WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

Minutes of Meeting of the Board of Directors
June 6, 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 arrears units 79/117

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

   May 3, 2016 Decision to accept and approve change order #1 for the Burton quote to install slab mounted eruption plates in the parkade

   May 6, 2016 Decision to accept the Tru-Craft quote for deck #277 repair.
   Project scheduled to start June 6, 2016.

   May 13, 2016 Decision to accept change order #2 for the Burton quote for removal and replacement of additional PT cables on the parkade project

   May 16, 2016 Decision to accept the King's Glass quote to replace the bottom pivot hinge on the door to the existing racquet ball court.

   May 26, 2016 Decision to accept the King's Glass quote to replace the broken mirror panels in two separate elevators. Adjustment to the quote will be made if the existing trim and/or stainless steel kick panels can be reused.

   May 27, 2016 Decision to accept change order #3 from Entuitive Engineering - site review report attached to the change order

   May 27, 2016 Decision to accept change order #4 from Entuitive Engineering. It is an amendment to the contract and an adjustment to the contract price and contract time.

   May 28, 2016 Motion Richard Beale and second by Mona Jones to accept the minutes of the May 2,2016 board minutes 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 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.

4.1 We met with Kydrid Door Systems Inc. At the June 3 maintenance meeting. Kydrid has subcontracted the door monitoring design to Telus and there is no expected completion date. We will not be charged for the monitoring service which is in our existing contract at $99/month. When the service is available we will be offered the opportunity to subscribe.

4.2 Hot hallways are due to our lack of ability to turn down the MUA heating equipment. Caon was in and flushed the MUA heating coils. There didn't appear to be much fouling. We will check their performance when the weather cools sufficiently.

4.3 Abbas has gotten the water piping and timers for the planters into 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.

4.4 Abbas has looked into vinyl baseboards on P3 that are not sticking to the wall. We are using PL Plus which is as good a glue as we can find. Abbas to make sure we have full coverage rather than spot gluing.

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

4.6 A new hinge has been ordered to replace the damaged hinge on the squash court door. This hinge has to be custom fabricated by Kings Glass.

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. Marking of stall numbers in the parkade is in progress.

4.9 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.

4.10 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.

4.11 Unit 141 and the adjacent elevator lobby area have damaged ceiling tiles from Victaulic leaks. Abbas has replaced the damaged tiles.

4.12 During the parkade closure Abbas replaced the light bulbs that often cannot be accessed because of parked vehicles.

4.13 A kick panel will be installed over the broken mirror in elevator 2. The plates have been ordered. New mirrors have been ordered to replace the broken mirrors.

4.14 Abbas has arranged for Sure Fire to come in and give an assessment of the issues we have had with the Laars boilers. We are waiting on their report.

4.15 New closures for the loading dock doors are installed and in service.

4.16 Some of the problems with smell in the garbage chutes relates to problems with the makeup air units and the overall building pressurization issues. 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. Sandra to provide information on where we might get parts.

4.17 Abbas had Caon in to connect the automatic fill for the cooling tower sump tank. This is now working well.

4.18 There are ongoing issues with moisture in the RBI boilers. We are looking into wind covers for the air intakes.

4.19 Decision to purchase Honeywell diagnostic display unit for the RBI boilers for approximately $400.

4.20 Abbas to pick up and install the do not park under overhead door sign.

4.21 Difficulties working with Chubb Edwards on sprinkler and fire panel issues. Abbas to arrange for Constant to repair disconnected sprinklers and damaged wiring to P3 bell from parkade work.

4.22 Abbas to look into replacing failed door springs. The door springs were left at the front desk but now seem to be missing.

4.23 We will likely need a domestic water shutdown in June for an Owner repair, recirculating line repair and DHW reheat pump repair.

5. Treasurer's Report (Jason Lei):

5.1 Jason motioned to approve the April financial reports which was seconded by Mona. Motion carried.

5.2 Sandra to collect the building credit card from Dan as he is no longer on the Board.

5.3 Jason to look into changing the bank signing authorities.

5.4 Jason looked into charges from our financial adviser to ensure they are the agreed amounts. Apparently Matco hasn't been charging any fees as our account is basically cash.

5.5 There was a proposal from our financial adviser to put some of our reserve funds into a special program they have for condominiums. The Board declined a presentation from her. Jason to prepare a summary of the proposal.

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 $27k. All arrears, interest, caveats and demand letters are in progress.

6.3 Per the last Board meeting accelerated payments and demand letters were approved for units 79 and 117. This is currently being handled by our lawyer who is in contact with the Owner.

6.4 Unit 64 has been sold and we have collected the money owing from the sales proceeds.

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. MRA to proceed with collections. See also item 9.1.

6.6 Proposal received from Constant for fire pump upgrades and testing. MRA will advise Constant to proceed.

6.7 Unit 44 damaged our parkade door in August and is not willing to admit fault or pay costs. Camera evidence is clear. Caveat placed. MRA to carry on with collection.

6.8 Unit 49 tenants evicted. Owner being charged costs. MRA to pursue collection.

6.9 Telus installed a fibre optic cable to the building in preparation of offering high speed services to Westmount Place Owners. A contract has been received and we have responded with comments. Bob to meet with Telus to resolve and finalize the contract.

6.10 Repairs to the Laars boilers completed. Concerns over the level of documentation Reggin is providing for their boiler work. Sandra obtained documentation from Reggin. Richard checked into ABSA requirements. It appears we meet ABSA requirements but we want to have better records.

6.11 Window washing completed using Rockyview Enterprises. Contact information supplied for Owners to contact them directly with concerns. The washing was a regular wash and is not capable of removing mineral deposits or window caulking. We will plan on a special washing in the fall, at about three times the normal cost, which will include an acid wash for mineral deposits and scraping of caulking materials.

6.12 It was decided to arrange for a spring cleaning bin again this year. Bin was here the first weekend in June.

6.13 Concrete Innovations has repaired the damaged concrete steps. The sealant hasn't been applied yet. Pursue finalizing with Katharine Jones.

6.14 The Clean Team contract does not include cleaning the parkade stairwells. This will be an extra cost.

6.15 Unit 109 has a p-trap that is leaking into the unit below as confirmed by Abbas. Unit Owner denies this although it is not possible for him to know. Owner will be notified he has to repair the leak or it will be repaired and he will be charged the costs.

7. Bylaws

7.1 Unit 96 was requested in February to provide a signed Renter Bylaw Acknowledgement Form. This was provided and charge back arrears have been collected.

7.2 Unit 141 has placed "For Rent" signs in its windows. This violates our bylaws. They were told a few weeks ago to remove the sign. It was removed and now it is back. Decision to fine unit 141 the amount of $50 per day for each day the sign is displayed after a 10 day period to remove the sign.

7.3 Unit 37 was found to have evidence they were smoking cigarettes (Belmont brand) on its balcony without adequate provision to contain the butts. The butts have migrated (blown or thrown) to nearby balconies. It was felt that the notice that was put up in the mailbox lobby in 2013 was sufficient warning and notice. As there was no evidence that the cigarette butts left the balcony in a lit condition it was agreed to moderate the fine. Motion by Jason seconded by Richard to fine unit 37 the amount of $250 for inadequately

containing the butts on its balcony. An additional $1000 fine to be imposed if there is another infraction. Motion carried.

7.4 Request for unit 37 tenants to sign and return the Renter Bylaw Acknowledgement Form.

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

8.1 Bob has put together 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 to the vendors for their proposals which are due back later this month.

8.2 Repairs to the parkade have been completed with the exception of a couple of minor clean up items. The parkade was opened on schedule May 31. During the project a previously undetected area of spalled concrete and failed PT cables was discovered. This was an essential repair and was completed within the schedule but with a small cost overrun.

8.3 The trial deck selected for remediation is the deck associated with unit 142. Tru-Craft was selected as contractor. We will be performing the remediation starting June 13.

8.4 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.

8.5 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. Planting will take place starting June 20.

8.6 Jiu to investigate painting the area outside the vestibule and new LED bulbs as a low cost alternative to replacing the stucco and light fixtures.

8.7 Abbas maintenance contract to be reviewed with respect to bidding, material purchases, and invoicing.

9. Insurance

9.1 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.

9.2 All Red Dot issues have been resolved and work completed. We are in the process of finalizing the accounting and billing.

9.3 Abbas has completed repairing the screens damaged during the hailstorm in early August last year.

9.4 The Owner of unit 32 attempted by himself to install new hardware in his tub without a renovation request. MDR has split out the costs for various repairs. We were invoiced in May for the emergency response but have not yet been invoiced for the remediation. Once we have the costs we will follow up with collection.

9.5 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.

9.6 Leak in unit 127 caused by failed water line to the refrigerator. MDR called for emergency response.

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 are in the process of finalizing the report and putting together the information letter and ballot for the Owners. We are trying to get the town hall meeting arranged for June before Stampede and the summer.

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 Lee and Susannah 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. They will be requesting a Board meeting to discuss and vote.

10.4 It was decided to hold the Stampede breakfast Wednesday July 13 at 7:30am. Lise Lahy and Mona to organize.

11. Adjourned:

Meeting adjourned at 8:15pm.

Next Board meeting Monday July 11, 2016 at 5PM.