WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

Minutes of Meeting of the Board of Directors
October 03, 2016

Present: Mona Jones (chair), Bob Boyd (minutes), Jiu Liu, Richard Beale, Susannah Mason, Lee Mills, Sandra Williams (Montgomery Ross), Cody English (Abba's Maintenance – part time).
Absent: Jason Lei
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:**

None

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

Sept. 27, 2016 motion by Lee Mills and second by Mona Jones to approve the minutes of the Sept. 12 and 19, 2016 board meetings and post them to the website.
Motion Approved

4. **Building Operator Report (Cody for Patrick Payne):**
Abbas provided their 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. They will be coming in Tuesday to complete the work.
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. None received as yet.
4.5 Richard to provide information on pre-printed and bound books for recording boiler maintenance work. Books have been ordered.
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. Abbas is pursuing. Brad Meyers has not been helpful in providing recommendations. Called in Clean Team for pricing.

4.7 Upon investigation it was discovered that the roof vent for the garbage chute had been removed and covered over at some time in the past. Shortridge Roofing contacted to remove the roof cover to investigate on Oct. 5.

4.8 Abbas to look into replacing failed door springs. The door springs were left at the front desk but now seem to be missing. Bob to provide sample spring. Original order was in June 2014 and will be in the files in our office.

4.9 Caon completed repairs of the DHW recirc line in the boiler room.

4.10 There was a shutdown for Victaulic repairs on Sept 28.

4.11 LED lights for the area outside the vestibule and the lobby have been ordered from Calgary Lighting. Lights have been installed outside the vestibule and much of the lobby. Need to order some more lights to complete the job.

4.12 Glycol pump repaired. Need to add glycol to system.

4.13 DHW pump in 3rd floor mechanical room needs to be repaired because of leaks. New pump in will be exchanged on next shutdown. Also need to fix elbow.

4.14 Reggin looking into proper air flow ratings for our MUA units. Seem to be running slow.

4.15 JCI need to restore free cooling program after error led to chiller shutdown. Waiting on JCI tech.

4.16 Quote received and approved for DCW supply strainers. Waiting on Reggin for install.

4.17 Constant Fire Protection repaired our fire pump valves so the pump could be regularly tested.

4.18 Cyclone Irrigation suggested PEX pipe for planter irrigation. Will investigate in the spring.

4.19 Chubb Edwards to provide report following concerns trouble status not being monitored. In progress.

4.20 Reggin will be testing back flow preventors tomorrow for annual test and report to the City.

4.21 The elevator pit for the #3 elevator has standing water. The drain is clogged and the pump needs repair. Abbas to arrange for drain company to clean the drain and Caon to replace the pump and add an alarm.

4.22 Loading dock doors need alarm repaired and security cover for lock mechanism. Cody to arrange.

5. Treasurer's Report (Jason Lei):

5.1 Budget meetings set for Oct 10, 17, and 31 (if necessary) at 5:30PM in room 420. Sandra to provide preliminary draft.

5.2 Operating costs for the pool will be included in the budget on a pro-rated basis for the expected period of operation in 2017.

5.3 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 has arranged for the Kerby Centre.

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, 2016 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 Unit 141 stopped paying their fees in June. They have now paid up until the end of September.

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

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

6.6 Unit 32 attempted plumbing repairs on their own and damaged two suites below. MRA to pursue collection. Payment expected soon.

6.7 Approximately half the special assessment funds for the pool have been received. A warning letter will be sent to those outstanding advising them that interest will be charged starting Nov. 1 at the 18% per annum rate.

6.8 The Clean Team contract has been received. Suggested changes to the contract received from Lee and Susannah. Sandra will have the contract revised and sent out.

6.9 Painting of the front entrance ceiling has completed. Issue with Harding's Painting not adequately protecting the concrete. They were in today doing a power wash but it doesn't seem to have been effective. Payment to be withheld until a satisfactory solution found.

6.10 Telus currently pursuing fibre optic links in other areas such as Edmonton. No idea when they will get to us. They cannot comment on the existing box that was installed in the communications room.

6.11 MRA new C3 accounting software to go on line Nov. 1.

7. Bylaws

7.1 Unit 71 dropped off items unsuitable for garbage collection in the loading dock area. They were contacted and removed the materials. Owners are responsible for disposal of all items that the City does not accept.

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

8.1 We are currently resolving the detailed bill of materials for the security upgrade project. A meeting is scheduled for tomorrow. When this is complete the order will be placed with Contava.

8.2 It was decided to go with a swing door operator on the door from the foyer into the elevator lobby instead of a sliding door. Buttons will be provided on each side of the door for handicapped access.

8.3 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.

8.4 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. We are in the process of obtaining proposals to perform the detailed design and develop the construction bid package.

9. Insurance (Richard Beale, Sandra Williams)

9.1 We have obtained a quote for our 2017 insurance. The quoted price is slightly less than our 2016 insurance as we had no claims in 2016.

9.2 Only one unit left to complete from recent damage events.

10. Other:

10.1 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, Garda and Executive Mats. Sandra to provide Bob with the contracts for posting.

10.2 The gym will have the equipment dismantled Wednesday with expected re-opening after Oct 14. Equipment to be stored in the racquetball court and hallway. Cody to patch walls.

10.3 Susannah and Lee are working on a lighting design for the residential hallways. A small budget is available for samples if needed.

10.4 We are in the process of getting quotes for a combined Reserve Fund Study and City Maintenance Bylaw inspection in 2017. Combining the two should save money as there is a lot of overlap. Mona has a quote from Entuitive. Lee getting quote from Wade. Sandra getting quote from Wall.

11. Adjourned:

Meeting adjourned at 7:20pm.

Next regular Board meeting Monday November 7, 2016 at 5:30PM.