MINUTES OF A MEETING OF THE CONDOMINIUM CORPORATION NO. 831 0969, (WESTMOUNT PLACE) HELD TUESDAY, AUGUST 14TH, 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
ED ADOLPHE
PAUL JONES
CYNTHIA MACFARLANE

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

1. Prior to tthe Agenda Approval, Paul Jones addressed the meeting respecting the discussion of confidential Board matters being discussed with individuals outside the meeting. Cynthia McFarlane reminded the Members that discussions held at these meetings must remain confidential unless they are included in the Minutes.

   Ed Adolphe also addressed the meeting advising that the meetings are taking too long and should be no longer than 1 ½ hours maximum. He was also critical of the Board Secretary and suggested she interrupted too much.

   An Agenda was presented and approved by the Members in attendance.

2. The previous meeting Minutes dated June 25th, 2007, were presented to the Board.

   Moved by ED ADOLPHE, **Seconded** by BRYAN ELLERT, to approve the Minutes from the Meeting held June 25th, 2007. **Motion Carried.**

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

   Moved by WOLFGANG LINDNER, **Seconded** by STEVE THOMPSON, to accept the $3400. quote to alarm the P1 and First Floor exit doors. **Motion Carried.**

   Moved by STEVE THOMPSON, **Seconded** by BRYAN ELLERT, to repair the operators on the parkade fresh air louvers and accept All-Tech's quote for $432. to install a louver in the P1 West door in an attempt to alleviate the Stacking Action. **Motion Carried.**

   Moved by WOLFGANG LINDNER, **Seconded** by PAUL JONES, instructing

Condominium First to send letters to the Owners on the 2nd floor advising that the Condominium Corporation will be closing the washrooms effective September 15th, 2007 unless the Owners indicate they will assume the responsibility for cleaning, maintenance and supplies. **Motion Carried.**

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

- Relief Security personnel are being sourced to fill in for upcoming staff vacations.

- A discussion was held respecting a permanent replacement for the day shift.

Moved by STEVE THOMPSON, **Seconded** by BRYAN ELLERT, that we increase our hourly rate up to a range of $13.00 - $13.50 for potential replacement day shift security candidates. **Motion Carried.**

- The Board requested Cynthia to evaluate the salaries of the remaining security personnel in ensure they were in line with industry standards and any new hire.

- Condominium First to send a letter to all Owners in Westmount place advising them to carry their FOBs because of the change over in Security personnel the staff are been advise only to open the door in extraordinary situations. The outside sliding doors are locked at 10:00PM and all Owners/Residents will need their FOB to gain access via the card reader at the right side of the east door.

- Thyssen Krupp has reported it will be another 3 weeks to source the stepper switch and repair Elevator #1.

- Cynthia to expedite the repair of the glass panel in Elevator #2.

- The Board requested Cynthia to obtain additional quotes to have the outside windows cleaned

- Paul asked Cynthia to contact the waste management company to have them schedule a regular garbage pick-up time for around 7:00 AM prior to other vehicles occupying the loading dock.

5. 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:
- There are conflicting amounts of payments for the garbage collection. One

being $475.00 per month and the other being $493.00. We need to investigate this further.

- He noted that we are $10,000.00 under budget respecting the elevator maintenance contract, which he will investigate further.

- The books indicate that we have approximately $41,000.00 outstanding in condominium fees which need to be collected. Cynthia advised that letters have gone out to the owners requesting them to contact the management company to set up new automatic debit payments and only a few have responded.

- He also noted that since January, 2007, we have not collected GST from the commercial unit owners and asked Cynthia to look into this matter on behalf of the Board.

6. New Business:

a) Suite Window Leaks:
Quotes have been received to remove and replace the seals in the windows in Unit #2202 at a cost of $1,480.00 and Unit #2602 at a cost of $631.00. Louis at All-Tech and Sid investigated a number of other units on the south side of the building which required replacement of cooked/broken seals in the windows. This window repair cost would range between $150.00 to $400.00 per unit and Sid advised he would consult further with the Board Members by e-mail respecting this matter.

A further inspection of the building also noted that the some curtain wall windows were leaking and a discussion was held regarding retaining the services of a building envelope specialist.

Moved by BRYAN ELLERT, **Seconded** by STEVE THOMPSON, obtain a Building Envelope Consultant to provide an estimate on the cost of repair to the building curtain wall. **Motion Carried.**

b) Webnet Rooftop request:
Sid advised that he was contacted by a company wishing to install an antenna on the top of our building. They were willing pay $250.00 per month for the first year. It was agreed among the Board Members to advise the company that the Condominium Corporate was not willing to allow this installation at this time.

c) Joe Schultz Letter:
Sid Greenner replied to Mr. Schulz's July 16th, 2007 letter stating the Condominium Corporation assumes no responsibility for the issues outlined in his letter.

d) Suite #504 Damages – City Search:
The Tenant in Suite #504 allowed visitors to use his unit and the visitors were drinking in the pool area and caused damage to the pool equipment. Unit #504 access to the pool has been restricted and a bill for $495. in damages has been issued.

e) Board Issues / Priorities:
Sid tabled the following Board Issues/Priorities list for discussion:

Maintenance Issues/leaks – maintenance Schedule – Feedback – Hot Spots

Communication Plan – How do we communicate with Owners & Other Boards – News Letters?

Procedure Policy – Develop/Update: Schedule "B" – Rules & Regulations
Pool Policy
Suite Renovation Policy
Security Guard Manual
In-Suite Repair Policy
Security Access Admin. Policy

Staff HR Files – Employment Letters
Commencement Date and annual increases
Outline of Job Responsibilities
Written Policy on salaries and benefits

Board Office Layout & Space/Furniture/Service Requirements

Natural Gas Contract

Maintenance Shop Clean Up & Safety Requirements

Building Engineering/Construction Drawings – Reproduction/Storage

Who/What/When/How:
Volunteers
Services Providers – Board Members
Contract Out
Part Time Office Admin Assistant

It was agreed Sid would email the List to the Board Members following the Meeting in an attempt to find personnel who would take ownership of the ISSUES listed.

7. It was agreed by the Board Members to hold the next meeting October 9th, 2007.

8. Meeting adjourned at 7:40 p.m.

_____ _____

Chairman Secretary