WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

Minutes of the Meeting of the Board of Directors
25 February 2013

Present: –Mona Jones, Rick Goebel, Adam Gupta, Richard Beale, Bob Boyd, and James Studiman.
Absent: Rick Erven. Attending from Montgomery Ross & Associates were Vicci O'Brien and Adriana Rubio.

1. **Call to order:**
   Meeting called to order at 6:00pm by Mona Jones.

2. **Agenda changes:**
   There were no requests for changes to the Agenda.

3. **Minutes of last meeting**:
   It was moved by Rick Goebel and seconded by Richard Beale that the minutes of the 21 January 2013 meeting be accepted. The motion was unanimously carried.

4. **Email Motions**:

Feb. 7, 2013, motion by Mona Jones, seconded by Rick Erven to approve the Bambrough & Associates contract for elevator consulting services for elevator modernization. Unanimous approval. Motion carried.

Feb. 7, 2013 motion by Mona Jones, seconded by Bob Boyd to approve the Cambrian Condominium Consulting contract for project services. Unanimous approval. Motion carried.

Feb. 7, 2013 motion by Mona Jones, seconded by Richard Beale to approve the Tru-Craft Roofing (2005) Ltd. contract.
Unanimous approval. Motion carried.

As supported by the Bylaws, Board consent was unanimously withheld for the use of a residential unit for commercial purposes.

5. **Building Operator Report –James Studiman**

   After a report on the overhead garage door, Vicci O'Brien was asked by the board to order an additional receiver for the door to keep as a spare.

   A request to delay automation on the chiller until all automation is ready was denied.

The board had no objection to the purchase of 3 grocery carts measuring 21.5 x 29.75 x 41.25 at a cost of $125.00 each.

After a report on disarray in the garbage room, the board agreed to a proposal by James to have Cody handle recycling on weekends recompensed by the recycling refunds.

The purchase of a parkade cleaning machine was not pursued by the board. Vicci O'Brien stated that she would examine whether it was possible to get cleaning of the central passageways done in between major cleanings.

There is an issue of crossover on hot and cold piping in the building. The board suggested that the James have Remi's Mechanical look at the issue.

It was recommended that metal plates be placed on the bottom of the elevator mirrors in the car with the broken mirror. The board had no objection to this.

6. Building Manager Report – Vicci O'Brien and Adriana Rubio

Authorization was requested to proceed with demand letters for overdue payments on several units. Board members signed the forms.

Wage increases were discussed and a staff meeting will be held next Friday.

A meeting regarding elevators, fire alarm devices and security was reported on. The board would not pursue a proposal to install new alarms in all suites unless it is clearly demonstrated that this is legally required. Vicci O'Brien stated she would look into this.

Approval of a mechanical maintenance contract was sought. It was moved by Rick Goebel, seconded by Richard Beale and carried that Remi's Mechanical be selected subject to final approval by Bob Boyd in a final meeting to deal with final issues such as parking.

Hiring an agency to handle rental of suite 503 was discussed. It was pointed out that Rick Ervin had volunteer to handle this. Vicci O'Brien will check with him to see if he was doing this and, if not, look into a rental agency.

7. Report by Katherine Jones regarding ongoing major projects

In the matter of the roofing project, Katherine was asked to ensure that a contract had been or would be signed for the services of Usher Barnoff of Vantage Tech Consulting.

It was reported that there would not be an issue doing the roofing work before a swing stage employed for the Building Envelope work was needed. Katherine stated that the roofing work would be protected by temporary protection.

The Chisholm work on the boilers was reported on. There appear to be four unpaid invoices for Chisholm, though not all of these are necessarily related to the main project. Katherine will

ensure that work billed has been done and will confirm to Vicci O'Brien which invoices should be paid when.

The question of whether Hemisphere Engineering has been fully paid was discussed. It was agreed that we should wait to hear from Hemisphere rather than pursuing an invoice.

The Manticore contract for the Building envelope was discussed. It was the sense of the board that the proposal as presented was not acceptable. The Maintenance Committee and Katherine Jones will work together to improve this.

8. **Treasurer's Report**

The financial statements for January 2013 were presented. The Treasurer noted that there were some apparent errors.

E471…, 01/29, George and Asmu, Project:Masonry Investigation, $17,621.70 was charged to 5109 Building Envelope. I believe that this should actually be a Reserve Fund charge.

4520…, 01/21, TD Canada Trust, Annual Fee, $149.00 was charged to 5110 Building Repairs. It seems more likely that this should be 5020 Banking Services.

Five different charges, 01/21 and 01/29, Garda Security, a total of $2281.91 were charged to 5360 Security System/Locks. I suspect that most of these are actually 5366 Staff Relief although some might be 5222 Parkade Overhead Door (security guard coverage while the door had to be left open).

Adriana Rubio stated that she would review these with the accountant and Vicci O'Brien and forward corrected statements if require.

9. **Web Site Change Request.**

A former employee has requested changes to two sets of minutes to eliminate mention of her name. This has been done.

10. **Motion Regarding the Pool**

An owner has requested that the pool be shut down and converted to a party area due to the high cost of maintenance. The board agreed that Vicci O'Brien should include a notice of motion to discuss this at the Annual General Meeting in the. The motion would concern holding a recorded vote on this matter.

11. **Management Contract Renewal**

Montgomery Ross employees left the room. It was moved by Adam Gupta, seconded by Bob Boyd and carried that the management contract with Montgomery Ross be renewed.

12. **Motion to Adjourn**

Rick Goebel made a motion to adjourn, seconded by Adam Gupta. The meeting adjourned at 8:50 pm.