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

Date: January 11th, 2010

MEETING CALLED TO ORDER 6:10PM

MEETING ADJORNED AT 8:47PM

Time: 6:00 PM

Present: Lilian Jardine – LJ
Manu Chugh – MC
Alan Taylor – AT
Paul Jones – PJ
Bryan Ellert – BE

Jason Bray – JB Absent
Frank Schloeder – FS Absent
Twylla Walker - BM for Building

Manager

Discussion:

Standing Items		Action By
Jan 11/10	Motion was forwarded by AT to approve the Agenda for this meeting. Seconded by MC and passed unanimously.	Info
Jan 11/10	Motion was forwarded to approve the minutes of the meeting of the Board of Directors of December 7, 2009 by AT seconded by MC and, passed unanimously	Info
Maintenance - Managers Report		
Jan 11/10	Update Jan 11/10 BM & LJ hired two new maintenance people – Junior Building Operator (Start Jan 27th, 2010) Revised Feb 3rd. Senior Building Operator (Start Feb 8th, 2010) Salary levels are within budget. Quotations received – Parkade Drain Cleaning, Rubberized matting for parkade elevator hall entries, carpet cleaning extractor, network system, and elevator. Pool – Several contractors called. Hume to provide quotation by Jan 21st. Dryer vent cleaning – Quotation pending. Fans on roof should be included. Parkade Cleaning Quote received and approved – To schedule Parkade Cleaning Machine quote – Pending	BM
Jan 11/10	**General Maintenance Report** Roof Anchors Update Jan 11/10 – Roof Anchors are complete. Window washing completed.	INFO
	Parkade Membrane Update Jan 11/10 – Membrane is substantially complete. Some patching will be required due to ingress of ground water on P3 which prevented some small areas from being completed. These will be addressed once ground water has subsided. A flood test will be conducted when we complete the first cleaning of the parkade. Recommendations will be forwarded regarding installation of drainage to address	BP

Jan 11/10	ponding of water. Ask Board for approval to allocate funds for drain installation. TBD A standard needs to be determined regarding the depth of standing water which will qualify for possible drainage. Post tension may impede where they can be installed. Make Up Air Replacement Update Jan 11/10 – A site meeting will be held Jan 13 to discuss the logistics and commencement of the work. Update: Jan 13/10 BP-Hemisphere met with DCM. It was determined that the boilers could not be installed without a crane. They will do job covering the cost of the crane themselves. To be put in contract. BP & AT are analyzing the possibility of adding other work that is scheduled later in year and next year if crane is here now or waiting until the fall to do make up air boilers and then doing them with the chillers. Will advise board by Jan 20th, 2010 Parkade Lobby finishes are to be changed while the parkade is closed. Update Jan 11/10 – Lights have been removed and painting is underway. BM requests authorization to award carpet contract for $8,987 to COI. BM requests authorization to award contract for $3,210 to install new energy efficient lighting. This cost will be fully recovered in 3.24 years through energy and lamp replacement savings. Update: Parkade Lobby carpet and lighting approved – Unanimously Paul to make signs for shopping carts (P1, P2 etc.) Remnant carpet pieces to be added to shopping carts to avoid damaging the elevator vesitvales after they've been painted.	BP BM
Jan 11/10	**Parkade Elevator Lobby Doors** Update Jan 11/10 – An engineer was engaged to review the situation and he determined that the parkade is under a state of pressure when the exhaust and make-up air is functioning. This is against code because it has the potential to drive exhaust gasses up the elevator shaft into the building. The engineer recommended two air balancing contractors who can rectify the situation. Since this review the BM has noticed considerable air movement up the elevator shafts even when the exhaust fans are not functioning. This is especially applicable to cold weather. The BM recommends a detailed inspection of the backdraft louvers on the exhaust fans and installation of new ones if necessary. As well a recommendation to install access panels to the exhaust fans to inspect and clean them and insure they are fully functional. BM would like to complete this after a new maintenance manager has been engaged. Update – Jan 11/10 It has been determined that access doors must be installed on our exhaust fans enabling inspection and cleaning. Board approved unanimously.	BM
Jan 11/10	**Hydraulic (small) Elevator Status** Update Jan 11/10 – Thyssen has forwarded a quote for $54,000 for first phase of work approx $30,000 for second phase (2011) and an additional 34,000 to complete the work. (2012)	BM
Jan 11/10	**CoGen Unit** Update – Initial feasibility studies by Brian Pratt indicate a simple payback of period of 8.6 years based on the current cost of energy. Analysis considering inflation indicates that inflation will reduce the payback period. Further risk analysis	

	and sensitivity studies will be conducted to determine the Corporations exposure to fluctuating energy prices prior to a recommendation coming forth. Update – Jan 18/10 BP still working on analyzing the cost effectiveness. All should be determined by Jan 20th, 2010 Committee to determine the timelines.	BP
Jan 11/10	**Private Lockers in Parkade** Update – A letter has been sent out informing residents of the issues of over-height lockers. An additional letter has been drafted to give specific instruction. Letter shall be approved by the Board prior to publication. Update Jan 14/10 – Delayed until Fire Marshall confirmation received.	
Jan 11/10	**Swimming Pool** Update Jan 13/10 – Delaminating of tile work due to lack of proper maintenance which includes sealing the pool tile once every 3 – 4 years. Have one quote and are waiting for the second to come in prior to approval.	BM BP
Jan 11/10	**In suite Inspections** – Annual program to inspect all suites for the following to be done in Feb/March 2010 • Test in suite fire alarms • Inspect and inventory air conditioning units, radiators and thermostats • Inspect windows and doors • Inspect fireplaces • Inspect exhaust systems (dryer, hood fans, bathroom fans) • Inspect patio areas • Inspect common walls • Inspect dishwasher, washer and fridge hoses for leaks or damage • Inspect all faucets • Inspect the Omega consoles • Inspect for betterments and improvements (Insurance purposes)	BM BM
Communication Jan 11/10	**Managers Report** Elevator posting – Review of Westmount (Bit of Interest) Set meeting with Communications Committee to discuss brochure, reference manual, and new owner forms. Meeting set with Dave – Eau Claire – Discuss software, general building management ideas. Round up volenteers	BM
Communication Jan 11/10	***General Communication Report*** Violation of By-Laws – Fine schedule approved. Update Jan 11/10 – Still with lawyers	INFO
Finance	**Managers Report**	

Jan 11/10	Arrears discussed – Foreclosures at lawyers Missing interest charges now being added monthly 1.5 0r 18% annual Investment opportunities discussed – Staggered GIC's – Shopping banks for best rates now. Auditor quotation and acceptance approved unanimously	Info
Finance	***General Finance Report***	All
Jan 11/10	**New accounting procedures** approved unanimously See attached AT- Emailed Reserve Tracker Spreadsheet to Board and BM. AT – Profit / Loss statements did not reflect the $30,000 surplus that was to be transferred – BK spoke to AT and AT was satisfied with explanation	
Jan 11/10	In house Estoppels – BM to prepare estoppels. Charge - $125.00 (within 10 days) Rush - $250.00 (within 24 hours) Approved - Unanimously	
Jan 11/10	Delinquent Accounts **New collection procedures** – BM recommends - Approved unanimously Late 10 days or less – In house notice sent 11 – 30 days Automatic caveat and in house demand letter sent - all resulting costs being issued to owner. 31 to 60 or more days – File to lawyer – 10 day lawyer demand letter and 70 days or more – Full foreclosure proceeding will commence with all demand letter costs, caveat costs, interest charges and legal fees issued to the owner in arrears. Approved - Unanimously	BM
Dec 7/10	Update Jan 11/10 – BM to work with BK and Accountant to identify and recode all Reserve fund expenditures listed in the ledger for 2009. BK to input in QuickBooks. Brian Pratt's invoicing to be added to reserve fund totals	BM
Nov 9/10	GST Update Jan 11/10 – Now Complete	AT
Jan 11/10	HRTC – BM to prepared draft letter for ownership BK to prepare spreadsheet with Contractors and contract pricing breakdowns for each individual unit Draft letter – Complete and sent to board for edit and approval	BM

Security/Parking		
Sept 14/10	Car broken into on P2 with GPS stolen Update – Jan 11/10 Reported to Police and report taken BM to have a quote done on an automatic quick system for our garage door. Will allow a vehicle in, but will shut automatically when the vehicle is entirely in and moving down the ramp – Air hose sensor system.	JB
Nov 9/09	JB would like bring a motion forwarded by JB regarding parking assignments Update – Jan 11/10 Still being investigated	INFO
Dec 7/09	Response to Individual Suite Fire/Intruder Alarms Update – Jan 11/10 See inspection list.	JB BE
Dec 7/09	JB to provide documentation of legal opinion on parking leases by Heather Bonnycastle. Update – Jan 11/10 Still in progress	JB
Dec 7/09	JB to provide copy of condominium plan which shows the parkade as being owned by one owner. Update – Jan 11/10 – Still in progress	JB
Dec 7/09	The Omega security system Update – Jan 11/10 See inspection list	BM
Dec 7/09	Insuite fire alarms. The BM has been requested to verify the operation of insuite fire alarms. Update Jan 11/10 See inspection list	BM
Owner Requests – Managers Report	Update – Jan 11/10 Several owner requests received by administration office 4 of 5 resolved Checking with City of Calgary on their recommendation for pool temp.	BM
New Business Jan 11/10	PJ asked what if anything is being done in or for the Billard Room. One of the owners offered to help furnish the room several months ago and BM to follow up and see if our budget will allow for additional equipment. Lilian asked if we could start asking for hallway carpeting quotes. FOR FUTURE REFERENCE ONLY	
Presidents Desk		
Jan 11/10	Update – Concierge Plus Software approved with the exception of storage locker module. Approved unanimously.	All
Jan 11/10	Network Equipment and Install with the additional CPU's – Approved unanimously	All
Jan 11/10	Vision/ Mission/ Committee Goals/Timelines- review and discuss Update – Vision and Mission /Goals/Timelines – Approved unanimously. To be mounted on plaque and put in elevator lobby and main administration office	LJ
Jan 11/10	Motion to adjourn forwarded and carried. Next meeting February 8th, 2010 at 6 p.m.	All

President: **Date:**

Violation of By-Laws

As per Section 43 (page 23) of the by-laws

An owner has 10 days to comply with any action taken by the board for an infraction of any part of the by-laws.

This action can be the following, at the discretion of the board:

- Take away privileges
- Impose a fine
- Impose a lien
- According to Section 36 of Alberta Condominium Property Act, the Corporation can then sue for fines or damages.

Process:

- The building manager, in conjunction with the board will write a letter to the owner stating the infraction, giving 10 days to comply
- Failure to comply with the request will imply a fine of not less than $50.00 (as per the by-laws) or suspend whatever it is that contravened the by-law
- After the first offense the fine will rise significantly (as shown below)

Suggested fines:

- 1st offense $100.00
- 2nd $500.00
- 3rd $1000.00
- After this, court action

Other actions:

- Suspend use of equipment and/or facilities
- Deactivate the access security fob privileges
- Police called

Note:
If fees have not been paid, a representative of the board (or the manager if designated by the board to do so) will contact the owner and discuss the non-payment.
If this cannot be resolved in a timely manner, then fees accumulate at an annual interest rate of 18%. If the owner does not comply with a written request within 10 days, our lawyer is notified and a Lien is put on the property.

ACCOUNTING PROCEDURES

Responsibilities:

Building Manager:

1. Negotiate Contracts – BM approved to negotiate contracts.
2. Approve all invoices for payment with Signature and Date – BM approves.
3. Passes documents to bookkeeper – BM approved to pass all documentation to BK.
4. No authority to write cheques or pay any bills – BM will not write cheques or pay bills.
5. Direct deposit – BM approved to make all direct deposits for 1st of month contributions and payroll.
6. Transfer payments – BK to discuss transfer requirements with BM and BM will do the transfers.
7. PAP – BM will add or modify all PAP's on line.
8. BK will request approval to call CPA in for additional help and BM will call CPA and ask him to come in.

Bookkeeper:

1. BM to give BK all deposit information i.e.: PAP and NSF for entry into QuickBooks
2. Collect and discuss then pass all timesheets to BM for approval prior to authorizing payment or cutting cheques.
3. Prepare information for BM to input into direct deposit payroll system.
4. Run A/R update once weekly – Wednesday's.
5. Date stamp and approval stamp all invoices, input and then pass to BM for approval.
6. Discuss and decide with BM on all invoices / payments / transfers that are required prior to cutting cheques (other than usual utility / government / and or standard monthly contract payables.)
7. Copy all cheques received for deposit and other fee's, attach to deposit forms and file in appropriate deposit received file.
8. Follow up on all NSF and other bank returns, then pass to BM for final collection.
9. Prepare cheques and discuss with BM and proof before signatures are requested from the Board.
10. Review invoices that relate to contracts and compare with contract for accuracy.
11. File all invoices and their cheque stubs with monthly financial statements in Shannon file at month end.
12. Provide all Board members with financial statements from previous month by the 15th of the following month or sooner.
13. Provide invoice copies to treasurer if requested at same time as the monthly statements are sent.
14. Prepare the accounting documentation and / or vendor payments, mail.
15. Prepare an outstanding payables GL ledger once a month (3rd Friday of each month) and discuss with BM.
16. Prepare cheques for payments twice a month, unless it is necessary to prepare additional cheques for reimbursement to employees, Board members, or other special circumstances.

Accountant:

1. BK to provide CPA with financial statements when required and any other documents required to determine the status and / or readiness of sending the documentation to auditor.
2. BK and CPA are to prepare the audit documentation and pack in box for shipping to auditor's office.
   Parties with Signing Authority (Two Signing Parties Necessary)
   LJ, BE, AT, FS are all signing authorities – BK after having cheques / invoices proofed with BM will give to signing authorities for two party signature after which the BK will prepare for mail.

Auditor: Audit annual financial statements of the corporation and prepare their audit report for the annual Corporations AGM.