WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

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

Present: Mona Jones (chair), Bob Boyd (minutes), Jiu Liu, Susannah Mason (arrived late), Richard Beale, Lee Mills, Jason Lei (part time), Sandra Williams (Montgomery Ross), Cody English (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 parking stall 154

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

   June 18, 2016 motion by Susannah Mason seconded by Jason Lei to retract the $250.00 fine passed in the motion recorded in item #7.3 of the June 6, 2016 board minutes. The owner (tenant) to be served notice the monetary consequence ($1,000.00) would be charged if the situation was not rectified in 10 days of receipt of the letter. Motion Approved
   Bob Boyd and Mona Jones voted against this motion.

   June 27, 2016 Decision by letter to renew the arrangement with the Kerby Centre for the use of the Westmount Place front entrance as an Emergency Shelter Muster Point for its staff and guests should the need arise.

   June 27, 2016 Motion by Bob Boyd seconded by Mona Jones to request an owner vote on re-opening the pool. The motion includes a special assessment of $512,000 to finance the cost of re-opening the pool. The special assessment would be effective Sept. 5, 2016 immediately upon a vote of approval by the Owners to re-open the pool and nominally due October 1, 2016. Motion Approved.

   June 27, 2016 Motion by Richard Beale seconded by Mona Jones to approve the June 6, 2016 board minutes and post them to the web site.

   June 29, 2016 Motion by Bob Boyd seconded by Mona Jones to approve the Telus Fibre Optic Agreement with Westmount Place. Motion Approved

July 4, 2016 Motion by Bob Boyd and seconded by Richard Beale to approve the minutes of the ad hoc board meeting regarding the Gym Project. Motion Approved

July 11 motion by Jason seconded by Mona to approve the May financial report and post to the web site. Motion approved.

4. Building Operator Report (Cody for 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 Kydrid Industries overhead door maintenance contract to be extended until July 2017 once we get a proper quote. 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. We are awaiting 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. It appears someone is deliberately damaging the baseboards. We will remove the baseboards and replace with paint.

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. The new lighting will be installed in a couple of weeks.

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. It will be installed when available.

4.7 Project needed to put flow limiters or balancing valves on recirc lines. This should also help balance flow between various risers. Met with DC Sales regarding use of Griswold valves. Further investigation of DHW piping required.

4.8 Project to paint stall numbers on stalls without numbers deferred until after the parkade work in May. It was agreed that it would be problematic to charge owners who had hidden their stall numbers. Marking of stall numbers in the parkade set as lowest priority for Abbas.

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

4.10 Abbas has arranged for Sure Fire to come in and give an assessment of the issues we have had with the Laars boilers. Report received indicating the hot surface ignitors are a high wear item and that we should consider wind covers for the air intakes. Report passed to Reggin.

4.11 Boiler maintenance was discussed with Roy McCormick of ABSA. Because of the way ABSA calculates boiler sizes we don't require a fourth class power engineer to operate. We also don't require an inspection by ABSA. It was agreed that we need to set up a more rigorous system for recording maintenance on the boilers even though it isn't required by ABSA.

4.12 The garbage 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. Currently we are out of the soap due to an incorrect delivery of perfumed soap which was returned.

4.13 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 provided information on where we might get parts. Abbas is pursuing.

4.14 Normally detailed technical discussions are held in committee however it was agreed to discuss the garbage chute smell question. There doesn't seem to be a lot of support that this is a problem concerning many owners. Some people may be more sensitive than others. The smell is worst at the bottom of the chute in the first floor and at the lower floors. An investigation showed the chute is positively pressurized with respect to the hallways. Issues with the MUA system have a large effect on pressurization. Whether the loading dock door is open can have an effect on pressurization. Some buildings have installed an exhaust fan at the top of the garbage chute even though this is supposed to be the source of fresh air. The stack effect should mean the top of the chute is naturally a low pressure point. Our existing exhaust fan at the bottom of the chute may be undersized due to changes in the ducting since the building was designed. There may be air leaks in the system making the exhaust fan less effective and letting out the smell. The source of the smell is bacteria. We frequently wash the chute with anti-bacterial soap. The compactor and bin are occasionally scraped.

4.15 Decision to purchase Honeywell diagnostic display unit for the RBI boilers for approximately $400 last month. Abbas to order.

4.16 Abbas has installed the do not park under overhead door sign.

4.17 Difficulties working with Chubb Edwards on sprinkler and fire panel issues. Abbas to arrange for Constant to repair disconnected sprinklers. Damaged wiring to P3 bell from parkade work was repaired by IES.

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

4.19 We will need a domestic water shutdown in July for Owner repairs, recirculating line repair and DHW reheat pump repair.

4.20 No active Victaulic leaks. While there are potentially leaking Victaulics they are not active and cannot be traced.

4.21 Patrick and Cody will look into best approach for graffiti removal.

4.22 Lights have been changed out in the large globes in front of the building.

5. Treasurer's Report (Jason Lei):

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

5.2 Jason to look into changing the bank signing authorities. Completed now Jason and Mona have signing authority.

5.3 Jason looked into charges from our financial adviser to ensure they are the agreed amounts. The amount charged last year is correct. We are currently not being charged.

5.4 There was a proposal from our financial adviser to put some of our reserve funds into a special program they have for condominiums. Recommendation is we should go low risk and look for the best risk adjusted rate of return. This would be government and corporate bonds. The fee is 50 basis points. Jason to initiate email discussion.

5.5 Storage locker income to be recorded in the category "4020 Miscellaneous Income".

5.6 A payment was made to Abbas for work that had been quoted and accepted but not performed. MRA to investigate.

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 $17k. All arrears, interest, caveats and demand letters are in progress.

6.3 Per the May Board meeting accelerated payments and demand letters were approved for units 79 and 117. Unit 79 has paid all arrears and accelerated payments for this year. LOD issued for 117 and we are awaiting an update from our lawyer. Their bank has contacted us for a statement of the amount outstanding.

6.4 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. CWL has been issued.

6.5 Proposal received from Constant for fire pump upgrades and testing. Work held off due to need to replace shutoff valves.

6.6 Unit 44 damaged our parkade door in August 2015 and is not willing to admit fault or pay costs. Camera evidence is clear. Caveat placed. MRA to carry on with collection. LOD to be issued.

6.7 Unit 49 tenants evicted. Owner being charged costs. MRA to pursue collection. Caveat issued.

6.8 Concrete Innovations has repaired and sealed the damaged concrete steps.

6.9 The Clean Team contract does not include cleaning the parkade stairwells. This will be an extra cost. Clean Team contract to be updated showing items included and extra cost items.

6.10 Sandra, concierge, Abbas to look around the building to identify areas needing maintenance and cleaning.

6.11 Painting of the front entrance ceiling was discussed. It was agreed that we would only paint the area outside the vestibule and install LED lighting similar to the existing lights. Action Jiu/Sandra.

6.12 It has always been difficult to compile and manage complaints with respect to window cleaning. Suggestion for the next cleaning is that we use our web site forms to collect queries from the owners.

6.13 Jiu looking into fall window cleaning. Needs example contract. There are only a few window cleaners who can clean our building. Action Jiu/Sandra.

7. Bylaws

7.1 Unit 72 has a storage locker, motorcycle, and long truck in its stall extending approximately 8 feet into the driveway. They were requested to correct this situation on July 7. Motion by Bob seconded by Lee to require unit 72 to ensure everything fits within its stall boundaries within 10 days or be fined $50/day thereafter. Unit 72 tenant to provide a signed copy of 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. Proposals have been received from 4 companies and we are in the process of reviewing the proposals.

8.2 The trial deck selected for remediation is the deck associated with unit 142. Tru-Craft was selected as contractor. Work has been completed except for the window flashing and other minor items. So far the deck has been draining well and as designed. If possible the next decks to be remediated will be on the 26th floor. This will depend on the success of the trial deck.

8.3 The front modernization project is mostly complete. The pots and irrigation are still outstanding as well as change out of some of the plants.

9. Insurance (Richard Beale, Sandra Williams)

9.1 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. This has been resolved.

9.2 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.

9.3 Leak in unit 127 caused by failed water line to the refrigerator. MDR called for emergency response. The Owner's insurance company is handling the repairs as the unit has been considerably upgraded from base finish.

10. Other:

10.1 A package of materials on the costs and requirements for re-opening the pool has been prepared. The cover letter and ballot has been provided to all the Owners either by pickup at the concierge desk (because of the planned postal strike) or by email. The size of the detailed materials precludes including with the package. The detailed materials are

available on the web site as are FAQ, Owner statements, and an on-line ballot. Votes must be received by September 5. A Town Hall meeting will be scheduled this summer.

10.2 A letter was received from the lawyer for the Owner of unit 141 requesting special favours. These special favours had been previously requested by the Owner and were denied. MRA to respond denying the favours. This Owner will be treated the same as every other Owner.

10.3 Some Board members were concerned they didn't know what contracts we have entered into and their contents. Bob to create an area on the web site accessible to Board members and post the contracts and the Board meeting schedule.

10.4 Concern was expressed by some Board members that the timing of committee meetings made it difficult for them to attend. Many committee meetings involve third parties and need to take place during working hours. It was agreed that Board meetings would be held at 5:30PM to better accommodate those who work until 5PM.

10.5 Concern was expressed by some Board members that they didn't understand the approval process. Our bylaws 21 and 22, and the Act, allow for a Delegation of Authorities but there doesn't seem to be such a formal document prepared for Westmount Place. MRA by contract have full authority to enter into agreements and spend money. The Act makes the President responsible for the day to day running of the building. All reserve fund projects have a budget approved by the Board and project purchases within scope have generally been approved by the President who is responsible for ensuring that due diligence has been followed. Detailed design decisions have often been made by the specific project committee. Board members are welcome to join any committees in which they have an interest. Susannah expressed interest in looking into a more formal Delegation.

11. Adjourned:

Meeting adjourned at 9:34pm.

Next Board meeting Monday August 15, 2016 at 5:30PM.