WESTMOUNT PLACE

Minutes of the Meeting of the Board of Directors

June 28th 2013

Board members present: Mona Jones, Rick Erven, Richard Beale, Bob Boyd.

Other: Vicci Ross (Montgomery Ross), Paul Flanagan (Recording secretary)

The meeting was held in the boardroom of Suite 410 , 1100 8 Ave SW

1. **Call to order:**

   Meeting called to order at 11:20 am by Mona Jones

2. **Agenda :**
   Accepted as presented but with the following new items:-
   a) Staff review
   b) Drainage on decks in some suites
   c) Authorization for Vicci to pursue refund of GST being withheld
   d) Rent for Suite 503
3. **Minutes of the last meeting :**

   The minutes the May meeting had been approved unanimously on June 21st, by e-mail, prior to being posted on the website.

   The minutes of the June 21st emergency board meeting were approved.

4. **Motions and decisions made by e-mail:**
   4.1 June 1st 2013 motion by Mona Jones seconded by Bob Boyd to accept the conversion to the ENMAX Energy Corporation Load Following Plan. The conversion commits Westmount Place to a sixty month term.

   All in favour motion carried.

4.2 June 18th 2013 Board decision to replace the carpet in the hallways on floors #3 and #4. Selection of the carpet was made by majority vote of the owners on both floors.

5. Election of Board member positions:

5.1 Mona Jones nominated for President by Bob Boyd and seconded by Richard Beale - Elected unanimously

5.2 Richard Beale nominated for Vice-President by Mona Jones and seconded by Bob Boyd - Elected unanimously

5.3 Bob Boyd nominated for Secretary by Rick Erven and seconded by Richard Beale - Elected unanimously

5.4 Rick Erven nominated for Treasurer by Mona Jones and seconded by Bob Boyd - Elected unanimously

6. Committee selection and members

A beautification committee has been established consisting of Kathleen Dineen (Suite 2301) and Sharon Standen (Suite 2705) . This committee reports to the Board.

7 .Building envelope project contractor

7.1 Bob reviewed a spread sheet comparing the bids from three contractors. The base bids had been rationalized so that they reflected the same scope of work in each case. Bob then added allowances for work which is required but were not in the original scope of work sent for bids.

A contingency allowance has also been included.

Bob made a motion seconded by Richard Beale to award the contract to Sure Seal Contracting Ltd subject to successful contract negotiations.

Motion approved unanimously.

7.2 All survey responses received have been reviewed as well as past surveys, investigations and suite inspection reports. There were 17 suites with sufficient curtain wall problems to warrant remedial action beyond the originally intended level of caulking.

If there are owners who have problems with the windows but have not responded to the surveys then they will have to live with the problem.

8. Evacuation and safety

8.1 There is a need to review the emergency evacuation procedure in light of the recent flooding. Vicci will send a letter to all residents asking them to update their contact information and specifically state if they need assistance during the evacuation.

8.2 We legally need to have a fire plan in place. Vicci did not think we were legally required to have a formal evacuation plan for events other than fire. Vicci is to check with Fahrenheit 451 (a fire safety and building security company) regarding the situation and to establish details of what is required. Legality aside, we need to be better prepared.

The evacuation procedure should be posted on the website. The procedure should also specify what additional items would have to be done if the evacuation was during the winter.

8.3 The emergency generator is tested every year but we need to establish what the emergency generator runs in the event that grid power is lost. We will need this information for the elevator project.

Vicci is to ask the company who carry out the emergency generator load test to advise as to what needs to be done regarding, for example, ensuring that the diesel retains its integrity and does not have to be drained and replaced.

8.4 There is a need to have keys for use in an evacuation readily available e.g. the key to activate the chosen elevator during an evacuation and to secure the building. There may be a need to have additional keys cut. Ensure that there is a record of all necessary keys required in an emergency evacuation. There should be two sets –one onsite and one offsite.

9. Staff review

A brief review of staff was carried out.

10. Deck drainage problem

The drainage systems on some suites with decks rather than balconies are not functioning correctly causing water to flow down the side of the building with resulting envelope problems.

Motion by Bob Boyd and seconded by Richard Beale that a notice is to be sent to all owners who have decks advising them that they are responsible for maintaining deck drainage. If the owners don't maintain their drains in fully functioning order then they will be repaired and the cost charged to the owner.

The motion approved unanimously.

11. Refund of GST

Vicci was given authorization to follow up on the GST refund which is being withheld for an alleged lack of documentation. Vicci has reviewed all submissions and cannot find any instances where required documentation was not provided to the authorities.

12. Rent for Suite 503

The tenant does not want to sign a lease but wants to remain on a month to month basis.

Bob made a motion seconded by Rick to raise the rent for Suite 503 to $1600 per month from October 1st 2013.

Motion was approved unanimously.

13. Other

13.1 Vicci will arrange for Rick Erven's name to replace Rick Goebel's name as treasurer at Land Titles and other institutions if required.

13.2 Cigarette butts are being placed in and around the flower beds. Vicci will send the Beautification committee a catalogue of receptacles for cigarette butts.

13.3 A review of the financials was deferred to a later date but we are still required to confirm that the GST contributions are accurate and up to date for Westmount Place.

14. Next meeting

The next meeting will be held on Monday 15th July 2013 at 4 pm

15. Meeting adjournment

Motion to adjourn by Mona Jones at 1 pm