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 25, 2011

Present: Roger Lamy, Bryan Ellert, Mona Jones, Gerry McAllister, Rick Goebel, Richard Beale absent.

The meeting commenced at 6:05 pm. Manu Chugh, Cheryl Scott arrived at 6:15 pm.

1. **Agenda approved.**

2. **Meeting minutes:**
   It was moved by Rick and seconded by Gerry that the minutes from July 11, 2011 be approved. Motion carried by Mona, Gerry, Rick and Bryan. Original copies of minutes will be signed and stored in the Westmount Place office.

3. **Motions to approve decisions made via email.**
   Motion for Change Order #16 – Watts agreed to pay 1/3. It was moved to approve 2/3 payment of CO #16 to Watts with the option to pursue Hemisphere for 1/3 of payment. Moved by Rick and seconded by Gerry. Motion carried by Mona, Gerry, Rick and Bryan.
   Moved by Gerry and seconded by Cheryl to authorize repairs to the makeup air unit at a cost of approximately $1,500.00. All in favour, motion carried.

4. **Financial report:**
   We are in receipt of the Quick Books financial report dated 5:05 pm July 25th. Copies were distributed. Board members will review and direct any questions which may arise to Rick. We are waiting for the 2009 auditor's report, expected next week.

5. **Maintenance Report:**
   - **5.1** *Status of items from July 6 meeting with Hemisphere* - Status items are listed in the meeting minutes with Hemisphere. Roger and Steven will work with Richard on the list of deficiencies with the project and Roger will bring staff up to speed on the operations of the equipment thus allowing staff the ability to operate as of August 31, 2011.
   - **5.2** *Status of Insurance recommendations, re letter* – Dialogue regarding the importance of complying with the insurance company and the importance of time lines to complete all tasks outlined. Mona is meeting with the insurance representative on Wednesday at 3:00 pm in the board room to go through our insurance policy.
   - **5.3** CO#16 discussed previously under #3.
   - **5.4** *Aquatics report* – Roger is currently working on issues outlined in the compliance report.

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5.5 *Window washing* – There have been some concerns regarding the window washing. Roger will decide moving forward if we change the individual contracted to complete the task. The individual is to return and complete areas which were missed.
The board stressed the importance of prioritizing work which is needed to be completed within the building. Any issues pertaining to tasks brought forward through insurance, or other agencies which are given completion dates, these are to be given top priority. It is of the upmost importance to be diligent in completing tasks well before deadline dates.

6. **Management report –** The management report will be distributed to the board one day prior to meetings and the financial report two days prior to meetings. Roger will forward a renewed financial report once adjustments have been made.
Discussion ensured regarding staff in different areas and Roger will follow up. Roger will follow up regarding the building envelope, other reserve study issues including the post tension some of which will need to be reassessed in 2012.

7. **Parking –** Discussion regarding bylaws which pertained to parking within Westmount Place. The board must keep records/minutes regarding current status or any changes to parking in the future. Mona will complete a detailed study and get documentation of parking stalls who is assigned which stall and the status of all leases. Current parking concerns will be re-evaluated in the fall.

8. **Board Policies –** *Conflict of interest policy* will be reviewed, minor amendments completed and presented at the next board meeting.
Communications policy – Moved by Gerry and seconded by Manu that the communications policy be accepted as amended – the 48 hour will be changed to read three (3) business days. All in favour, motion carried.
Financial management policy – Moved by Rick and seconded by Manu that the financial management policy be accepted as is. All in favour, motion carried.

9. **Committees – formalization** –
9.1 – Board volunteers - tabled to next meeting
9.2 – Communications – tabled to next meeting
9.3 – Maintenance and operations – tabled to next meeting. 9.3.1 – Tabled as well.
9.4 – Aquatics – tabled to next meeting
9.5 – Contracts – Board contacts for contracts: Insurance, Mona Jones
Natural gas, electricity, elevator, Shaw (due 2014), Gerry McAllister.
9.6 - Human Resources – tabled to next meeting
9.7 – Gardening committee – tabled to next meeting.

10. **Communication –** Newsletter idea from Fiona "Know Your Neighbourhood" given to Bryan for review.

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11. **Other:**

12. It was moved by Rick and seconded by Gerry that the meeting be adjourned. All in favour, motion carried. The meeting adjourned at 8:05 p.m.

Our next meeting will be Monday, August 8th at 6:00 pm. Suite 401 – 1040 7th Avenue SW, 4th Floor.

President – Bryan Ellert

Vice President – Mona Jones

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