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
July 12th, 2010

I. **Call to order**

Acting Chair Alan Taylor called to order the regular meeting of the Westmount Place Condominium Corporation No. 831 0969 at 6:12 PM on July 12th, 2010 in the Detechtion Boardroom on the 2nd floor of Westmount Place.

II. **Roll call**

Ernest Gaines – Present	Alan Taylor - Present	Bob Peterson – Present
Tor Camren – Present	Sharon Standen – Present	Twylla Walker - Present
Manu Chugh- Present	Jason Bray- Present	

1.1 Approval of Agenda

Motion by Manu Chugh to approve the Agenda for this meeting. Seconded by Ernest Gaines.

1.2 Old Board Handoff Items – Lilian Jardine and Bryan Ellert

List of items completed and in progress presented.

1.3 New Board of Directors Position Appointments

Motion by Sharon Standen to appoint **Robert Peterson as President**, Robert Peterson accepted and it was seconded by Ernest Gaines and carried unanimously.
Motion by Alan Taylor to appoint **Manu Chugh as Vice President**, Manu Chugh accepted and it was seconded by Tor Camren.
Motion by Tor Camren to appoint **Alan Taylor as Treasurer**, Alan Taylor accepted and it was seconded by Manu Chugh and carried unanimously.
Motion by Alan Taylor to appoint **Sharon Standen as Secretary**, Sharon Standen accepted and it was seconded by Tor Camren and carried unanimously.

1.3a Committees:

Maintenance Committee: Members
Ernie Gaines
Robert Peterson
Twylla Walker

1.3b Communications Committee: Members
Tor Camren
Twylla Walker
Jason Bray
Chris Wuerscher

1.4 Approval of Last Meeting Minutes

Motion by Jason Bray to approve the Minutes of the meeting of the Board of Directors of June 7th, 2010, seconded by Manu Chugh.

2.1 Managers Report - Maintenance

In Progress:

Pool/Spa: Hume Contracting – Work is progressing nicely. Membrane is almost completed. Expect to do water testing this week and tile next week.

Suite Inspections - Completed on all floors other than 10-6th. Will be finishing when *maintenance personnel* returns. Letters to owners will be sent with problem areas once all have been completed.

Drainage repairs. – All major work completed, perimeter has been delayed due to sump pumps.

Fire Inspection – Awarded and scheduled for the 9th, 10th, 11th of August.

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Post Tension Report – Completed last week and awaiting the report.
Emergency generator testing – Completed and waiting for the quote to determine cost of required repairs.
Contractor Obligations Policies – Still in process.
Tender doc's for mechanical systems / chiller – Two returned on Friday the 9th of July, third has not been returned.
Signs – Private Property/Surveillance / Handicapped / 15 Minute Loading / Speed Limit. – Working on proofs now.

Electrical Upgrading – In progress will be completed at end of this week.

Additional decorative trees to fully complete landscaping. – Still in progress and some additional planting will be required to replace plants that did not transplant.

Inventory Log – In progress. *Maintenance* has started a detailed report of all fixed assets, hand tools, and janitorial supplies. All Westmount owned items will be clearly I.D'd with engraving tool.

Completed:
C02 Inspection completed. – All problem areas repaired.
Mats for parkade ordered – All completed.
Card readers for parkade doors – All completed.
Audit – Completed and in review stages.
Exterior Lighting – Completed.
Preventative Maintenance Log – Completed (Data being loaded)

Carpet Extractor – Carpet cleaning will be delayed until the air conditioning is back on line.

Inside Front Door and Lobby / Elevator Lobby Flooring –
Still determining if doing the entire lobby is warranted. Will defer until the possible renovation has been approved and finished.

Exterior Front Building –
Landscaping 95% complete, concrete work and decorative trees are still in progress.

Property Drawings: The structural, plumbing and sprinkler drawings have been ordered.

Corporate Owned Unit - needs a new washing machine. Motion by Alan Taylor, seconded by Tor Camren and unanimously carried by the Board to approve the purchase of a new washing machine for tenants of the Corporate owned suite.
Parkade Cleaning Machine: New machine has arrived. *Maintenance* will begin a regular cleaning schedule this week.

2.2 Mechanical and Chiller – Brian Pratt to report

Brian Pratt reported that two bids were returned, the third was inadvertently not sent or missed by the Engineering Company. The contractor was called and has now submitted his bid documents.

Brian proposed three options. The Board unanimously agreed to:

a) Call all bidders and ask them to piggy back a temporary chiller onto the bid documents they have already submitted. This may offer a lower cost for temporary air conditioning.
b) To have our HVAC contractor submit a repair and restore bill giving us an idea of the cost and time involved in possibly repairing our chiller.
c) To submit the repair costs to our insurance company and then negotiate a payout or have the repair scheduled.

Friday July 16th all information will be submitted to the Board for final approval to move forward.

2.3 Staff:

Twylla Walker – Has had her 6 month review and contact salary increase.

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Staff Benefits: Meeting set up with Olympia Benefits to discuss the self directed plan. – Just need an amount to allot to individual employees – Suggestions:
Manager - $2,000 per year
Part-time Admin/bookkeeper - $800 per year
Senior Operator - $1,500 per year
Junior Operator - $1,200 per year
Security Supervisor - $1,200 per year
Security - $1,000 per year
Day Porter - $1,000 per year
Once determined, it is just a matter of filling out paperwork. The cost is $10% of the total
EG: $11,700 based on above = $1,170.00 per year administrative cost. - Board deferred to next meeting.
Junior maintenance person will be on call remainder of the *Senior Maintenance person's* holidays
A staff member has requested holidays in September to return to the Ukraine for a family issue. Would like to go for 2 weeks in September. *The work* start date was *in May*, 2010 which would Give him a total of 3 days earned holidays to September the balance would be unpaid.

2.4 **Elevator Report- Brian Pratt to report.**
Brian Pratt reported that our consultant's inspection indicated we will require new elevators within the next 5 years latest. The current status of our elevators is moderate. They may require some mechanical upgrading that will be integrated with a possible new system in the next 12 to 24 months.
The cost of new elevators is estimated at $650,000 in today's dollars. Bob Peterson pointed out that market conditions regulate the cost of elevator work in general. The Board has decided to use the funds allocated for the elevators to purchase the boilers and push the elevators to the year 2012/13. This was a unanimous decision based on the natural gas energy savings of (approx. $40,000) per year by having new boilers.

2.5 **Chiller Design Status – See 2.2 above**

2.6 **Other - New Business:**

a) Victaulic leaking – The weekend of the 3rd of July *Maintenance* was called into the building to deal with several leaking Victaulic valves. He was unable to stop the leaking and therefore shut down the commercial boilers and drained them. This left the residential side without hot water, which we did not ascertain until two days later and then had to re-fill the system to get heat back on for the residential tower. This caused 5 Victaulic valves in the penthouse to start leaking. Maintenance was able to re-direct the dripping and so the damage was limited to a wall in the kitchen that has had leaks prior. It also resulted in the Victaulic above the main bathroom, which again has leaked several times before and may now pose a health issue. We are moving ahead with the kitchen vic valve replacement and will do the bathroom one as soon as we can determine if it can be isolated. Costs associated will be determined and Twylla will advise as soon as possible.

b) Omega system removed and all residents will now be notified they are not being monitored. Need to identify which suites do not have working smoke detectors and then have battery operated smoke detectors installed. **This is an immediate requirement.**

3. **Finance** – Profit Loss Statements for June reviewed

3.1 **2009 Audit Report –** Motion to approve by Ernest Gaines and seconded by Tor Camren and unanimously carried by the Board. Reviewed and approved for web site posting.

3.2 **Accounting Update - Arrears**

One area of concern – Two side by side units had damage resulting from water leak. One of the units needed immediate attention due to a health and safety liability. The owner's management company were refusing to take care of it and to provide any insurance information. We paid the contractor and sent the bill to the owner. He is refusing to pay and will not submit to his insurance company saying that if we do not remove the caveat we placed, he will sue.

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He has also got a small sum from an opening balance I suspect was a Condominium First issue however he has only provided copies of his cheque book stubs not any real bank doc's.
I am requesting bank docs and his insurance information.

16th Flr foreclosure – 2nd mortgage being foreclosed by Happy Valley Mortgage Co. in Quebec. Our lawyer says they refuse to believe we have first creditor rights and she is having a difficult time with them. She assures me we are still number 1 on the list and this unit cannot be sold without the arrears cleared. This may take another 4 – 5 months to resolve.

17th & 25th Flr foreclosure – Total of $32,280.85 not including the finance and legal charges is owing and the lawyer has reported to have received funds to cover most. I expect to receive the funds from the lawyer any day now.
Balance of arrears are from those who need to give us another 6 months of cheques and storage cabinet invoices.

3.3 By-Law Infractions – Fines

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. A second issue regarding the suspected running of a business and items being left in the hallway was also addressed and Twylla will write the appropriate letter.
Fine for cat paid, cat has been removed as per request.
The unit suspected of running a business is not running a home based business, however he is an outside sales representative that does work from home. There were no fine letters in his file and he is adamant he has not received one prior to the one issued last month. Since we have no proof of previous fines we will need to reduce his fine to $100.00 from $500.00.

4. Communication Report

4.1 By-Laws
Special Resolution:
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.
The Board decided to let the Communications Committee meet on this issue to see if the presentation of the by-laws can be adjusted to resolve and finish this project as it was a costly endeavour. A meeting will be called shortly to determine the best way to move forward on this.

Total Ballots Collected – Sixty – Seven (67) 38%
54 Yes / 11 No (Blank) 8%
2 Conditional 1%
Total 53%
74 Ballots Not Returned

4.2 Web Site Update Web Site –Twylla still looking into a re-design.
Tor Camren has agreed to take on the job of our new web site. Tor Camren and Twylla will meet with a contact of Tor's to start the design of our new site.

5. Security / Parking Report

5.1 By-Law change re: parking
The communications committee will meet to determine best way to move forward on the parking issue.

5.2 Other
P2 door requires a new closer and door handle is not operating correctly. Twylla will call a contractor to repair/replace it.
Quotes for stairwell card readers are still in progress.

6. Other Items

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6.1 AGM PPP for posting on Web Site. Board agreed unanimously to post.

6.2 Owner Issues: Pets, Pigeons, Flowers, Carpets, Parking, P2 and P3 Doors
Any pet discovered will be removed, pigeon dung must be cleaned off balconies by sweeping into a double bagged container and disposed of, DO NOT SWEEP OFF OF YOUR BALCONY OR DECK – FINES WILL BE ISSUED. Flowers are planted, Carpets will not be done until A/C is restored, P2 and P3 Doors will be addressed.

6.3 Lobby / Billiard Room Reno
The Board will defer until a budget number is presented by Manu Chugh. Still in progress.

6.4 Legal Issue – Former Manager
Joe Penny – Lawyer has a first court date set – December 7th, 2010.

6.5 Insurance Carrier Change
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. – Looks inviting, however we are currently in the middle of a claim that should be worked out before switching carriers.

Motion to end meeting by Alan Taylor and seconded by Tor Camren.

Meeting adjourned at 8:39 PM

Next meeting on August 09th, 2010.

_____ **Date:** _____
President – Robert Peterson

_____
Secretary – Sharon Standen

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