WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

Minutes of Meeting of the Board of Directors
November 07, 2016

Present: Mona Jones (chair), Bob Boyd (minutes), Jason Lei, Jiu Liu, Richard Beale, Susannah Mason, Lee Mills, 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 5:30pm by Mona Jones.

2. **Changes to the Agenda:**

   Add 27th floor flooring
   Add composting

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

   October 3, 2016 motion by Bob Boyd seconded by Susannah Mason to conditionally accept CONTAVA proposal 21884-3-0 for the Westmount Place Security Upgrade with a condition to make the revisions recommended by the board.

   October 24, 2016 Decision to accept the revised CONTAVA Westmount Place Security Proposal:21884-3-0 (time, supplies and materials) having met the terms and conditions presented by the board.

   October 24, 2016 Decision to accept the Arthur J Gallagher Canada Ltd (Policy #CV0359395) quote for condominium package insurance. Intact Insurance Company is the insurance carrier.

   October 24, 2016 Decision to accept the Bambrough and Associates Inc.proposal for the modernization and maintenance negotiation of the four (three traction elevators and a hydraulic passenger elevator) Westmount Place elevators. Proposal to include all consulting services.

   October 31,2016 Motion by Lee Mills and seconded by Susannah Mason to approve the minutes of the Oct. 3, 3016 board minutes and post them to the web site. 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 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.

4.2 Reggin came in to review air flow issues with respect to boilers. Reggin will be providing recommendations and pricing. None received as yet. It is not likely we will get a recommendation as our real problem is the negative air pressure in the boiler room which is a very difficult problem to solve.

4.3 Richard to provide information on pre-printed and bound books for recording boiler maintenance work. Books are in use and are working well.

4.4 There may be issues with the garbage chute door not closing tightly on some floors. After searching for parts or replacement doors we finally found a source (Wilkinson) for replacement doors. We will order one to be installed on the 9th floor as a test case.

4.5 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. Shortridge failed to show so Freeze Maxwell will be in November 8.

4.6 Abbas to look into replacing failed door springs. The missing box of door springs has been found.

4.7 LED lights have been installed outside the vestibule and much of the lobby. There doesn't seem to be 4100k LED lights available for the chandelier in the elevator lobby. Lee and Susannah to look for lights with suitable base and colour temperature.

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

4.9 Reggin looking into proper air flow ratings for our MUA units. MUA information not available.

4.10 JCI need to restore free cooling program after error led to chiller shutdown. Chiller programming completed. Now need to have JCI fix programming for heating water pumps.

4.11 Quote received and approved for DCW supply strainers. Installation planned for November 10.

4.12 Constant Fire Protection repaired our fire pump valves so the pump could be regularly tested. Regular testing in effect.

4.13 Chubb Edwards to provide report following concerns trouble status not being monitored. In progress. Action with Sandra and Chubb.

4.14 Reggin has repaired the failed back flow preventor.

4.15 The elevator pit for the #3 elevator has standing water. The drain is clogged and the pump needed repair. The pump was replaced and an alarm was installed to alarm if the pump runs. The water was removed. There appears to be a drainage problem and we are looking into the P4 level drainage. Repairs to the elevator equipment will be handled as part of the elevator project.

4.16 Boiler 2 alarming with error in ignition fault. Sensors require regular cleaning. We have an extra sensor on site.

4.17 Pioneer Compactors was in and repaired our compactor. It is now fully operational.

4.18 Jiu wanted it recorded that he believes Caon is not competent to do plumbing in the building. This concern is not held by other Board members.

4.19 The toilet in the women's 3rd floor locker room has not been in service for some time. There is nothing wrong with the toilet and it can be put back into service.

4.20 Clean Team to provide wipes for the gym.

4.21 There are issues with connecting the new TV's in the gym. Bob and Cody to resolve.

4.22 Bob and Abbas will, on December 2, remove and send to the dump any materials found in stalls that are not allowed there by our bylaws.

5. Treasurer's Report (Jason Lei):

5.1 Motion to approve the September financial report by Jason seconded by Mona. Motion carried.

5.2 Upon a motion duly made by Jason Lei and seconded by Richard Beale it was resolved that the Westmount Place 2017 budget be hereby adopted for operating expenses, reserve fund contributions and contingency totalling $2,243,198.00 for the fiscal year commencing January 1, 2017. Motion unanimously carried.

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. Bob to provide reserve fund spending information for 2016 and 2017 to include with the mail out.

5.4 Bob to provide updated reserve fund spending plan in December and generally quarterly to help with management of the reserve fund investments.

5.5 The money collected as part of the pool special assessment should be transferred to the reserve fund. The cost of re-opening the pool will be paid out of the reserve fund.

5.6 Commercial Owners effectively pay GST twice as required by the CRA. Jason to respond to a query by a commercial Owner.

5.7 It was agreed that Board meetings would be moved to the second Monday of the month to allow time to receive the previous months financial report before the meeting.

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 (not current). 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 Due to the timing of the meeting and the switch to new accounting software by MRA details of money owed, including for the special assessment, is not available for the meeting.

6.4 The Clean Team contract has been received as has an alternate proposal from Vanguard.

6.5 Painting of the front entrance ceiling has completed. Issue with Harding's Painting not adequately protecting the concrete. A quote to fix has been received from Concrete Innovations. Harding's were paid less the quote to repair. Due to weather the repairs will be delayed until the spring.

6.6 Telus has indicated they are ready to install a fibre optic infrastructure in Westmount Place. Bob and Sandra to meet with Telus November 8 to discuss details.

6.7 MRA new C3 accounting software is on line.

6.8 It has been confirmed that Komodo will be cleaning the parkade December 3. Sandra has confirmed the Kerby Centre gravel parking lot will be available to 4PM for us to use. Komodo will be charging extra for any cars left in the parkade. Last fall there were 31 vehicles still in the parkade when cleaning started. It was decided to fine the unit Owner $100 for any vehicles left in their stall at 8AM.

7. Bylaws

7.1 No report.

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

8.1 Security system modernization contract was awarded to Contava. They are in the process of ordering materials and will begin construction shortly. Completion scheduled for first quarter 2017.

8.2 The new security system will use a different format for the fobs used on all access doors except the parkade overhead door. Bob to put together plan for distribution of new fobs.

8.3 The elevator modernization project bids are expected to be sent out in the middle of November.

8.4 The pool area project is progressing. We have proposals from Group 2 Architecture Interior Design Ltd. And Mta Urban Design Architecture for the architectural aspects and overall project lead. As the person proposed by Group 2 is an Owner in Westmount Place Sandra will look into any potential conflict of interest.

9. Insurance (Richard Beale, Sandra Williams)

9.1 Knightsbridge Construction were doing renovations in unit 43 when they cut into a water line and damaged several suites. The Board has requested them to report the event to their insurer who will handle repairs with the affected Owners.

10. Other:

10.1 The gym is functional and there will be a gym opening event on the 25th and 26th.

10.2 Susannah and Lee are working on a lighting design for the residential hallways. Cody to arrange to install a test unit on the 27th floor.

10.3 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. Wade is not a contender. Sandra getting quote from Wall.

10.4 We expect the city will be requiring us to implement a composting system by November.

10.5 The 27th floor flooring has taken quite a beating and is in bad shape. This floor gets a lot of heavy traffic associated with the mechanical penthouse. Lee and Susannah to investigate options for new flooring.

11. Adjourned:

Meeting adjourned at 8:37pm.
Town Hall meeting for the presentation of the 2017 Budget and condo fees (presenter Jason Lei) Nov. 30/16 at the Kerby Centre at 7:00PM.
Next regular Board meeting Monday January 9, 2017 at 5:30PM. (Delay for December financial report to begin in February)