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
May 10th, 2010

I. **Call to order**

Chair Lilian Jardine called to order the regular meeting of the Westmount Place Condominium Corporation No. 831 0969 at 6:06 PM on May 10th, 2010 in the Detechtion Boardroom on the 2nd floor of Westmount Place.

II. **Roll call**

Bryan Ellert – Absent	Alan Taylor - Present
Lilian Jardine – Present	Paul Jones - Present
Manu Chugh- Present	Jason Bray- Absent

III. **Approval of Agenda and Minutes from Last Meeting**

Motion by Manu Chugh to approve the Agenda for this meeting. Seconded by Paul Jones.
Motion by Alan Taylor to approve the Minutes of the meeting of the Board of Directors of April 12th, 2010, seconded by Manu Chugh and passed unanimously.

IV. **Maintenance Report**

Unit – Water Damage: Board agreed to pay for the damage and not file an insurance claim avoiding the 4 year claim penalty. Motion by Alan Taylor and seconded by Paul Jones. Unanimous.

Parkade - Drains and perimeter drainage still require work. Paul Jones and Twylla Walker will be designing the drain piping replacement program on Tuesday or Wednesday the 12th of May.

Parkade Cleaning Machine:
Demo machine here. *Building staff* will be scheduling the demo with the WestClean representative this week.

Pool – Awarded to Hume Contracting. Work to begin May 25th, 2010 and is expected to take 3-5 weeks to complete.

Mechanical and Chiller Room – Membrane for these rooms have been quoted at $16,470.00. Board has approved and work will be scheduled. Motion by Paul Jones seconded by Alan Taylor. Unanimous.

Electrical Upgrade - Quotations Received and Electric product ordered. Jas Electric has been awarded the installation contract for the electrical upgrade. 4-6 weeks for product arrival and 3 weeks for install. Motion by Alan Taylor and seconded by Paul Jones. Unanimous.

Elevator Consultant – Awarded to Veritec $1,400.00 plus $140 per hour if follow up meetings required. Board awarded the contract and Twylla Walker will schedule the project.
Motion by Alan Taylor and seconded by Manu Chugh. Unanimous.

Carpet Extractor –
Purchased and the carpet cleaning has started. We have done 4 floors to date. The balance will be done when *cleaning staff* returns or we have a Jr. Operator hired. *Someone* has begun cleaning the residential hallways and will continue this task when *cleaning staff* returns from holidays.

Inside Front Door and Lobby / Elevator Lobby Flooring –
Having *supplier* do a larger portion of the lobby for inspection. Scheduled.

Exterior Front Building – Twylla Walker to go to garden centre with possible volunteers to purchase new plants and shrubs for our planters. Concrete work is being quoted.

"Unofficial - Titles not names"

Property Drawings:
We have copyright permission for the drawings and this has been sent to the City. Alan Taylor and Twylla Walker will view which drawings are required and have those put on disk.

Staff:
All security staff have had their reviews. Still interviewing for Jr. Operator and hope to have in place end of this week.
A new bookkeeper – *(Name omitted)* has been hired.
A part-time day porter has also been hired. *(Name Omitted)*

In Suite Inspection – Without a second maintenance person this initiative has been delayed until a new junior building operator has been hired. It is also interesting to note that Eau Claire spends $5,000 annually on outside contractor to do this work.

Finance –
William and Rhind – We will be determining the amount to invest with William Rhind (no cost to the Corporation and fully CDIC insured) and have segregated a Reserve operating account for Capital project payments. Motion by Manu Chugh and seconded by Alan Taylor. Unanimous.

Arrears are still very limited. The majority being foreclosures and the banks involved are now paying fees. Of the few owners that are still outstanding, most have made arrangements to pay or have paid.

Corporate Credit Card – Applied for and will receive in next 7 – 10 working days.

Reno Approvals - The system seems to be working. A contractor letter outlining what contractors/ owners need to provide is in the works now. A liability form is already being used.

Security and Parking – It was determined, unanimously, that the scanners should be placed outside the P2 and P3 doors that give first access to the building from the parkade. Twylla Walker to call our security company to investigate this.

President's Desk:
Concierge Plus - software is almost complete and should be in use by month end. We have new, lower, monthly rates. Previous motion upheld.
By-Laws - changes completed. Distribution to ownership before month end for vote.
Web Site – will be asking our IT people to set up and administer with Twylla Walker being trained to post and make changes when necessary. The 5 year capital project outline will also be posted.
Lobby and Billiard Room Reno – It was determined that our lobby and billiard room require much needed updating. It was decided that a designer would quote on the project and then the Board would determine the best way to move forward. Motion by Manu Chugh and seconded by Paul Jones.
Business being run in residential condo- another letter will be sent to owner and Fobs deleted. Outstanding fines will require intervention by our Lawyer. All in favour.

Motion to end meeting by Lilian Jardine and seconded by Alan Taylor.
Meeting adjourned at 8:18 PM
Next meeting on June 7th, 2010

_____ **Date:** _____
Lilian Jardine- President

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Bryan Ellert - Secretary

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