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
November 22nd, 2010

I. **Call to order**

R. Peterson, Chair called to order the regular meeting of the Westmount Place Condominium Corporation No. 831 0969 at **6:05PM** on **November 22nd, 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 – Absent	Tor Camren - Present	Twylla Walker - Present
Manu Chugh - Present	Jason Bray - Absent	

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

Motion by Robert Peterson to approve the Agenda for this meeting. Seconded by Tor Camren. Motion by Tor Camren to approve the Minutes of the Board of Directors meeting September 13th, 2010; seconded by Alan Taylor, passed unanimously.

2.0 Manager's Report

2.1 Operations

2.1.1. Mechancial Systems

Ernest Gaines proposed 45 questions, 5 of which were answered, regarding the installation and equipment being installed in our mechanical retro-fit. Ernest Gaines would like to meet with the engineers, Brian Pratt the project manager and Watt's Mechanical to investigate his concerns and if possible answer some of the questions posed. Ernest Gaines will set the meeting up.

2.1.2 Staff

Maxima Arat our bookkeeper has decided to stay with us.

Staff was counselled on what to do if they entered a unit by mistake. If there is someone home, they are to remain at the door and wait for the homeowner to answer the original knock at the door and then tell the homeowner they have made a mistake. This does not occur often, however in order to avoid any impression of impropriety, staff must always stay until the homeowner has a full understanding of the situation.

The Board has recognized Nathan Wetherell's performance and decided to offer him the position of Senior Operator. A motion to promote and give a Christmas bonus for Nathan was posed by Alan Taylor and seconded by Robert Peterson, and passed unanimously.

Still recruiting for a second operator.

2.1.3 Elevator Report

The hydraulic elevator is now back in service, however ADEARSA the elevator governing body asked that a conduit be installed in the shaft to enclose some security wiring. Twylla Walker will arrange to have this done.

2.1.4 Insurance claim for chiller – Report

S.A.I. Engineering report has been received. The board would like to set up a meeting with the adjuster. The Board will produce a full accounting of the costs incurred from this claim before agreeing to a payment. Twylla will do a report on the incident and present within the next two weeks.

2.1.5. Changing our insurance company was approved by all. The Co-operators is now our sole provider (as of Nov 29th, 2010) for all insurance coverage and has reduced the cost of our annual premium by almost $30,000.00 although our deductable will remain the same for a one year period, at which time they will evaluate our pro-active maintenance programs and determine whether or not we should be at a lower level.

2.1.6 Insurance claim for last water damage, will likely be required.

2.1.7 Lease or finance cost of WP ½ truck.
Alan Taylor proposed a motion to lease a ½ truck for WP business. Robert Peterson seconded and all passed unanimously.

2.2 Reserve Projects for 2010

2.2.1 Spa upgrade – Waiting for a per diam rate from the engineers.
2.2.1.1 Indepth pool cost total – Deferred to next meeting.
2.2.1.2 Coring costs for 3 drains including the x-ray and structural engineering – Deferred to next meeting.
2.2.2 Heating Boiler Project - Ernest Gaines to set up meeting
2.2.2.1 IFC Drawings – Ernest Gaines to set up meeting.
2.2.2.2 Changes being made without Engineering Approval – Ernest Gaines to set up meeting.

2.2.3 Chiller Project Status

What will the additional cost for the free cooling system be? Johnson Controls will provide a quotation for this.
When will the demolition begin and who will oversee the removal of existing pipe in order to avoid removal of pipe that could be re-used. – Ernest Gaines will ask the Engineers at the meeting he is setting up.

2.2.4 **Sump Pump & Instrumentation Upgrade –** Project all complete

2.3 Reserve Projects for 2011

2.3.1. Building Envelope Restoration – Proposals in progress from three Engineering companies.
2.3.2 Post Tension Cable Protection North Wall – This work will be bid in the new year and started in the spring.
2.3.3. Elevator up grade – Contractor Selection, Will discuss with Vertech and defer to next meeting.

3. Maintenance Report

3.1 Preventative maintenance program progress update – In progress
3.2 Insuite inspections
Tor Camren has presented a quote from a contractor at a cost of $75.00 per hour. Robert Peterson would like to meet with this contractor for more details and Twylla Walker has been requested to obtain two more quotations for similar work.

3.3 Mechanical Construction progress Penthouse mechanical room – Ernest Gaines to meet with Engineers.

3.4 Electrical Construction progress Penthouse - Ernest Gaines to meet with Engineers

3.5 Needs List update Ernest Gaines email November 14th, 2010 – Ernest Gaines to meet with engineers.

4. Finance Report

4.1 Accounting update – End of October Balance sheet and P/L statement was presented.
4.2 Cash in $300,000.00 GIC's coming due on December 8th, 2010.

5. Communication Report

5.1 By-Laws update
Still in progress – November 27th last day for submissions
5.2 Web site – new update
Still in progress. Twylla Walker to have another training session on Wednesday the 24th of November 2010.
5.3 Communication policy for dealing with owners issues. Tor, Bob and Alan to prepare this Policy for review addressing the following issues:
- 5.3.1 Meeting Time for Owner Requested Meetings, Tor Camren and Alan Taylor to design policy.
- 5.3.2 Policy on Disrespectful Conduct and Cyber Bullying, Robert Peterson and Alan Taylor to design policy.
- 5.3.3 Owner issue prioritization and referral to Board guidelines and response timing
  - 5.3.3.1 Routine Manager acknowledges receipt of all written and verbal in writing
  - 5.3.3.2 Manager responds and elaborates with answers to request, Design and send form letter outlining when to expect response.
  - 5.3.3.3 Manager responds with confirmation is in work order system – Will begin when work order system is in place.
  - 5.3.3.4 Manager responds with confirmation will be taken to next Board MeetingPost notices for Web Site.
- 5.3.4 Work order "progress" on line integration to enhance communication and cut down on time consuming questions.

6 Security/Parking Report

6.1 By-Law Change re: parking
6.2 Safety issue parking in front of exit doors. Additional line painting outlining the entire walkway from stairwell door to the elevator lobby door. Twylla Walker will have this completed in the early part of next year during the annual parkade washing.
6.3 Additional signage to be placed in the pool and shower area regarding the spa construction.

7 Other Items

7.1 Lobby / Billiard Room Redesign/Lobby FloorManu Chugh is in the process of getting pricing, however would like a budget number to work with. It was suggested he supply design with a $50-100,000 budget and another one for $100-150,000.
7.2 Recycling resident issues New notice to be posted on Web Site

Motion to end the meeting by **Manu Chugh** and seconded by **Ernest Gaines.**
Meeting adjourned 8:10PM, November 22nd, 2010.
Next meeting will be on **Monday December 13th, 2010.**

Date: November 22nd, 2010

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Robert Peterson - President **Manu Chugh – Vice President**