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
June 20, 20011

Present: Manu Chugh, Bryan Ellert, Mona Jones, Gerry McAllister, Richard Beale, Rick Goebel, Cheryl Scott.

The meeting commenced at 6:15 pm.

1. Agenda approved.

2. Election of Board:

Moved by Manu and seconded by Gerry - Bryan Ellert as president.
Moved by Cheryl and seconded by Bryan - Mona as vice president.
Moved by Gerry and seconded by Mona - Cheryl as secretary.
Moved by Mona and seconded by Gerry - Rick as treasurer.
All motions approved unanimously.

2.1 Committees:

Finance – Rick with all board members on the committee. Rick will work directly with Kathy Chen and will report to board members on an ongoing basis. Any questions from board members will be forwarded to Rick directly and not to staff.

Maintenance: Richard will head the maintenance team which will include Paul Jones, Ernie Gaines and Roger Lemay. Maintenance will take a two pronged approach an operational side, the person who turns the switches and the maintenance side the actual hands on person doing the actual work. Richard will do extensive research to discover where all projects are currently, who is working on what and report back to the board. He will put together a plan as to how to make things work.

Communications: Cheryl and Gerry will head the communications team, with Roger Lemay. It will be asked of the owners which is the best way to communicate with them. Our goal is to keep all owners on track with where we are at all times.

IT: Bryan and Rick will take care of the web site and IT issues.

Security and Parking – Mona and Manu will head the security and parking committee.

2.2. Organizational structure:

President: Bryan Ellert

Treasurer: Rick Goebel **Secretary**: Cheryl Scott **Vice President:** Mona Jones

Communications:Cheryl; **Operations/Main.**:Richard; **IT:** Bryan, Rick; **Parking/Security:** Mona, Manu

Building Manager: Roger Lamy

Security Staff **Finance Staff** **Maintenance Staff**

The board will discuss issues with Bryan who will report those issues to Roger. Roger reports to Bryan and all staff report to Roger. Roger will interact as necessary with all committee chairmen.

Roger will provide a building managers' report at the beginning of every meeting.

2.3 Richard will contact Brian Pratt and follow up with him as to the status of maintenance projects.

3. Meetings:

Discussion as to how we would like our meetings to function. Prioritized, focused, organized, time efficient, decisive, problem solving, with a start and end time. Start at 6:00 pm and end at 8:00 pm.

4. Overall meeting schedule:

To begin we will have more frequent meetings. Meeting dates: July 11th, July 25th, August 8th, August 22nd, and September 19th. We will then follow a schedule of the 3rd Monday of each month. Our first Town Hall Meeting will be Wednesday, October 5th – focusing on finances giving an account of where we are. Next Town Hall will be Wednesday, November 30th – to present the budget information. March 28th we will produce the unaudited financial statement and the AGM will be Tuesday, June 19, 2012.

5. Letters received from tenants:

An owner sent a letter regarding installing a storage unit in his parking stalls. Mona and Manu will contact the individual and have him chalk out where he wishes to place the storage unit. Mona will then report to Bryan the results of their discussion. Bryan will let Roger know of the results and Roger will inform the tenant.

We received a letter from another owner regarding maintenance to the pool and spa areas. Cheryl will respond.

Another owner sent a letter regarding their parking stall. Mona and Manu will discuss with Jason Bray who was the former committee chair for the parking and will report back to the owner.

Someone wishing to do renovations would like further information. Manu will follow up with him.

It was mentioned that a couple living in the condo sent a letter to the board; however, no one on the current board has received any note from them. Bryan will check back with them as to who they sent it to.

As stated above each board member will be certain to contact the individuals who have brought issues forward and make sure they are aware their concerns have gone to the perspective committees for resolution.

Mona discussed an issue with noise on the upper floors. Paul has repaired a fan, which has helped, however Roger will be made aware.

Cheryl will go to the registries office to do the proper paper work for official notification that the board has changed – Form #8.

6. Insurance:

Discussion pursued regarding the insurance claim from June 25th, 2010 for the chiller failure. Bryan has been trying to piece together the financial information, to identify costs etc. to get to the lawyer before June 25th. He will forward what he has been able to put together.

7. Financial:

Rick hopes to have a report in July regarding some of the financial picture. It is hoped that the 2010 audited financial report will be back by then and he hopes to report on some of 2011. The board agreed to place a restriction on new spending. While the Building Manager would be permitted to spend on items

not previously committed to up to $300.00 single payment per item or $500 per year for periodic payments of a single item, all spending beyond these amounts will need to be approved by the board. In cases where the need is seen to be urgent and cannot wait until the next board meeting, the board can be canvassed by email and, if four board members approve, the spending can proceed. In the case of email approval, the results will be recorded in the next meeting minutes.

8. **Computer system and web site:**
Deferred to our next meeting.

9. **Maintenance report:**
Richard will have more information at our next meeting.

10. **Additional items:**
There were no additional items at this time.

At 8:45 pm it was moved by Manu and seconded by Mona that the meeting be adjourned.

Date: June 20, 2011

President – Bryan Ellert

Vice President – Mona Jones