MINUTES OF A MEETING OF THE CONDOMINIUM CORPORATION NO. 831 0969, (WESTMOUNT PLACE) HELD TUESDAY, JUNE 25TH, 2007, AT #277, 1100 - 8TH AVENUE SW, CALGARY, ALBERTA, AT THE HOUR OF 4:30 P.M.

In Attendance:

SID GREENNER
STEVE THOMPSON
WOLFGANG LINDNER
RITA PANKOTAY
BRYAN ELLERY - ABSENT
ED ADOLPHE
PAUL JONES
CYNTHIA MACFARLANE

Sid Greener called the Meeting to order at 4:40 p.m.

1. Election of Officers:

   Moved by Ed Adolphe to nominate Sid Greenner for President. Seconded by Steve Thompson.

   Moved by Rita Pankotay to nominate Steve Thompson for Vice-President. Seconded by Sid Greenner.

   Moved by Sid Greenner to nominate Wolfgang Lindner for Treasurer. Seconded by Steve Thompson.

   Moved by Paul Jones to nominate Rita Pankotay for Secretary. Seconded by Steve Thompson.

2. An Agenda was presented and approved by the members in attendance.

3. The previous meeting Minutes dated May 22nd, 2007, was presented and discussed.

   Moved by WOLFGANG LINDNER, **Seconded** by PAUL JONES to approve the Minutes from the Meeting held May 22nd, 2007. **Motion Carried.**

4. Business Arising From Previous Minutes – Action List as referenced, is attached.

   Moved by WOLFGANG LINDNER, **Seconded** by ED ADOLPHE to buy and install an Allan Bradley door switch for the parkade doors, with installation costs should be in the area of approximately $800.00. **Motion Carried.**

5. Property Manager's Report: Cynthia MacFarlane reported on the following:

- Units 902 and 802 suffered water damage and the matter is presently being investigated by the insurance adjusters.

- Unit 902 requested approval to bring to the Westmount premises a garbage container respecting their repairs. The Board felt this was a reasonable request.

- A letter is presently being written to the owner of unit 1401 respecting the following items: removal of old appliances and a tub which were left in the loading dock area; clean-up costs resulting from the contractors leaving paint foot prints on common area carpets and also in the elevator areas and lastly, not receiving Board approval of the renovations to unit 1401 prior to the commencement of renovations which at the moment, might presently be in conflict with the By-laws.

- The transition of the payments of condominium fees to Condominium First Management Services has not gone smoothly. There are presently arrears of approximately $22,409.00, which will require Cynthia to write letters to those unit owners requesting them to be set up onto the automatic debit system. She is trying to obtain a current list of the owners from Mr. Park and will send the letters upon receipt of the same.

- Cynthia will provide to the Board a precedent of a policy for Westmount Place to provide to the residential and commercial unit owners respecting renovations or upgrading their unit.

6. Financial Report - Wolfgang Lindner/Cynthia MacFarlane

- Wolfgang addressed the meeting respecting the draft Trial Balance received from Condominium First Management. He provided the following comments:
- GST in the sum of $787.00 was collected and needs to be applied to the commercial owners; details of the opening balances to the General Ledgers need examination and clarification; adjustments are needed to the Reserve Fund balances; he needs to wait until all the May bills have been paid and have cleared the bank to compile balances in the general account.
- He also advised that he will transfer the GIC's presently with the CIBC to the National Bank as they become due, but will leave the large GIC of approximately $562,000.00 with the CIBC until the end of the term which will be in July, 2008.
- Cynthia will again speak with Mr. Park to obtain the balances to the general accounts which are required for the months of January, February and March. 2007 and upon receipt of the same will be able to update the Trial Balance.

7. New Business:

a) Building Maintenance – Ken – sick leave:
Ken, in maintenance, recently suffered a mild heart-attack. His doctor had requested that he not go back to work for a minimum of three (3) months. At the present, the Board does not have a policy respecting disability of staff members and a discussion was held on this matter.

It was agreed by the Board to continue paying Ken's salary for the bridge period until such time as his disability coverage from UI becomes available to him. This policy will be in effect for all future instances where employees require a bridge period of payroll until their disability assistance becomes available to them.

b) Use of storage place:
The Board discussed hiring a moving firm to take away the stored appliances and junk presently in the storage areas which are located on the four parkade floors. Paul and Sid will attend to the clean-up of the storage areas and then have the areas available for rental income to the Board .

c) In-suite Repairs:
Paul addressed the meeting. He advised the Board of his discussions with the other maintenance staff and the following were noted on this matter:

- the Board needs to hire another maintenance staff member to assist with in-suite repairs, as well as being another "on-call" participant for the Saturday and Sunday rotation, every three weeks.
- Do not do any in-suite repairs.
- Leave the system as it presently stands and the building with further deteriorate.

Presently the time spent doing in-suite repairs is taking away the time necessary for regular maintenance and upkeep of the building. It is suggested that in-suite repairs be done only after the Condominium Corporation requirements have been first met, if time permits. A notice should be posted and sent to all unit owners advising that they should expect delays to any in-suite repairs and if they cannot wait, they may wish to hire their own contractors to complete their repairs.

d) AGM Carpet Complaint:
Sid addressed the Board advising that after his inspection of the carpet on the 22nd floor, the Condominium Corporation should repair that section of torn carpet.

e) Garage Exit Visibility Compliant:
The area requires an aesthetically acceptable fencing. Paul volunteered to find some suitable fencing for that area.

f) Suite Water Leaks:
This item was discussed above in the Manager's report.

g) Security Guard Facilities:
Discussion was held among the Board members to have and small fridge and micro wave oven purchased for the security personnel at the front desk. The items could be stored in the cupboards on the south wall. Paul said he would check the power supply for such installations.

Moved by RITA PANKOTAY, **Seconded** by PAUL JONES, to buy a small microwave oven and fridge for the security personnel at the front desk which cost would not exceed a maximum of $500.00. **1 – Opposed**. **Motion Carried.**

h) Balcony storage complaint:
A written compliant was sent to the Board regarding a unit owner on the 5th floor, who had used the terrace as his personal storage area. This area had become unsightly, cluttered and covered in grease. The Board directed Cynthia to write to this unit owner advising him that he was in breach of the By-law and to clean-up the grease on the terrace, remove the articles and items, failing which, the Board would do so and charge the unit owner with the cost of such clean-up.

i) AGM Follow-up Letter:
The Board received a letter from unit owner #2202 which was following-up items discussed at the AGM. The Board felt that this item could be table to the next meeting for discussion. In the interim, the Chairman invited comments from the Board members, via email, respecting the letter.

j) Emergency Call Procedure:
Cynthia advised the Board members that no system had been requested by the Board regarding this procedure. At the present, the system is set up that any emergency is first directed to the security personnel, who in turn contact the Maintenance person

who is on call. Because Bob was on vacation and Ken was sick, no Maintenance personnel were available when the 802 suite owner reported a water leak. The Board decided that Cynthia should arrange for exterior maintenance back up to prevent this type of situation from reoccurring. Cynthia to arrange for Mike Perkins and an associate to tour the building and become familiar with our plumbing/mechanical systems. The Building Emergency System would remain unchanged and all emergency calls would be directed to Security at the front desk. Security would only call exterior maintenance in the event Bob or Ken were unavailable.

Condominium First will not list Westmount Place with their Emergency Call Centre until they receive further directions from the Board.

k) Other Items:

- Paul Jones advised that the domestic hot water boiler control was badly in need of replacement. Bob had obtained a quote of $3,000.00 and was looking for approval to spend this sum. The Board felt that another quote would be warranted and directed Cynthia to obtain another quote.

- Paul presented his concerns respecting the re-keying of a number of doors in the building which did not have a master key. This was presented to him by the maintenance staff who could not enter a suite in an emergency because the suite was not keyed to the master. Because of the length of the Meeting, this issue was tabled for discussion at the next Meeting.

7. It was agreed by the Board Members to hold the next meeting August 14th, 2007, if required.

8. Meeting adjourned at 7:20 p.m.

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Chairman Secretary