016 at 5PM.