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
June 7th, 2010

I. **Call to order**

Chair Lilian Jardine called to order the regular meeting of the Westmount Place Condominium Corporation No. 831 0969 at 6:18PM on June 7th, 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 - Absent
Manu Chugh- Present	Jason Bray- Present

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

Motion by Manu Chugh to approve the Agenda for this meeting. Seconded by Alan Taylor. Motion by Alan Taylor to approve the Minutes of the meeting of the Board of Directors of May 10th, 2010 seconded by Manu Chugh and passed unanimously.

IV. Maintenance Report

In Progress:

1. Pool/Spa: Hume Contracting let their sub-trade go and hired another to finish the work. The original tile people could not get the tile off the sides and wanted to membrane over it. Hume of course said absolutely not and let them go. The new contractors are scheduled to begin the work this week. New tile choices.
2. Suite Inspections on the 5th Floor – Completed / Owner Letters to follow.
3. C02 Inspection completed. Identified several problems that are being investigated.
4. Drainage repairs. The major parts completed. Perimeter work still in progress.
5. Fire Inspection – 2 Quotes received waiting for 3rd. Suggestion to see about voice over for common areas and hallways.
6. Post Tension Report – Called to schedule. Waiting for date.
7. Emergency generator testing – Thursday June 10th.
8. Mats for parkade ordered – Waiting for arrival.
9. Card readers for parkade doors – In progress
10. Contractor Obligations Policies – In progress
11. Audit – In progress (Auditor is asking for AGM push back due to last auditor working papers needed.)
12. Tender doc's for mechanical systems / chiller – In progress
13. Insurance – New quote received $30,000 less for the same 12 month period. (Deductable the same) Checking on insurance penalties to see if it still might be viable to move immediately.
14. Signs – Private Property/Surveillance / Handicapped / 15 Minute Loading / Speed Limit.
15. Exterior Lighting – Identify and replace as much in house as possible.
16. Staff Benefits: Meeting set up with Olympia Benefits to discuss the self directed plan.
17. Additional decorative trees to fully complete landscaping.

Completed:

1. Floor Test – Outer lobby are completed.
2. Reserve Investment – Completed
3. Garage door electronics – As much as we can do now has been done.
4. Home Depot Card – Done
5. TD Visa Card – Done
6. Concierge Plus – Software on line now. Still need to play with it and train the staff to use it.
7. Meeting with Dave on Wednesday to follow up.

"Unofficial. Names not names"

8. Arrears – About the same.
9. Landscaping – Removal of old plants and shrubs
   Additional decorative rock added – 6.5 cubic yards
   Shrubs added
   Flowers added

New Business:

Staff: *Cleaning staff member* left without notice – *Family* health issues.
Name omitted – New Jr. Operator hired
Name omitted – New Day Porter hired

All seem like very hard workers. Will have *maintenance staff* start the suite inspections in the rest of the building and then move to the preventative maintenance program we have now started electronically.

Special Resolution:

Total Ballots Collected – Sixty-Two (62)
In favour – 53
Nay – 9
Still have quite a few ballots from offsite owners not returned. Will work towards getting those completed as soon as possible.

Twylla's Holidays:

Dates omitted. – To be rescheduled

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.
Paul Jones has completed the majority of the drain work, still have some perimeter work left.

Parkade Cleaning Machine:
Demo machine here. *Building Maintenance* will be scheduling the demo with the WestClean representative this week.
Demo complete order has been placed.

Pool – Awarded to Hume Contracting. Work to begin May 25th, 2010 and is expected to take 3-5 weeks to complete.
Work has begun, new sub-trade on demo and ETA is still on target.

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.

This work cannot be completed until all of the mechanical upgrades and chiller equipment has been installed.

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.
Upgrade on schedule, product ordered and contractor has scheduled work for the end of June beginning of July 2010.

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.

The report should be back by the 14th of June 2010.

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.

Unofficial - Titles not names

Our new day porter *(Name omitted)* will be continuing the carpet cleaning throughout the next few months.

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

Flooring in the outer lobby complete. Waiting to see how it wears.

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.

Landscaping 95% complete, concrete work is still in progress.

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.

Have received the mechanical and electrical drawings back from the engineers with a copy of both on electronic disk.

Will still go to the city to get the structural drawings.

Staff:
All security staff have had their reviews. Still interviewing for Jr. Operator and hope to have in place end of this week.

A person has been hired for the Jr. Positon.
Twylla Walker is scheduled to be reviewed for her 6 month assessment.

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.

Our maintenance staff has completed the 5th floor test and it appears if we use our in house staff it will take two to three weeks to complete. It will be scheduled shortly.

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.

A portion of the reserve fund has been invested to earn a higher interest level with several banks in GIC's. Three hundred thousand in one hundred thousand increments (for insurance purposes) for 12 months and another three hundred thousand in one hundred thousand increments for 180 days. This is expected to increase our interest earnings substantially.

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.

No change.

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

TD Visa & Home Depot Card approved and received.

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.

The ownership still needs more education on the value and need to be diligent with this.

"Unofficial - Titles not names"

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.

D & S Security has begun the process of installing new card readers and moving the existing ones to ensure the security of our parkade.

Jason Bray asked that a quote be asked for on fob / card readers for the stairwells. Twylla Walker will ask for two separate quotes.

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.

Concierge Plus software has now been presented and staff is being trained. Still have a number of owners to update. Surveys need to be re-distributed to them with an explanation on the value.

By-Laws - changes completed. Distribution to ownership before month end for vote.

Ballots and information distributed. Waiting for all to be returned. Twylla Walker will be following up.

By-Law Infractions – A unit has been discovered with an animal residing in it. Manu Chugh proposed a motion to fine the owner(s) $100.00 and ask that the animal be removed immediately or further action would be taken. The Board unanimously agreed. Twylla Walker will write the infraction letter and invoice.

Joe Penny – A registered statement of claim was received informing the Board of Joseph Penny's intent to bring suit for wrongful dismissal and pain and suffering for being terminated last year. A motion was proposed by Manu Chugh to retain legal counsel and dispute the claim. The Board unanimously agreed.

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.

Still in progress.

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.

Lilian Jardine had a free evaluation done, however the designer presented a price she wanted to be paid to have a contractor come and quote the work. The Board decided we could use volunteers and or our own resources (Manu Chugh architect/ Designer) for no cost to at least come up with a suitable design.
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.

Still in progress as the owner is away.

Motion to end meeting by Lilian Jardine and seconded by Alan Taylor.
Meeting adjourned at 8:35 PM
Next meeting on AGM on June 15th, 2010

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

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Alan Taylor - Treasurer

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