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
August 16th, 2010

I. **Call to order**

R. Peterson, Chair called to order the regular meeting of the Westmount Place Condominium Corporation No. 831 0969 at 6:06 PM on August 16th, 2010 in the Detechtion Boardroom on the 2nd floor of Westmount Place.

II. **Roll call**

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

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

Motion by Ernest Gaines to approve the Agenda for this meeting. Seconded by Robert Peterson.
Motion by Alan Taylor to approve the Minutes of the meeting of the Board of Directors of July 12th, 2010, seconded by Manu Chugh and passed unanimously.

IV. Managers Report

2.1 Brian Pratt is meeting with contractors to discuss schedule of boiler project. Will advise.
2.2 All new lighting is completed on all parking levels.
2.3 Swimming pool to be completed Sept 1st, 2010.
2.4 *A maintenance person* will be dismissed August 24th, 2010 due to inappropriate behaviour.
A maintenance staff person should be ABSA certified by January 2011.
A new maintenance staff member will be brought in as a full time helper.
The Board will require *the new maintenance person* to produce a certification letter from ABSA.
Motion by Ernest Gaines and seconded by Robert Peterson to approve the dismissal of *the maintenance person.*
The new maintenance person can take on the maintenance for a short time until another Senior Operator can be located.
2.7 Twylla is going to set up a meeting with Alan Taylor our insurance broker and the adjuster working on our chiller claim.
2.8 The Post Tension report is completed and Brian and Twylla are meeting with the engineers on the 18th of August to discuss certain areas that may need to be addressed.

Maintenance Report

2.9 Concerns on how to make available parking stalls for staff. Twylla fears she will not be able to keep staff if parking is not provided.
3.0 The Weekly, Quarterly and Semi Annual maintenance log records are now in effect and are being added to when new areas come up.
These records will be given to Ernest Gaines.
3.1 The request for a change of parking stalls for two tenants was discussed and decided this was an issue that is the tenant's responsibility not a Board issue. Twylla will help tenants if possible to move locations.
3.2 The AGM PPP was sent to *the website provider* for posting on the website.

3.3 Twylla reports the annual fire inspection is completed. Waiting for the full report and deficiencies list.

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Finance Report

3.3 Alan Taylor reports that we have exceeded our budgeting on natural gas by approximately $77,400.00. The meeting that Alan and Twylla had with Nexen outlined the rebate program from 2009 was no longer in affect thus explaining the budget shortfall.
The gas contract with Nexen expires in November of 2011.
Administration fee's were also over related – All due to insurance claims the corporation was responsible for.
Alan Taylor indicated that we are still in a relatively good spot with our reserve funds in terms of covering the boiler project and early next year the chiller project. We currently have GIC's in 12 month terms and GIC's in 6th month terms. The timing for payment on our projects will coincide with the GIC's maturity dates, however if necessary we could pull them and instead of earning 2% we would then only earn 1%.
The administration account is also expected to be over budget.

Communication Report

3.4 By-Law update is still in progress. Tor will report back later.
Tor reports the initial cost of the new update for the new website is $1,500.00 with an annual fee of $120.00, also informs new program is very user friendly.
Motion by Alan Taylor and seconded by Robert Peterson to approve the cost of the new website. Carried unanimously.

Security / Parking Report

3.5 Parking stall changes require Board approval Robert Peterson states the Board should not be concerned with parking stall issues, it requires too much monitoring.
Alan Taylor feels relocation on a Unit factor would be fair.
The request by two owners for parking stall changes was already discussed and decided that it is the responsibility of the owner to deal with. The concern was that there is no security camera on P4. Twylla will have a camera quotation done and report back.

Other Items:

3.6 Male resident on the 19th floor has been verbally abusive to Twylla and caused her unnecessary stress and fear. The Board unanimously decides this behaviour is unacceptable. A letter will be drafted to the owner which will outline two other occasions of poor behaviour directed at Twylla and the new policy of this owner not entering the administration office or coming near Twylla again. The Board will sign a letter outlining this policy and have it hand delivered.

3.7 Pet problem is now resolved, all fines are paid. No pets in the building to the management and Boards knowledge.

3.8 Flowers in the front of the building are to be removed and new flowers planted. Originals were guaranteed for 1 year.

3.9 Billiard room is to be re-designed. Discussions of options are still ongoing.

4.0 Legal issues regarding former building manager are still ongoing. December 7th is the court date that Alan Taylor will attend.

4.1 Ernest and Twylla are putting together a spreadsheet to divvy up carry over items from former committee members.

4.2 Discussion regarding recycling is being looked into further by Twylla. Robert Peterson states you can recycle without separating this being more cost effective.

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4.3 Discussion of a dress code for security guards is still ongoing. It is decided all security should wear the same clothing, however who will assume the cost of the semi uniform has not been decided.

4.4 Twylla asks the Board for approval to purchase a going away gift for *the departing security guard.* $300.00 is decided upon.
Sharon will look into etching some wine glasses with the WMP logo and purchase wine to go along with the glasses.
A motion is made by Sharon Standen to approve the $300.00 and seconded by Tor Camren and carried unanimously.

4.5 Change room locker policies will be changed and new policy will come into affect the 1st of January 2011. New pricing will also be implemented. $60.00 half locker, $120.00 full locker. January through December lease with pro-rating in between. No refunds will be offered for non-use of full term.

Motion to end the meeting by Robert Peterson and seconded by Alan Taylor.
Meeting adjourned 7:10PM August 16th, 2010.
Next meeting will be on **September 13th, 2010**.

Date: _____

_____ _____
Robert Peterson - President **Sharon Standen - Secretary**

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