Minutes of Board Meeting
Westmount Place Condominium Corporation No. 8310969
August 20, 2008

The meeting was called to order by Lilian Jardine at 7:00 p.m.

Board attendance

- ✔ Lilian Jardine, President
- ✔ Christine Selbstaedt, Vice President
- ✔ Ron Baines, Treasurer
- ✔ Bryan Ellert, Secretary
- ✔ Manu Chugh
- ✔ Jason Bray
- ✔ Paul Jones

Other attendance

None

Quorum met (minimum four present)

Approval of Agenda

Motion: by Christine Selbstaedt to approve the agenda; seconded by Manu Chugh; Carried.

Approval of Minutes

Motion: by Ron Baines to approve the minutes of the 2008 July 09 board meeting; seconded by Lilian Jardine; Carried.

Special Business

- **"Connecting Condos"**
  - Connecting condos is a business, focusing on a "community of condos" that help each other with such things as common condominium issues, questions, processes, group purchase benefits, and procedures.
  - **Motion:** by Manu Chugh; for Westmount Place to immediately join Connecting Condos for the period ending October 1, 2009 for a fee of $900 (plus GST if needed); seconded by Ron Baines; Carried.
- **Building Operations / Management**
  - Options for managing Westmount Place were reviewed by Paul Jones with material prepared by RC Peterson and Paul Jones.
  - **Motion:** by Manu Chugh; that the board explore on site management options; seconded by Jason Bray; Carried.
  - The board will be developing job descriptions for on site management at a special meeting Monday August 25th, 2008.

Finance / Budget Committee (Chair Ron Baines)

1) Reserve fund study – The committee is in limbo, awaiting decisions on major expenditures that may be required in next year or so, such as roof anchors, envelope study, parkade Post Tension Cable study fault remediation, parkade membrane, and efficient boilers, all of which are under active study by the maintenance committee.

2) Reserve fund investment policy - in limbo awaiting resolution of item (1)

3) GST (Goods and Services Tax) - we are charging GST on condo fees to commercial owners. This is a new item instituted by Condominium First. I disagree with Condominium First about the applicability of GST to these "fees". We have received conflicting advice from knowledgeable authorities. We have retained a GST specialist to advise us. Initial information is hopeful that GST will not need to be collected.

4) Gas supply contract - expires October 28, 2008. - We will consult with "Connecting Condos" for assistance in negotiating a renewal.

5) Accounts receivable - There was almost $ 50,000 outstanding at August 8, 2008. Most of it is delinquent fees by condominium owners. $10,000 of this amount, related to a group of owners, has been disputed by those owners. We will explore this matter and provide an explanation and proposed solution at the September 2008 board meeting. I am dissatisfied with Condominium First's management of this matter and am following up vigorously.

6) Special Assessment - our needs are significant:
- gas price increase Nov and Dec. - not budgeted
- on site building manager - not budgeted
- various studies not budgeted
- $ 50,000 budget shortfalls for 2006 and 2007 consumed our working capital
- $ 50,000 unpaid condo fees generate a financing need and cost
- this building needs a professional cleaning from top to bottom, quote coming

7) In suite repairs - we know that there have been a lot of in suite repairs done this year, yet there is virtually no income, no billings for this work. The finance committee must establish a task force to explore this, and it won't be easy because of a lack of maintenance logs or time sheets.

- **Motion:** by Christine Selbstaedt; that notice be given to owners, as per the bylaws, that the Westmount Place Maintenance Staff no longer do in suite repairs so that they can focus on common property maintenance; Seconded by Manu Chugh, Carried. Christine will prepare a notice for the bulletin boards.

8) AGM (Annual General Meeting) fixed date discussion
Initial impressions indicate that we could have our AGM in late February or mid March, but it would be expensive because we would be competing for auditor time during their peak reporting period.

On the other hand, it would make some sense to have our fixed AGM on the anniversary of our election, with a mid year general meeting (November or early December) reporting on progress to date by the new board and proposing special resolutions for by- law changes, and the review and approval of a special assessment or revised budget, plus other issues as may be obvious by then.

In this way, we could defer our "next year's fees and budget" until the owners could vote on it.

9) Budget for Main Lobby Decor: Manu Chugh will work with Margrit Mortensen to see what can be done to improve the decor of the entrance lobby.

Maintenance Committee (Chair Paul Jones)

- **Roof Anchors**: Roof anchors, used by window washers and those working on the exterior side of the building, failed to pass required tests. The maintenance committee will determine if the anchors can pass the test necessary to support a window washer and are looking at using a common portable system as required, for supporting swing stage equipment needed for exterior building repairs.
- **Building Envelope**: Based on the results of the building questionnaire completed by residents, members of the maintenance committee felt that a full envelope study was not required. The board will be attending a "building envelope education session" conducted by an expert provided by Manu Chugh.
- **Post Tension Report**: A post tension report that will give Westmont Place the status of the post tension cables in the building has been ordered from Manticore Engineering.
- **Parkade door timing**: It was felt that the parkade door remains open for too long discouraging people from stopping to prevent "tailgating" by either vehicles or people. Bryan Ellert will phone the garage door supplier to see if they can provide ideal door timings.
- **Suite 503**: This suite, owned by Westmount Place, is no longer used by the building maintenance manager. Discussion of use of the suite was deferred.

Security and Parking Committee (Chair Jason Bray)

- **Access Security**: The security access device purchase agreement has been revised to emphasize that only owners can purchase fobs (not renters or lessees) and that owners are responsible and liable for any activity resulting from access gained using fobs issued to them.
- **Access Security Audit**: The audit has started and when complete will insure that each fob has a user name associated with it. This includes commercial units. Fobs not associated with a name will be deleted from the system.
- **Parking**: There are few records associated with the parking stalls and leases. The committee is working to get a full understanding of the situation and to try and bring the records up to date.
- **Other**: The committee will address many issues such as realtor and contractor access to the building, intercom systems from the security desk to the sliding doors, the camera system, the in house phone system, "in unit" alarms, unit locks and master keys, and fire evacuation procedures. Official and timely notification of change of unit ownership is a big issue. The committee is expected to bring recommendations the board in the next few months to address the outstanding issues.

Communications / Public Relations Committee (Chair Christine Selbstaedt)

The committee met August 18, 2008. In summary;

- **Bulletin boards** –new boards are expected to be in place by mid September 2008.
- **Web site** –due to delays in confirming the contract with 3one Media, and concern about availability of the service, alternatives are being pursued with options expected to be identified by mid October 2008.
- **Bylaw Review** –All board committees will be asked to review existing bylaws, policies, procedures and rules for their committee areas with the view of updating them for content, enforceability and "reasonableness" in time for the next Annual General Meeting.
- **Town Hall Meeting** –planned for October 2008. Condominium fee comparison data will be available.

- **Feedback** –a feed back form to collect information on board performance will be available prior to the Annual General Meeting and results made public at the AGM.
- **Westmount Place Logo Contest** –we will be inviting submissions for a logo contest with the attendees at the AGM serving as the jury.
- **Email List** –we are in the process of setting up an email distribution list for all interested owners/tenants to receive electronic copies of board minutes and announcements.

Executive Committee

- The response from Don Davies, president of Condominium First, was that Condominium First will not play a more active role in managing Westmount Place.
- Discussions on staffing and salaries are deferred pending the decision on building and operations management mentioned above.

New Business

- **Security**:
  - **Motion:** by Bryan Ellert: that unit owner's be required to sign Access Security Device Purchase Agreements for all devices including those they grant to others. This will help insure that unit owners are ultimately liable and responsible for any activity resulting from access gained from access security devices ("fobs").; Seconded by Lilian Jardine; Carried.
- **Ash Containers**: Manu Chugh will investigate replacement ash containers for the front of the building.
- **Handicap Ramp:** Paul Jones will look at marking / identifying the handicap ramp so that it is not blocked by parked vehicles in the drive through.
- **Consensus** reached to deny approval for a request to rent the squash court, handball court and the gym for exclusive time periods to a former owner.

Adjourn

Motion: by Bryan Ellert; to adjourn; seconded by Lilian Jardine; Carried. Meeting adjourned at 9:40 pm.

Next Meeting

Wednesday September 17, 2008, at 6:30 pm, Westmount Place Boardroom.

Approval Signed

Chair, Lilian Jardine, President

Secretary, Bryan Ellert