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
July 11, 2011

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

The meeting commenced at 6:05 pm.

1. **Agenda approved.**

2. **Meeting minutes:**
   It was moved by Rick and Seconded by Gerry that the minutes from June 20, 2011 be approved. Original copies of minutes will be signed, dated and stored in the Westmount Place office.

3. **Roger Lamy**
   - **3.1** - Organizational structural chart works well for Roger.
   - **3.2** - *Roger's expectations for board*: Financial – Fire inspection, emergency – electrical generator and fire alarm annual inspections are coming up. It was moved by Rick and seconded by Manu that Roger proceeds with the inspections not exceeding a cost of $3,000.00. Motion carried.
     Discussion regarding spending limits. It was moved by Manu and seconded by Rick to increase Roger's spending limit to $750.00. Motion carried.
     Roger expects more communication with the board and will send emails to all – if action is required by a member of the board he will make a note in the email. Trust was important – clear, concise direction. When window cleaning in the future – written notice will be given to the owners whose condos need to be entered for access to the anchors as a courtesy to the owner. Anyone who has had windows missed is to email Kathy at accounting@westmountplace.org. Roger's goal is to build things so we move forward in the event that he or anyone else on his team is not here.
   - **3.3** - *Boards expectations of Roger*. Roger will report on finance, maintenance and management issues at Westmount Place. Reports will be sent out one day before each meeting. Financial reports will be sent out 2 days after the bank statement, with Quick book reports being sent to each board member. Any questions from board members are directed to Rick. Reports will also be updated regularly on sky drive – which Roger will instruct us how to use. Financial information will be emailed to board members. Roger will forward his job description to Bryan and they will go over it, forwarding the results to other board members once completed. Roger will check the employees' files to make certain they have signed a contract stating they are working verbatim within the

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employment guidelines as outlined in the Alberta Employment Standards Act. Additional information regarding our building will be added to the document and staff will be required to sign the employment agreement. Mona and Roger will see that this has been completed.

3.4 *Reporting to the board, meeting attendance* - Roger will attend specified meetings at the request of Richard, Rick or Bryan. He will not be required to remain throughout the entire meeting.

3.5 *Issues* – Communication is paramount on both sides. Contactors coming into the building must sign in and communicate with Roger what they are in the building to fix/change etc.

4. Financial report:

Roger discussed payroll. Under the current payroll we would be $16,000.00 in arrears, however, Roger feels this will correct itself as the year progresses with the changes in our staff.
Balance of $25,000.00 owing to Watt's Mechanical – Rick will check into this and the board has authorized him to make the funds available at his discretion. Watt's also has a $10,000.00 Change Proposal Request – this will be investigated, was the change necessary, who advised for the change. Richard will report back to the board as to what was changed and why. Rick will check with Watt's to discover who gave the authorization.

5. Maintenance report:

Two major projects – chiller/boiler and a number of smaller projects. Roger is aware of the small projects. Richard has had two meetings – first with Roger, Richard and Paul. Second meeting with Hemisphere to discover roles, responsibilities, warranties on equipment and following with closure on the projects with Hemisphere and Watt's. There is a clear outline of who is responsible going forward. Roger, Bryan and Rick are working on getting a handle on payments to Watt's. Paul is checking into chemical protection on the cooling towers. There is an estimated cost of $5,000.00 which includes pumps and installation. It was moved by Richard and seconded by Gerry to allow Roger to proceed with the chemical injection up to approximately $5,000.00. Motion carried. Other items will be followed up at the next meeting.

5.1 *– Brian Pratt* role – Brian Pratt will be available as a consultant/advisor for Roger as needed. Brian is to liaise with Roger as a key consultation to Westmount Place and support to Roger. All contact between Hemisphere, Watts will be through Roger.

6. Parking/Security:

There are 64 leases, 205 stalls. Mona will seek advice from an outside source regarding the best way to proceed with stall 128. There was discussion regarding safety poles to be put up between the building and the pillars by the entrance to the car park. This will be tabled for the next meeting.

There was an incident where security was called at 5:30 a.m. July 11th and the call went straight

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to voice mail. Roger will follow up with staff to see if there was an issue, or reason the call would not have gone through. It was discussed that we only have one phone line.

7. **Board volunteers:**
   Tabled for our next meeting.

8. **Insurance Policies:**
   Tabled for our next meeting.

9. **Other:**

An owner has been calling Manu regarding cleaning – Manu or any board member is to refer any calls of this nature to Roger for him to resolve.

It was moved by Manu and seconded by Rick that the meeting be adjourned. The meeting adjourned at 9:00 pm.

Our next meeting is Monday, July 26th 2011 at 6 p.m.

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President – Bryan Ellert

Vice President – Mona Jones