WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

Minutes of Meeting of the Board of Directors
August 15, 2016

Present: Mona Jones (chair), Bob Boyd (minutes), Jiu Liu, Richard Beale, Jason Lei, Sandra Williams (Montgomery Ross), Cody English (Abba's Maintenance – part time).
Absent: Susannah Mason (business), Lee Mills (personal)
The meeting was held in the boardroom of suite 420

1. **Call to order:**
   Meeting called to order at 5:30pm by Mona Jones.

2. **Changes to the Agenda:**

   Add water shutdown

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

   August 8, 2016 Motion by Jason Lei and seconded by Susannah Mason to approve the June financial reports and post them to the website. Motion Approved.

   August 11,2016 Motion by Bob Boyd and seconded by Richard Beale to approve the July 11,2016 board meeting minutes and post them to the website. 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 Abbas has gotten the water piping and timers for the planters into operation prior to the planter work in the spring. Work is complete and a final meeting will be held with the consultant.
   4.2 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 black semigloss paint and caulking in the gap. Painting has been delayed due to water leaks.
   4.3 New LED lighting has been installed in the racquetball and squash courts.
   4.4 A new hinge has been installed to replace the damaged hinge on the squash court door.
   4.5 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.

4.6 Mapping of the DHW system is in progress involving Abbas and Richard.
4.7 Reggin coming in next week to review air flow issues with respect to boilers. Reggin will be providing recommendations and pricing.
4.8 Richard to provide information on pre-printed and bound books for recording boiler maintenance work.
4.9 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. Brad Meyers will be reviewing our doors and providing recommendations.
4.10 Caon will be coming in to review our garbage chute vent and provide recommendations.
4.11 Decision to purchase Honeywell diagnostic display unit for the RBI boilers for approximately $400 last month. Abbas to order.
4.12 Chubb Edwards called in for sprinkler and alarm issues. All issues cleared except for bells.
4.13 Abbas to look into replacing failed door springs. The door springs were left at the front desk but now seem to be missing. Sandra to look up previous order so we can order more.
4.14 We will need a domestic water shutdown August 17 for Owner repairs and recirculating line repairs.
4.15 Victaulic repairs in progress. The heating system has been drained and we will be replacing a number of Victaulics over the next couple of days.
4.16 Abbas will handle graffiti removal either by themselves or bringing in removal companies when necessary.

5. Treasurer's Report (Jason Lei):

5.1 There was a proposal from our financial adviser MATCO 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 charged quarterly. We will decide on the amount once we have an updated reserve fund spending plan.
5.2 A payment was made to Abbas for work that had been quoted and accepted but not performed. MRA investigated and determined that a payment had been incorrectly made to the quote not an invoice. This has been corrected.

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 unit 117. LOD issued for 117 and we have been advised by our lawyer the funds have been received.
6.4 Charge back to units 37/138/140 for damages to common property due to sewer backup. Owner has been invoiced and we are awaiting payment. CWL has been issued. The Owner

is paying all other fees. It was decided that we were spending too much money in collections for the amount owed. The outstanding debt will remain on the books for this Owner collecting 18% interest. We will eventually get our money when the unit is sold. Until then the sanctions allowed by the bylaws will be applied against the Owner. These include denying the right to vote or hold office, renovation requests will not be processed, and there is no access to the amenities.

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

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. It was agreed to rescind the LOD approved at the last board meeting as the amount owing is small and the Owner is paying all other assessments. It was decided that we were spending too much money in collections for the amount owed. The outstanding debt will remain on the books for this Owner collecting 18% interest. We will eventually get our money when the unit is sold. Until then the sanctions allowed by the bylaws will be applied against the Owner. These include denying the right to vote or hold office, renovation requests will not be processed, and there is no access to the amenities.

6.7 Unit 49 tenants evicted. Owner being charged costs. Costs have been collected.

6.8 Unit 141 stopped paying their fees in June. CWL to be sent immediately. MRA instructed to pursue collection.

6.9 Unit 86 cheques have bounced for two months. NSF charged and arrears warning sent. MRA instructed to pursue collection.

6.10 Unit 72 is behind with its charge backs. We understand they will be paid immediately. MRA instructed to pursue collection.

6.11 Unit 32 attempted plumbing repairs on their own and damaged two suites below. They are disputing charges. Arrears letter sent. MRA to pursue collection.

6.12 The Clean Team contract will be reviewed as to the specific activities expected. Review anticipated in September as to what is included in the standard cleaning and what will be optional on request.

6.13 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. We have an updated proposals from two painting companies. Need someone to follow through. Sandra to contact Lee and if he isn't available then Richard volunteered.

6.14 Jiu/Sandra looking into fall window cleaning. Quotes received. It was decided we wouldn't do a cleaning this fall. Sandra to arrange for a cleaning by Men In Kilts as early as practical in 2017.

6.15 We have copies of the Reggin work orders for our records.

6.16 Sandra and Abbas compiling deficiency list.

6.17 To date there has been no follow up from Telus on the fibre optic cable agreement.

7. Bylaws

7.1 Unit 72 had a storage locker, motorcycle, and long truck in its stall extending approximately 8 feet into the driveway. This has been corrected by removing the motorcycle.

7.2 Units 32 and 58 are regularly in violation of their requirement to provide documentation with respect to their tenants. Fines had been previously authorized and communicated to the Owner. From time to time we will advise the Owner of the amount outstanding and begin collections.

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 have narrowed it down to a main contender. We are resolving the details prior to award.

8.2 The project to reduce and balance the heating water flow has been deferred.

8.3 The front modernization project for the planters is complete.

8.4 The deck remediation project appears to be successful however we will want a full range of seasons to confirm. Because of the cost involved and the timing required it was decided to defer the next stage of the project until 2018.

8.5 All modifications to the balconies, including any floor covering, require Board approval. We do not allow coverings on balconies because of the drainage problems and concrete damage they can cause. We will allow sealing coatings that are generally concrete in colour and don't obstruct drainage from the brick walls and elsewhere.

8.6 Bob to update the reserve fund cash flow plan for the next Board meeting.

9. Insurance (Richard Beale, Sandra Williams)

9.1 A couple of door frames were damaged by leaks. We are getting a quote for a permanent repair.

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 We will be obtaining quotes for the rebuild of units affected by the recent Victaulic leaks and repairs.

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 was held.

10.2 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.

10.3 CEMA (Bryan Ellert) would like to do a presentation to the Board on emergency procedures before presenting it to the Owners. Mona to set up the meeting.

11. Adjourned:

Meeting adjourned at 7:57pm.

Next Board meeting Monday September 12, 2016 at 5:30PM.