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
December 13th, 2010

I. **Call to order**

Alan Taylor, Chair called to order the regular meeting of the Westmount Place Condominium Corporation No. 831 0969 at _6:05_PM on December 13th, 2010 in the Detechtion Boardroom on the 2nd floor of Westmount Place. Manu Chugh reminded the board that he was VP and that he should be requested to chair meetings in the absence of the President. Manu Chugh differed the chair to Alan Taylor for the meeting.

II. **Roll call**

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

1. **Standing Items:**

1.1 Approval of Agenda

Motion to approve the agenda with Manu Chugh's additions, by Ernest Gaines seconded by Manu Chugh.

1.2 Approval of Minutes from Last Meeting

Motion to approve by Ernest Gaines seconded by Tor Camren

2.0 Manager's Report

2.1 Operations

2.1.1. Mechancial Systems

The questions posed to the engineers not answered as of today's date. Twylla to email Art and Brian to investigate the delay.

Manu Chugh to set up a meeting with Hemisphere to attend the next Board meeting. The engineers, Ernest Gaines, Richard Beale, Brian Pratt and the Board will all attend.

The Board has decided that until some of the concerns they have are addressed, no more payments will be made to Hemisphere or Watts Mechanical. Also two change orders were not approved and were not to be signed until they were explained and justified to the Boards satisfaction and approved by the board. Why should we pay for hold up or temporary measures to set up the heating system when the contract clearly reads that heat was to be restored by September 1, 2010. Who was responsible for the delays?

2.1.2 Staff

Maxima Arat is no longer with us. We are interviewing for a 2nd maintenance person and hope to have someone in place by the next Board meeting. Ryan Standen entered Manu's Chugh's residence in error last month and will provide Manu Chugh with a letter of apology.

2.1.3 Elevator Report

Twylla is still working on this issue.

2.1.4 **Insurance claim for Chiller – Report**
A meeting with the adjuster has been requested. Robert Peterson, Alan Taylor and Twylla Walker will be in attendance.

2.1.5. **Insurance Claim for Boiler Startup – Water Damage**

Information gathered as requested and Robert Peterson suggested sending Watts Mechanical a letter and an outline of our costs. The other Board members suggested that once Robert Peterson had written the letter, it should then go to our lawyer for their opinion.

2.1.6 **Insurance claim for Sprinkler Freeze Break - last water damage**
See report – No costs as of this date.

2.1.7 No further information was discussed.

2.2 Reserve Projects for 2010

2.2.1 **Spa upgrade** -In Depth Pools just submitted the drawings for Alberta Health Region to approve. We are required to wait for approval before any work is started. Hope to have the approval end of next week.

2.2.1.1 In-depth pool cost total
Total costs for Spa upgrade cannot be determined until the drawings are approved as the Alberta Health Region may ask for additional work. In Depth Pools will provide a detailed list of costs as soon as possible.
The Board has asked that a full contract be in place prior to the work beginning. Twylla Walker will provide one to be used.
Manu Chugh and Ernie Gaines requested to see a copy of the prepared contract with In-Depth Pools prior to the contract being executed.

2.2.1.2 Coring costs for 3 drains including the x-ray and structural engineering to be determined by next meeting.

2.2.2 Heating Boiler Project -Manu to set up meeting with Paul Elfner and Ernest Gaines.

2.2.2.1 IFC Drawings –
Hemisphere has indicated they will supply drawings at end of project.

2.2.2.2 Changes being made without Engineering Approval – Ernest Gaines met with engineers to discuss.

2.2.3 **Chiller Project Status**
Waiting for Johnson Controls to submit their quotation for the repairs to our cooling towers and free cooling system quotation.

2.3 **Reserve Projects for 2011**

2.3.1. Building Envelope Restoration –
Building Envelope Engineers
Halsall
Manticore
Don Skinner have all been contacted and are preparing proposals.

2.3.2 Post Tension Cable Protection North Wall –
No further discussion

2.3.3. Elevator up grade –
Kone
Thyssenkrupp
Sterling are the three contractors Twylla Walker has recommended for quotation purposes.

3. Maintenance Report

3.1 Preventative maintenance program progress update – Still in progress.

3.2 Insuite inspections
Motion by Tor Camren seconded by Ernie Gaines to hire Chris Hatch at $75.00 per unit to do our in house suite inspections. They will be scheduled in February 2011.

3.3 Mechanical Construction progress Penthouse mechanical room
Ernie Gaines, Brian Pratt, Don Remmie, Paul Elfner, Twylla Walker and Richard Beale attended a meeting where their concerns were presented. The engineers responded to the concerns and asked to have a few days to investigate those concerns they were not immediately able to answer. No written response was available for the Board at meeting date.

3.4 Electrical Construction progress Penthouse -
Watts electrician was unaware of the electrical box sitting on the floor and addressed it.

3.5 Needs List update Ernest Gaines email November 14th, 2010
The needs list was emailed to Hemisphere Engineering and no response was provided to the Board as of meeting date.

4. Finance Report

4.1 Accounting update – End of November Balance sheet and P/L statement.

Alan Taylor went through the statements and was satisfied that we are on track and within our reserve fund budget for current and new 2011 capital projects.

4.2 Cash in $300,000.00 GIC's coming due on December 8th, 2010.
The 6 month GIC's (300,000.00) were cashed and deposited into our reserve fund operating account covering the November progress invoicing for our mechanical retro-fit.

5. Communication Report

5.1 By-Laws update
Tor Camren was approached about adding a Pet's Cause to our revised By-Laws. The Board discussed the possibility of allowing some types of pet's, however ultimately felt the issue was to complicated to address at this time.
Tor Camren is hoping to submit the revised By-Laws for approval to the membership early in 2011.

5.2 Web site – new update
Twylla Walker has learned to post, put ad's in with ready made art-work, and applied for a Pay Pal account to receive funds for documents requested by those who are not members. Again it is early days and Twylla Walker is planning on training Curtis Stark (night security) to monitor and post notices that are completed.

5.3 Communication policy for dealing with owners issues.
Alan Taylor has this in progress.

6. Security/Parking Report

6.1 By-Law Change re: parking – No further discussion.

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.

Jason Bray was investigating for one of the membership.

6.3 Other
Manu Chugh wanted an explanation as to why Ryan Standen entered his home without consent. Ryan Standen explained that he was asked to check out a no heat issue and was startled by having the homeowner home. He was told they would *not be there*. He immediately realized he had entered the wrong unit closed the door and left. Instead of waiting for Manu Chugh to get to the door, Ryan Standen was startled and left. Manu Chugh asked why Ryan had not yelled the customary "maintenance" and waited to speak with him instead of running off.

7. Other Items

7.1 Lobby / Billiard Room Redesign/Lobby Floor
Manu Chugh asked for further clarification on the budget numbers and will provide something at the next meeting.

7.1.1 Penny Pre-Trial – Approval of Settlement – Motion to approve by Alan Taylor and seconded by Jason Bray, passed unanimously.

7.1.2 The letter from Maxima Arat was discussed with no resolution by the board.

7.1.3 The board voted to provide a bonus of 3.5% of the yearly wage to the Building Manager

Next meeting will be on **Monday January 10th, 2011.**

Motion to end the meeting by Sharon Standen and seconded by Tor Camren**.**
Meeting adjourned 8:20PM, December 13th, 2010.

Date: December 13th, 2010

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