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
March 21st, 2011

I. **Call to order**

Robert Peterson, Chair called to order the regular meeting of the Westmount Place Condominium Corporation No. 831 0969 at _6:05_**PM** on **March 21st, 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 - Absent
Manu Chugh - Absent	Jason Bray - Absent	

1. **Standing Items:**

1.1 Approval of Agenda

Motion by Tor Camren and seconded by Robert Peterson
It was verified that with Four directors present, there was a quorum to make decisions.

1.2 Approval of Minutes from Last Meeting

The Minutes from the February 14th meeting had not been submitted for approval. It was decide to have it circulated by email when available and each board member would comment on It. Ernie Gaines advised the Board that the December minutes on the web site were not those that were approved at the Feb. meeting and requested that the revised minutes be placed on the web site as approved by the board. The one item that had been added at the Feb meeting was the only change made to the document that is presently on the web.

2.0 Manager's Report

See attached Maintenance report week of March 18th, 2011

2.1.1 Current Maintenance staff includes: Nathan Wetherell, Eric Ferguson and Sebastian Ongaro. The new cleaner is Gregory Vasaf.
Ernie Gaines questioned why it was necessary to hire a pool complany to maintain the Pool & Spa when we now had four people on the maintenance payroll The meeting minutes must reflect what was said at the meeting as per Bob Peterson. Ernie Gaines also questioned the need to contract out the snow removal, house cleaning, as well as the pool cleaning.

2.1.2 **Insurance Claim for Chiller** is being dealt with, a meeting scheduled with adjuster and AON.

2.1.3 Robert Peterson elaborated that Brian Pratt had identified the following issues Balancing of Air systems causing insufficient heating and cooling in some areas of the building and to much heating in others. Bob to get quotes from three different professionals to fix the systems by April 1st.

2.1.4 **Insurance Claim for Boiler Start-up water damage. A** meetingwith Watts scheduled for March 3rd.

2.1.5 **Insurance Claim for Sprinkler freeze Break November –** Cost to be submitted to the Board.

2.1.6 **Insurance Claim for Piping Freeze Break Jan.2011** – Cost to be submitted to the Board

2.1.7 Owner Issues requiring Board Input**, Ron Baines, Robert Enns**
Alan Taylor had written a letter to Ron Baines with attachments outlining answers to his concern. Alan asked for the go ahead to send the letter, which was given by all board members present.
Ernie Gaines agreed to address the concerns of **Roberts Enns**

2.2.1 Reserve Projects for 2010- Brian Pratt/ Twylla Walker

2.2.1 Spa Upgrade Project re-clean tile

2.2.2 **Heating Boilers, MUA/Exchangers Project** – Balancing – The heat in the new boilers can not be set any higher than 180 degrees. The old boilers were set up to 220 degrees. Bob to talk to Brian Pratt to see what can be done to increase the temperature.

2.2.3 **Chiller Project** –In process of being installed.

2.3 Reserve Projects for 2011

2.3.1 Building Envelope Restoration –Proposals by Halsall, Skinner, Manticore …,Selection?
Proposals have arrived and will be recommend for next Board Meeting.

2.3.2 Post Tension Cable Protection North Wall-Proposals – **To be dealt with in next Board Meeting.**

2.3.3 Main Elevator up grade-Proposals from Kone ,Thyssenkrupp, Sterling – see above

2.3.4 Hydraulic Elevator conduit replacement. – See above

3 **Maintenance Report** - Ernie Gaines

3.2 Preventative maintenance program progress update, PM Programs evaluation –

3.3 Yearly maintenance contracts, Black McDonald, Johnson Controls, Trotter Morton –are being considered

Ernie Gaines agreed to review the documentation he provided to the board on Feb. 28 in point form and produce a narrative of the program and (in co-operation with Bob) would look at three software applications he had identified for a preventative maintenance program Bob mentioned that he might be able to bring in a representative to a Board Meeting and give a presentation on a software program for Preventative Maintenance.

3.4 In-suite inspections – contract with Chris Hazelton starting March 2011
Alan & Bob had met with Chris Hazelton and managed to improve the scope of work in the original proposed contract. At this time In-suite inspections had been completed on floors 25, 26, 27 & 28.

4 **Finance Report** – Alan Taylor – **See hand outs** – **also on the web-site.**

4.2 Accounting update- End of December 2010 Balance sheet and P/L statement.

4.3 Reserve Spending Update to end of December, 2010

4.4 Bank Statements to end of December 2010

4.5 Accounting update- End of January 2011Balance sheet and P/L statement

4.6 Reserve Spending Update to end of January 2011

4.7 Year End Completion for Auditor (to establish date), GST for 2010,T4"S

4.8 Accounting update- End of February 2011 Balance sheet and P/L statement.

4.9 Reserve Spending Update to end of February 2011

4.10 Bank Statements to end of February 2011

4.11 **Approval to Secure "Line of Credit"** from The TD
Alan Taylor put up this motion: "Westmont Place Corporation shall be allowed to secure a Line of Credit up to $200,000 for the purpose of covering operational expenses and if required pledge Unit 501 as security. It was seconded by Robert Peterson. All were in favour.

5 **Communication Report** – Tor Camren

5.2 **By-Laws update-Final Draft** being prepared from all comments by Board members

The Final draft was approved in a special meeting chaired by Tor Camren this past Monday, Feb. 28th in the WP Boardroom. All board members will have a Copy emailed by April 4th

5.3 **Communication Policy** for Westmount Place- update, 2nd draft
Was presented with changes. Tor Camren moved: The Communication Policy be accepted". It was seconded Robert Peterson. Under the subsequent discussion, Ernie Gaines wanted an addition that he had submitted to the communication committee regarding placing the equal respect requirements for the residence from the staff, BM and Board Members as the policy provides for staff, BM and board members from residents but the board members present at the meeting would not make the changes . A vote was called for the accepting the Communication Policy, Alan Taylor, Robert Peterson and Tor Camren voted for and Ernie against. The Communication Policy was accepted and would be placed on the Web-site.

5.4 **Westmount News letter** – Sharon to update the Board on next meeting.

6 **Security/Parking Report** – Jason Bray – Next Board Meeting

6.2 Safety issue parking in front of exits- Norm Downs Response – Next Board Meeting

7 Other items

7.2 **Lobby/Billiard Room renovation** – Sharon is currently working with a student on design – Next Board Meeting

7.3 William Melnyk Lawsuit – Next Board Meeting

7.4 **Detechtion/ Westmount "Balcony Enclosure**" Ernie stated that the board is required to address Sections 2,13,14 of Ernie's, Manu's, Jason's Document

7.5 Robert Enns suggestion to convert one of the ball courts to a golf simulator.
Robert Enns had supplied a quote as well for a 2nd hand simulator. There was a genuine interest in this proposal as it would provide an other amenity for the residences in WP.
Bob then suggested that maybe we should look into turning one of the ball courts into a movie house or maybe both would be feasible. Suggestions are welcome.

8.0 Next Board Meeting – **Monday, April 11th, 2011**

9.0 Meeting Adjoined at 8:00 PM.

Date: March 23rd, 2011

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Robert Peterson - President **Tor Camren- Dir. Communication**