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
October 17, 2011

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

1. **Agenda approved after the following amendments:**
   On item # 5, there will be no financial report – financial report was given at the Town Hall meeting October 12, 2011, nothing new to report.
   Under item #10 additions of 10A – employment manual and #10B security regarding deliveries at the front desk.

2. **Meeting minutes:**
   It was moved by Rick and seconded by Gerry to accept the meeting minutes of September 22nd, 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:**
   There were no decisions made via email.

4. **Building Manager Report:**
   Under the Westmount Place deficiency report Page 4 it was moved by Cheryl and seconded by Gerry to pay $925.00 to Johnston Controls to provide and install vfd – equipment for the boiler.
   It was moved by Rick and seconded by Mona to pay Johnston Control $1,500.00 to install a gage to measure if the filters block or if there is a differential pressure on each side of the filter. This sensor will sound an alarm if there are issues. All in favor, motion carried.
   Under item #23 it was moved by Rick and seconded by Gerry to spend the $350.00 to replace our current transducer. All in favor, motion carried.
   Roger reported the transformer has been moved and things are completed in that area. He was investigating whether we needed new regulators as suggested. It was moved by Cheryl and seconded by Rick to move forward with replacing the three regulators with new ones.
   All in favor, motion carried.
   Balancing of the system will be done once all the work has been completed.
   Chillers will be serviced, started to make sure they are functioning properly and then shut down.
   It was stressed the boilers were top priority at this point to make certain they are functioning properly before the cold weather comes.

There has been a complaint from a previous employee about issues regarding his pay and he feels he has funds owing. This has been checked into and there is no evidence that there is any balance owing. We are currently waiting on the labor board with their assessment of the issue. This individual has been contacting various agencies stating we are in default in different areas and so inspectors have been coming to the building and checking into things. The board advised Roger not to speak with this individual and as the inspectors come, just to deal with them and if we are default in any area, we will make the necessary corrections.
Gerry and Roger are reviewing the elevator contract with Tyssen and they will have their report by Wednesday.
It is believed that there may be a leak at times in some specific valves in the risers. The board expressed the necessity of having an expert come to repair any issues. Richard, Rick and Roger will discuss how to move forward with repairs.
Roger noted that couriers such as UPS, Purolator, Fed Ex etc. should be allowed to go to the business floors and thus not have parcels signed for by the security desk staff and kept at the desk. The board advised him that security is not to sign for any parcels for the businesses and that if a parcel comes; security is to call the business and have their staff come to the front desk to sign for and pick up their own deliveries.

Roger left the meeting at 6:55 pm after his report.

5. **Finance Report: There was no report given – finance report was given at the Town Hall meeting Wednesday, October 12th.**

6. **Bylaws:**
Mona reported that 25% have been returned of the 75% needed. This gives 2,183 unit factors of 10,000 – 24%. Cheryl will put reminder notices in the elevators.

Insurance:
Mona is meeting with James Cartin an insurance carrier tomorrow. The four carries which were recommended at the Town Hall meeting all declined. It is believed that agents receive a commission on policies and Mona will inquire and see if we are able to negotiate in this regard. C.J. Campbell and Co-operators are willing to give quotes. Information has been requested regarding the building envelope and Mona is working on trying to get that to them.

Building Envelope:
Richard and Rick are working on narrowing down engineering studies and planning for the work which needs to be done in keeping with the reserve fund study with regards to the building envelope.

Parking:

Mona is looking into the fobs and a better system to register them. She and Bryan will discuss options and means of recording.

7. **Town Hall Meeting Notes:**

It was noted that the Town Hall meeting will be listed as notes, not minutes. Cheryl will remove the draft and forward them to Rick for the web site and post them downstairs.

8. **Maintenance and Operations:**

Richard is away. Bryan reported that he will follow up on the work orders with Roger.

9. **Suite Inspection Reports:**

Following the suite inspections there was a 130 page report which is in the Westmount Place office. Cheryl will request Roger print a report and she will go through to find information regarding each suite and will prepare a report for each unit. We will also list names of individuals who can be used for repairs ie: Paul Jones for plumbing issues. If a number of owners replace their toilets at the same time, the board will collectively get rid of them.

10. **Approval of floor repair in suite 1507.**

As this was Bryan Eller's suite, he exited to allow the board time for discussion. It was moved by Cheryl and seconded by Gerry that the condominium corporation pay $2,130.00 to repair damage which was sustained to the floor during water testing by staff.

10A. The board wishes to thank Kathy for all her hard work on the Employment Manual. Going forward Westmount Place will follow the employment standards act in all areas, including vacation accruement.

10B. Please see discussion regarding courier drop off under building managers' report.

11. **Newsletter:**

Cheryl reported that information has been forwarded to Know your Neighbourhood and this should be out within the next couple of weeks.

12. **Next Town Hall:**

The next town hall meeting will be held November 30th for discussion regarding budget and fees.

13. **Olympia Benefits:**

The concerns with Olympia Benefits have been rectified and Mona is currently the administrator.

14. **Board Policies:**

Deferred to the next meeting.

15. **Other:**

There were no additional items.

It was moved by Gerry and seconded by Rick that the meeting be adjourned. All in favor.

Our next meeting will be Monday, November 21st, 2011 at 6:00 pm. Suite 401 – 1040 7th Avenue SW, 4th Floor.

President – Bryan Ellert

Vice President – Mona Jones