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
September 19, 2011

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

1. **Agenda approved.**

2. **Meeting minutes:**
   It was moved by Rick and seconded by Gerry to amend the meeting minutes of August 8th, 2011 to include the time of Roger departing from the meeting following his report. The minutes will be approved via email.

3. **Motions to approve decisions made via email:**
   3.1 Motion made by Mona Jones to forward a letter to the user of parking stall #128 advising him that the board will reassign parking stated parking stall, to another owner effective October 1, 2011. Motion seconded by Richard Beal. Motion passed by Mona, Richard, Rick, Gerry, Cheryl and Bryan.

4. **Building Manager Report:**
   Roger reported he is very satisfied with the new hire for the maintenance team. It was moved by Rick and seconded by Cheryl that we increase his salary October 1st and following his three month probationary period he will be increased to the salary which was posted for the position. This is a salaried position, the gross pay divided over a 12 month period based on a 40 hour work week. Any over time which is accumulated will be taken as lieu time. Manu will meet with Roger and Wayne to explain and draw up the employment contract.
   Roger will deliver more information regarding his overtime hours and bring a more detailed report.
   Roger and Rick have discussed monthly financial statements and the way in which to draft reports.
   Repairs are nearing completion on number three elevator and Roger is determining if they fall under the repair contract.
   Watts have received their record of termination of contract. Brian Pratt is organizing the boiler and hot water balancing.
   With the building envelope, Richard will meet with Bob Peterson on Wednesday to discuss a contractor who will oversee the whole project from testing to completion with the understanding there are initial problems in certain suites which will need addressing

immediately. We are looking at Mr. Peterson to recommend an outside company and prepare a scope of work from the roof down.

It was moved by Manu and seconded by Rick to approve the spending of $5,200.00 for the second window cleaning which is scheduled for October 2nd. Motion carried – all in favour.

Roger stated all tasks will be completed by October 4th for the Fire Inspection.

5. **Finance Report:**

We have managed to come in under budget for August. We may receive more from the insurance company for the major boiler flooding claim than Rick Goebel originally expected. Bryan will check with a lawyer and an insurance representative to check our notes and numbers before accepting any payment.

We are currently proceeding as planned in controlling spending and as time progresses we will be in better shape – being cautiously optimistic. Research has been done into making areas of our building more cost effective.

Our lawyer has been talking with the lawyer for Johnson Controls regarding the lien which has been placed on our building. We will proceed with a notice to prove the lien, if they have no grounds to prove the lien then we will ask that it be removed. Rick will be prepared to discuss this issue at the Town Hall meeting.

Roger departed from the meeting at 7:12 pm.

6. **Olympia Benefits Report:**

Olympia is the benefits company Westmount Place has for the benefit packages for staff. This package was under the direct supervision of our past building manager and so the board signed a resolution to remove the past building manager from the plan as administrator and add Mona in her place.

7. **Insurance:**

Mona, Gerry and Cheryl will meet on Thursday morning at 10:00 am to discuss the wording of the motion for revision of Bylaw #46 pertaining to insurance. It will be a one page document stating the issues pertaining to our insurance policy.

8. **Parking:**

The current user of stall #128 will receive their second letter advising them to vacate the stall as of October 1st, 2011 as the board is reassigning this stall.

9. **Maintenance Report:**

Richard stated we are making progress on the boiler and chiller projects. We have a deficiency list and Brian Pratt is overseeing this. Watts Mechanical has received their termination notice and we will proceed with New West Electrical for the remaining electrical deficiency items.

Deficiency reports have been put together through Hemisphere and Paul Jones. The electrical will fall under New West Electrical direction. Things are moving along.
Richard is meeting with Bob Peterson to begin looking into the envelope which is part of our reserve study. Richard will get things rolling with Mr. Peterson to develop a plan and get a contractor in place.

10. **Newsletter:**
Information about our "green newsletter" has been distributed over the last two weeks to owners within the condominium. There is one last notice which will be delivered on Thursday of this week. We will then be able to put information into our newsletter electronically. Cheryl will let the board know what questions are asked and advise them of the responses before sending them out.

11. **Agenda for Town Hall October 12th:**
Bryan has developed an agenda for the Town Hall Meeting which will be held at the Kerby Centre October 12th at 7:00 pm. The focus will be on financial. Cheryl will request a projector and microphone. There will be no wine served. Rick will address the issue of special assessments which has been raised from owners within the building in an effort to lower our condo fees.

12. **Board Policies:**
Deferred until the next meeting.

13. **Suite Inspections:**
Deferred until the next meeting.

14. **Other:**
No other issues.

15. It was moved by Manu and seconded by Richard that the meeting be adjourned. All in favour, motion carried. The meeting adjourned at 8:15 p.m.

Our next meeting will be Monday, October 17th, 2011 at 6:00 pm. Suite 401 – 1040 7th Avenue SW, 4th Floor.

President – Bryan Ellert

Vice President – Mona Jones

SIGNED