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
January 21, 2013

Present: Mona Jones (chair), Rick Erven, Richard Beale, Rick Goebel, Bob Boyd (minutes), Adriana Rubio (Montgomery Ross), James Studiman (building operator – part time).
Absent: Adam Gupta (illness).
The meeting was held in the boardroom of suite 400

1. Call to order:
   Meeting called to order at 6:00p by Mona Jones.
2. Agenda:
   There were no changes to the agenda.
3. Minutes of the last meeting:
   Motion to approve the minutes of the November 12, 2012 meeting by Rick Goebel. Seconded by Richard Beale. Motion approved.
   Let the minutes show that there was no board meeting in December 2012.
4. Motions and decisions made by email for the minutes:
   December 28, 2012 motion by Richard Beale and seconded by Bob Boyd to purchase a new Christmas tree for the lobby display. Purchase not to exceed $200. Motion approved.
   Tree has been purchased.
5. Building Operator Report (James Studiman):
   James provided his report and was excused for the remainder of the meeting. The board discussion occurred after James had left.

   5.1 Current and prompt notification of common property equipment problems that limit owners access shall be posted.
   5.2 Notification shall be provided to all board members of outside contract meetings. Noted for James and Montgomery Ross.
   5.3 Recurring issues with copper pipe. Remi (plumbing contractor) thinks the recent problem was due to too much flow.
   5.4 James recommended the purchase of a wet scrubbing machine that could be used by himself and Cody to keep the parkade clean. Such machine would cost $17,000 to $20,000. It would eliminate the need to hire contract cleaners and would keep the parkade cleaner.
   The board discussed the issue and decided to defer a decision pending further investigation.
   5.5 James requested a boot and pant allowance for the maintenance staff. This is not a safety issue and safety boots or clothing are not required for their job.

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The board discussed the issue. It was noted that our expense policy currently does not include a clothing allowance for the maintenance staff. Motion not to institute a boot and pant allowance as requested by Rick Goebel seconded by Mona Jones. Motion carried.

It was recognized that our maintenance staff from time to time have to perform jobs that are dirty and result in their clothing being soiled. Motion to institute a policy allowing maintenance staff to purchase and expense one pair of coveralls (or equivalent) per year per maintenance staff by Rick Erven seconded by Richard Beale. Motion passed. Coveralls to be owned and cleaned by maintenance staff member.

5.6 James noted that the parkade drainage was in very bad shape and in need of repair. This item is currently on the action list for reserve fund spending this year.

5.7 The pump seals on the cooling water pumps were not designed for dirty water service and will have to be replaced.

5.8 Junk has been left in the loading dock area. This is against building rules. A notice will be put up. This area is under video surveillance. Where the party responsible can be identified they will be fined.

5.9 Someone broke a wine glass in the spa. This resulted in having to drain, clean and refill the spa. It also could be very dangerous for other users. Food and beverages are not allowed in the spa or pool area.

5.10 Residents should be reminded NOT to turn down the heat in their suites when they are away. Our building heating was not designed for this and there is a possibility of freezing the heating pipes and creating considerable damage for which the owner would be responsible.

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6. Montgomery Ross & Associates Report (Adriana Rubio):

6.1 Louis Desablon is the contractor we have been using on the window replacement work. So far Louis has not been very responsive to our requests. He has worked on the building a long time and his work is good. We will look for alternatives.

6.2 Tim Ross is our lawyer for the chiller claim. He has made an offer to the insurance company but so far they have not responded.

6.3 There has be a chip in the mirror we replaced in elevator #2 caused by missing trim. This issue will be taken up with the mirror supplier.

6.4 It was noted that the carpets are missing from the elevator carriages. We use a company called Executive Mat to keep these clean. This will be investigated.

6.5 As of January 18, 2012 there were total arrears of $111,000 of which $109,000 is for the special assessment of (mostly) December. 32 units in total are involved and caveat warning letters have been sent to 23. Many owners have stated that they “were not aware they had to give permission to take the money from their bank account” even though this was clearly stated. About 70% will be cleared up with the next condo fee collection. There are three units with special problems (receivership, divorce, and legal negotiations with the board) that account for $21,100 of the amount.

6.6 It has been noted that there are a number of parking stalls where junk is being stored. The owners will be sent a notice.

6.7 Manticore has been preparing a bid on the brickwork and has suggested using brick from high in the building to fix broken brick that is more visible. MRA was requested to instruct Manticore to get quotes both for moving and not moving brick. There was discussion on whether it was possible to get custom brick made to match the existing brick.
The quote for roof repairs needs to be clarified as to which roofs are involved.

6.8 The issue of renewing the lease on suite 503 and associated parking lease was discussed. MRA does not handle residential leases. Rick Erven will take on resolving this issue.

6.9 A question was raised about the garage door maintenance contract. We currently do not have a contract and it was felt that there was no need for one.

6.10 Cody English has been signed up for the next swimming pool and spa operators course. It was felt we needed at least one person on staff with formal training in this area.

6.11 A quote of $14,000 was received to refurbish the first floor public bathrooms. This was deemed excessive and a second quote has been requested. This activity also needs to be reviewed with respect to the budget and reserve plan.

6.12 The issue of renting common property parking stalls to non-WP residents was discussed. It was decided to defer the issue to the elevator project when the whole issue of security, fob's, etc. Will have to be addressed.

6.13 An Owners insurance claim was discussed. The first flood was before the insurance bylaw change in 2011. The Owner can put in a claim for his insurance deductable and that will be paid by the Condominium Corporation.

6.14 The revised November financials have now been completed and are included with the treasurer's report.

6.15 We have been getting invoices from Trendmicro for maintenance of our 5 computers. It was unclear exactly what they were doing. We will not be renewing their contract and our people will be instructed to use our security contractor for maintenance issues with our fob computer.

6.16 Staff raises were discussed. The 2013 budget allowed for an increase of 5%. It was intended that this be applied to all staff based on their performance and at a suitable time based on their start date. Moved by Rick Erven and seconded by Rick Goebel that we stick to the budget plan. Motion carried.

7. Treasurer's Report (Rick Goebel):
Motion to transfer the 2012 Operating surplus to a maximum of $250,000 to the Reserve Fund by Rick Goebel seconded by Rick Erven. Motion carried.

8. Midterm Bylaw Committee Report (Rick Erven):
Rick to discuss with MRA.

9. Midterm Parking & Security Report (Adam Gupta, read by Mona Jones):

9.1 Security doors in the parkade aren't closing. This may be related to building pressure issues and the amount of air flow from the parkade into the elevator lobby. A review of building pressure is needed.

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9.2 Cigarette butts are being found in the parkade elevator lobbies. Smoking isn't allowed anywhere in the building public areas which include the parkade and elevator lobbies. Signs will be put up.

9.3 Stuff left on loading dock. See previous item.

9.4 Standing water in the parkade. Some may be due to drainage issues (see previous item) but much is due to the floor not being level.

9.5 Messy stalls in the garage. See previous item.

10. Maintenance & Operations Committee (Richard Beale and Bob Boyd):

10.1 There were three aspects to the heating system upgrade project. The first involving re-piping so all boilers are in parallel and adding a sixth boiler is mechanically complete. The second was to increase the flow through all the boilers is mostly complete. There are still two pumps left which will have a larger motor and impeller installed and this should be complete within two weeks. The third was to decrease the free flow (i.e., water flow where no heat is removed) had only one small part completed which was a general reduction in flow to the commercial area. We have decided not to spend any more on flow reduction measures until the success of the work completed to date can be assessed. There hasn't been much cold weather this winter but so far no issues of inadequate building heat have been reported.

10.2 An owner requested the refurbishing costs to date be published. There are costs identified in the financial reports and an external audit of our finances including the reserve fund expenditures should be available in a couple of months.

10.3 The question was raised on the value of our project manager. It is the belief of the maintenance committee that the project manager was well worth the amount paid. She was invaluable in keeping all parties focused and driving the work effort.

10.4 We are currently out to bid on a contract to provide maintenance services to the building. These services will be available to both the board and any residents that wish to use them. Bob Boyd presented a bid tab of the results so far. Two bidders still have outstanding items for which we are expecting an answer within a week or so.

10.5 We have had Reinbold Engineering investigate our cooling sump issues and decided on a design which will involve a metal sump fabricated in place with a cyclonic filter to remove dirt from the cooling water and a bypass to allow the cooling system to run with the sump bypassed. This work could take up to three weeks to complete. It will be done in the summer when the sump can be bypassed and building cooling maintained.
A quote was received from Reinbold for site review, as-builts, design and tender documents, bid and construction management for the above work. Moved by Rick Erven and seconded by Richard Beale to accept this quote. Motion carried.

10.6 Bob Boyd provided an action list showing the maintenance and reserve fund repairs that need to take place over the next year.

11. Other:

11.1 A motion was made by Mona Jones to lift the restriction to use approved contractors for repair of in-suite appliances (including electronics). It was noted that many brands of

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appliances have few (sometimes only one) repair company approved by the manufacturer and it was overly restrictive to also require Westmount Place approval. Motion seconded by Rick Erven. Motion carried with Rick Goebel opposing.

A motion was made by Rick Goebel and seconded by Richard Beale that the restriction should be removed for all contractors not just for appliance repair. This was discussed and the motion failed with only Rick Goebel in favour.

Owners shall note that they are still liable for any damages. Our bylaw reads: An owner shall indemnify and save harmless the Corporation from the expenses of any maintenance, repair or replacement rendered necessary to common property or to any unit by his act or omission or by that of any member of his family or his or their guests, servants, agents, invitees, licensees or tenants, but only to the extent that such expense is not met by the proceeds of insurance carried by the Corporation.

11.2 (Mona Jones) Westmount Place purchased 50 springs for use in the repair of the locks used in the residential suites. These springs are subject to fatigue and there are a number of suites with locks that do not work properly. Our maintenance staff, James and Cody, have these springs and will provide one to any owner who needs it. The owner will be responsible for their installation.

11.3 A motion was made by Mona Jones, seconded by Rick Erven, for Westmount Place to supply a complimentary garbage bin in the parkade for residents to dispose of stuff during spring cleaning. Motion carried with Rick Goebel opposed and Bob Boyd abstaining.

12. Adjourned:

Meeting adjourned at 9:00pm.

Next meeting is scheduled for February 25, 2013.

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