WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

Minutes of Meeting of the Board of Directors
September 12, 2016

Present: Mona Jones (chair), Bob Boyd (minutes), Jiu Liu, , Jason Lei, Susannah Mason (arrived late), Lee Mills, Sandra Williams (Montgomery Ross), Patrick Payne (Abba's Maintenance – part time).
Absent: Richard Beale (illness)
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 discussion on self-insured claims

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

   August 19, 2016 Decision to approve Reggin Technical Services quote #151-16-CH for repair to Lars boiler #4

   August 19, 2016 Decision to approve Johnson Control quote #1-G5POZ0F to replace the defective field equipment controllers within the existing network control engine and a new field equipment controller and input/out put module on the remote web-based Metasys system.

   August 29, 2016 Decision to approve Harding's Painting quote for labour and material to paint the outside entry ceiling and metal strips.

   September 2, 2016 Decision to accept Harding's Painting quote for labour and materials to paint 5 sections of additional ceilings not mentioned in the previous quote.

   September 7, 2016 Decision to add painting the space to the Gym Renovation Project

   September 9, 2016 Decision to accept the Harding's painting quote for the parkade entrance ceiling.

   September 9, 2016 Motion by Mona Jones and second by Jiu Liu to accepted the minutes of the August 15, 2016 board minutes and post them to the web site. Motion Approved

   September 12, 2016 Motion by Jason Lei seconded by Mona Jones to approve the financial reports for July and August and post them 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 King's Glass has been requested to repair lobby mirrors that are easing away from the wall. Flat metal coloured strips to be installed. Expect it will take another week.

4.2 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 in progress.

4.3 Mapping of the DHW system is in progress involving Abbas and Richard.

4.4 Reggin came in to review air flow issues with respect to boilers. Reggin will be providing recommendations and pricing.

4.5 Richard to provide information on pre-printed and bound books for recording boiler maintenance work.

4.6 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.

4.7 Caon will be coming in Wednesday to review our garbage chute roof vent and provide recommendations.

4.8 Decision to purchase Honeywell diagnostic display unit for the RBI boilers for approximately $400. A used unit was purchased and has been installed.

4.9 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 but it is proving difficult to find the old order.

4.10 We will need a domestic water shutdown September 14 for Owner repairs and recirculating line repairs.

4.11 There is currently no planned shutdown for Victaulic repairs.

4.12 LED lights for the area outside the vestibule and the lobby have been ordered from Calgary Lighting. These will be installed when the painting is complete.

4.13 The Christmas tree is to be set up in the front lobby December 5, 2016

5. Treasurer's Report (Jason Lei):

5.1 Bob provided an updated Reserve Fund spending plan covering the major projects for the next 3 years. The current minimum expected amount in the reserve fund is anticipated to occur at the end of 2017 as we finish up the elevator project.

5.2 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 annually charged quarterly. We will decide on the amount that should be in the fund quarterly based on the reserve fund spending plan.

5.3 Motion by Jason seconded by Jiu to move $500,000 from cash to the Matco fund. Motion carried.

5.4 We will target for a November 30, 2016 Town Hall meeting at the Kerby Centre to present the 2017 budget and condo fee schedule to the Owners. Mail out target is November 23. Sandra to arrange for the Kerby Centre.

5.5 Self-insured claims were discussed. While there have been a number of these this year, resulting in us being significantly over budget, none have been individually large enough to submit to our insurer.

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

Sandra provides a report before each meeting. This month MRA is trying a new format.

6.1 GST is current.

6.2 Arrears stand at about $23k. All arrears, interest, caveats and demand letters are in progress. Per minutes of the August 15, 2015 Board meeting we will not actively pursue collection from units 37/138/140 and 44 as long as other charges are paid but will instead impose such sanctions as are available to us.

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

6.4 Unit 141 stopped paying their fees in June. CWL to be sent immediately. MRA instructed to pursue collection. Bob to respond to second request from the Owner denying we will extend any special treatment.

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

6.6 Unit 72 is behind with its charge backs. MRA instructed to pursue collection.

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

6.8 The Clean Team contract will be reviewed as to the specific activities expected. Contract price to remain the same but now will include cleaning of the stairwells on a 6 week rotation. A proposal will be provided for the pool.

6.9 Painting of the front entrance ceiling has started. Issue with Harding's Painting not adequately protecting the concrete.

6.10 The Board directed Sandra to send out the letter notifying each Owner of the amount due and payable October 1, 2016 as a Special Assessment resulting from the Owners approving re-opening the pool. The Special Assessment had been previously approved by the Board in June if the Owners voted to re-open the pool and included in the information letter sent to all Owners.

7. Bylaws

7.1 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. It was identified that we had the incorrect Owner for unit 32. Bob to prepare wording to be provided to the Owner of unit 32.

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

8.1 Bob has put together a project budget for the security system project. The budget does not include the pool security or elevator and other 29th floor security as these will be included with their respective projects. The Board requested more details on the proposed security system. A special Board meeting was scheduled for September 19 at 17:30 to review the project scope and costs.

8.2 The status of the elevator project planned to begin in the fourth quarter was discussed. Katherine Jones of Cambrian Condo Consulting has been engaged to manage the project. We expect to re-engage Jim Brownlee from Bambrough and Associates to update the bid documents. Lee thought he might have some addition contacts.

8.3 The pool area project has been started with the Owner vote to re-open the pool. Katharine Jones of Cambrian Condo Consulting has been engaged to manage the project. First step will be to determine a plan to execute the project. Once we have a plan their will need to be regular status updates.

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 The mold issue in unit 105 has been resolved and repairs underway.

10. Other:

10.1 The Owners voted in favour of re-opening the pool. Details are available on the Westmount Place web site.

10.2 Some Board members were concerned they didn't know what contracts we have entered into and their contents. Bob created an area on the web site accessible to Board members and posted the contracts. Missing contracts with Kydrid and Executive Mats.

10.3 CEMA (Bryan Ellert) would like to do a presentation to the Owners on emergency procedures. Mona to assist as needed.

10.4 The Board approved a 50% deposit toward the gym renovation project. It is expected there will need to be a two week shutdown of the gym to perform the renovations.

10.5 Susannah and Lee to work on a lighting design (bulbs and lampshades) for the residential hallways. A small budget is available for samples if needed.

10.6 The annual Christmas Party will be held December 8, 2016 and hosted by Lise Lahey. Motion by Mona seconded by Jason to approve a budget of $300. Motion carried.

11. Adjourned:

Meeting adjourned at 8:35pm.
Special Board meeting on the security project Monday September 19 at 5:30PM.
Next regular Board meeting Monday October 3, 2016 at 5:30PM.