MINUTES OF A MEETING OF THE CONDOMINIUM CORPORATION NO. 831 0969, (WESTMOUNT PLACE) HELD TUESDAY, October 16, 2007, AT #277, 1100 - 8TH AVENUE SW, CALGARY, ALBERTA, AT THE HOUR OF 4:00 P.M.

In Attendance:

SID GREENNER
STEVE THOMPSON
WOLFGANG LINDNER
ED ADOLPHE
PAUL JONES
CYNTHIA MACFARLANE

Sid Greener called the Meeting to order.

Paul does not want to take out Liability insurance to do common area work in the building.

1. The previous meeting Minutes dated Aug 14, 2007, were presented to the Board.

Moved by Wolfgang Linder, **Seconded** by Paul Jones, to approve the Minutes from the Meeting held June 25th, 2007. **Motion Carried.**

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

Pool - ongoing**.**
Slab – Steve Thompson to get report
Rescue Fund Study
Morrison Hershfield
RJC
AD William's
Cynthia recommends using RJC for synergies and they are competitive**.**

Moved Steve Thompson, **Seconded** by PAUL JONES. **Motion Carried.**

4. Parkade Doors:

- P1Door Louver need to be added to the maintenance list.

5. Second floor washroom.

- Letter sent.
- Sid how do we react to letter.
- Cynthia to get Convergence (plumbing) in to get odour problem fixed as our guys seem not to have time. After fixed all areas get letter saying there responsible.
- Cynthia to include Eva's costs in letter to 2nd floor owners.

6. Lease agreement fourth floor
   - Proceed as per Sid's sketch except do not develop back.
   - Steve Thompson to get Frank part of what we talked about to get quote.

7. Suite door problems – Cynthia to ensure that doors are fixed now that springs are found.

8. 5th floor Balcony Suite # 508
   - Cynthia talked to unit owner via letter Baines complaining – Suite #508 unit owner added more this including a fridge.
   - Deadline of Oct 31 to be in compliance or fine of $250.00 every 2 weeks.

9. <u>2007 AGM – Follow-up</u>
   - Maintenance – Paul
   - Common – Sid
   - Window – Louie – Ongoing

10. Planting
    - Wolfgang to come back to board with recommendation.

11. People walking across path of parkade.
    - Consider - beacon
        - noise
        - fence
        - all considered too cumbersome discussion and decided to take no further action.

12. <u>Carpeting Parkade Elevator lobbies:</u>
    - Low spots 2 & 3 water runs – needs fixing
    - Secure mats
    - Steve Thompson to obtain quotes from Tyson re: Floors

13. <u>Hallway carpet cleaning:</u>
    - $2,989.00 Conventional - Comp Pro
    - $2,510.19 - New Life

    Moved by Wolfgang Linder, **Seconded** by Paul Jones, schedule carpet cleaning by New Life for Early Novemeber. **Motion Carried.**
    Convergence – Cynthia to follow up

    Completed Items – Discussed.

<u>Board Issues</u>

Maintenance

- Bob and Security, should security be under Bob in maintenance or Condominium First.
- Fobs – system admin volunteer in horizon.
- Parking – security – manuals – Bob if no security.
- Paul to issue maintenance job description as draft for review with his comments.
- Communication – Hold
- Procedures – review
    - Cynthia to provide paperwork to Paulette re: contracts.
    - Eva is now on salary. Bi-weekly 37.5 hours / week.
- 4th floor – option 1
    - Filing cabinet – get $ to Sid
    - Table
- Natural Gas – locked in.
- Maintenance shop / safety – requires further work.
- Drawings – on going – Steve Thompson
- Property Managers reports:
    - Window cleaning – Cynthia – go with highlight cheapest
    - When were the anchors last tested.

Moved by Wolfgang Lind, **Seconded** by Paul Jones, accept Highlight quote on window cleaning and proceed. **Motion Carried**

- Get a quote from RJC re: load testing – Cynthia
- Security applications:
    - Give to Sid to review from Cynthia.
- Cynthia has had conversations with Loris re: concierge vs. guard.
- Don Macauly retiring November 15, 2007:
    - Sid to discuss dinner / gift certificate
    - Sid to get a card for Keith
- Preparation for draft 2008 budget November by Cynthia.

Elevator contract

- Can not find valid contract have requested.
- End of Oct 90 days we are going to bid @ same time.
- Board will have to look at moderation
    - ask for moderation contract and maintenance
        - Cynthia to do this.
- Keaco – parkade cleaning, stairwells and overhead piping

15. Financial Report – Wolfgang Linder
2800 – Penthouse, Cynthia to write demand letter.

16. **New Business**
    - Decision for Cynthia to talk to other 4 people on board to short list.

- Sid went to commissioner to pursue people for front desk - answer is no, they are short 32 people.
- Shortage rentals – 5 owners requesting space out of 8 to park into P4 west – Sid to contact Rita re: moving.
- New fire department lock boxes – City has mandated digital lock boxes @ $2,800 serviced every 6 months.
- Maintenance succession:
  - Cynthia to test the water on new junior building operator.
  - Need job description for junior manager as well – Paul to act.
- Liability Insurance – Paul needs waiver to sign.

15. It was agreed by the Board Members to hold the next meeting November 20, 2007. Lunch meeting Danish Club – 12:00 – 2:00

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

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Chairman Secretary