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
November 21, 2011

Present: Roger Lamy, Bryan Ellert, Mona Jones, Gerry McAllister, Rick Goebel, Cheryl Scott, Richard Beale.
Absent: Manu Chugh.

1. **Agenda approved.**

2. **Meeting minutes:**
It was moved by Rick and seconded by Gerry to accept the meeting minutes of October 17th, 2011. All in favor, motion carried. Original copies of the minutes will be signed and stored in the Westmount Place office.

3. **Motions to approve decisions made via email:**
   - **3.1** Motion by Mona Jones and seconded by Bryan Ellert to accept the Condominium Business Insurance Policy offered by CJ Campbell quoted at $53,000.00 compared to Co-operators for $68,124.00. CJ Campbell agent Darren Krywolt was asked to add an additional clause to the policy called "Extra Expenses". This would pay for things like the $75,000.00 temporary cooling invoices Westmount Place had to pay when it was not included on either of our previous policies. The additional cost to the 'Extra Expenses" clause is $100.00 to the total. Both policies are front end loaded with an initial payment of $11,000.00 and 11 equal payments following. In favor, Mona Jones, Bryan Ellert, Cheryl Scott, Rick Goebel, Richard Beale, Gerry McAllister, Manu Chugh.
   - **3.2** Rick moved the approval of purchasing and installing 3 gas regulators on the 29th floor on the condition that Richard Beale investigates and approves of such purchase. Seconded by Gerry. All in favor, motion carried.

4. **Building Manager Report:**
Following Celsius or centigrade concerns the Laar's boiler was repaired and temperature increased to 65-75 degrees. The Building Management System requires a tune up to make certain it is working at maximum capacity. Roger suggested that perhaps an engineer be contacted to look at the system to make sure things are working properly. The board stressed that the deficiency list must be completed on the boilers. Roger stated this would be completed this week. We will then look at having the system balanced, not before, so there will be no balancing undertaken until the list is completed.
It was moved by Rick and seconded by Gerry that we approve spending on a roof inspection only when Richard Beale receives and approves the completed outline properly documenting what

will be completed on the roof inspections; i.e. every roof, scope of work on each roof, assessing condition of each all at a cost of $1,800.00. All in favor, motion carried.
Roger received the fire sprinkler report and there are deficiencies which will need to be followed up on.
It was moved by Bryan and seconded by Rick that the board would approve the spending of $3,000.00 for a sump pump on P4 only on the recommendation of Richard Beale.
All in favor, motion carried.
It was moved by Rick and seconded by Gerry that we proceed with the completion of the chiller deficiency list and winterization of the chillers at a cost of $2,050.00. All in favor, motion carried.
Suite 1902 needs repairs to a door – it was stated that Roger needs to inform the owner that they would need to contact their insurance company to pay for the repairs and then their insurance company would proceed to contact the insurance company for the individual unit which was responsible for the damage.

5. **Finance Report:**

Status of the liens – Johnson Controls has removed the lien off the individual suites. Regarding the lien on the main building there was a deadline given for removing said lien and if by that date they have not proceeded then the court would remove the lien.
Financial statements were distributed prior to the meeting. There is a good chance we will finish 2011 without having overspent. Currently there are more current assets than current liabilities.
It is proposed that we will be able to have zero increases to the condo fees in 2012 as we continue to keep our operating expenses controlled. The reserve fund increase of 6% will be offset by operating expense reductions leaving the net increase at zero dollars.
It was moved by Rick and seconded by Mona that we continue to hold spending at $750.00 and anything above this would need the board's approval. All in favor, motion carried.
Rick moved that all changes to compensation for a position be approved by the board. Seconded by Mona. All in favor, motion carried.
It was moved by Cheryl and seconded by Gerry to approve the budget as prepared. All in favor, motion carried.
Rick will give a complete report at the Town Hall Meeting November 30th.

Special assessment survey:

Majority of votes regarding question number one on the special assessment survey stated that owners would approve of a special assessment for reserve fund projects. Rick moved for 2012 we fund reserve fund projects through special assessments. Second by Cheryl. Bryan and Richard voted no and Mona, Gerry, Rick and Cheryl voted yes.
Beautification improvements will be put on hold until the chiller and boiler project is completed.

Roger left the meeting at 7:25 pm after the finance report.

6. **Bylaws:**

Bylaw #46 revision received the required percentage of votes to amend. The notice to be sent to the registry was signed and sealed by Bryan and Mona. Mona will mail it to the Alberta Registry. MacLeod and Company contacted Mona regarding the previously planned bylaw changes in 2009. No further bylaw changes are planned. The file will be closed.

7. **Maintenance and Operations:**

Richard has compiled an Action List which incorporated the deficiency list prepared by Brian Pratt. This will be the list referred to at all times and will be updated as to new projects or completion of others. This will include things such as the envelope, repairs to 1106 etc. Richard needed this list in order to pin point where things were in order of completion and to attempt to get issues addressed. This gives the ability to highlight important issues and is to be followed by staff.

8. **Benefits for staff:**

Mona will look into the benefits provided to Westmount Place staff for full and part time employees.

9. **Suite size measurements:**

Ian Douglas has sent a report to Bryan Ellert in follow up.

10. **Town Hall:**

Our next town hall meeting will be Wednesday, November 30th 7:00 pm. Cheryl will confirm with the Kerby Centre regarding set up, coffee, tea etc. She will also place a note in the elevator as a reminder. Rick will discuss finances and Richard will be prepared to address maintenance issues.

11. **Christmas get together:**

Cheryl will contact Lise and proceed with a date for the Christmas get together. This will hopefully be the first week in December as many board members will be away following that.

12. **Insurance:**

Bryan, Mona, Brian Pratt, Robert Peterson and Alan Taylor met to discuss our options regarding the Southampton-Trane insurance claim. Mona and Bryan will now meet with our insurance broker and find out how to proceed.

13. **Renovation and contractors policies:**

Bryan reported that renovation and contractor policies are on the internet. Bryan drafted a contractor authorization form and has stressed to the manager that this needs to be diligently followed.

14. **Suite Inspection reports:**

Cheryl drafted a letter to be attached to each suite inspection assessment. She will contact the gentlemen who performed the suite inspections and confirm what was meant in some of his evaluations. It will also be made clear in the letter that the corrections are the responsibility of the owner.

15. **Newsletter:**

Cheryl stated the information has been sent to Know your Neighbourhood and it will be distributed in the near future.

16. **Board Policies-Conflict of interest:**

Tabled to the next meeting.

17. **Other:**

There were no other items.

It was moved by Gerry and seconded by Richard that the meeting be adjourned. All in favor, motion carried.

Our next meeting will be Monday, December 19th, 2011 at 6:00 pm. Suite 401 – 1040 7th Avenue SW, 4th Floor.

President – Bryan Ellert

Vice President – Mona Jones