

Minutes of Board Meeting
Westmount Place Condominium Corporation No. 8310969
Draft September 17, 2008 Pending Amendments and Approval

The meeting was called to order by Lilian Jardine at 6:40 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

- ✔ Steve Banszky, representing 2nd floor owners (part time)
- ✔ Robert Enns, representing 2nd floor owners (part time)

Quorum met (minimum four present)

Second floor Washroom – maintenance, upkeep, and access issues
There was a dispute between the previous board and the 2nd floor owners over the board billing the owners for maintenance and upkeep costs of the 2nd floor washrooms since the fall of 2007. The 2nd floor washrooms are clearly registered as common property, and pursuant to Bylaw 4, the condominium corporation is responsible for the maintenance and upkeep there of.

The second floor washrooms are the only common property on the 2nd floor. The elevator lobby and hallway are owned and maintained by one or more 2nd floor owners. They also pay condominium fees based on the unit factor of that area. Manu Chugh raised the issue of "rights of access" through owner owned property to the common area washrooms. Intense discussion ensued. While the current owners have granted permission to pass through the private space, future owners may not. The board will look for ways to address these concerns as required.

The question of billing for maintenance and upkeep was addressed separately. In that regard, it was:

Moved by Christine Selbstaedt and seconded by Ron Baines that all expenses charged to the 2nd floor owners for the maintenance and upkeep of the 2nd floor washrooms be cancelled and that any monies already paid by the owners in that regard be returned. Carried.

Approval of Agenda
Moved by Christine Selbstaedt and seconded by Manu Chugh to approve the agenda. Carried.

Approval of Minutes
Moved by Manu Chugh and seconded by Lilian Jardine to approve the minutes of the 2008 August 20 board meeting. Carried.

Special Business

- **Building Operations**

  - The job description and qualifications for an on-site building manager developed at a separate meeting were reviewed. A process to find an on-site building manager was initiated. Anyone knowing of potential candidates for an on-site building manager for Westmount Place please contact Christine Selbstaedt. (403-234-7970 or selbstaedt@shaw.ca)

- **Meeting at Eau Claire**
  - The board will be meeting with Maurice Fisher of Connecting Condos on October 1 at 7:00pm at 500 Eau Claire.

Communications / Relations Committee (Chair Christine Selbstaedt 403-234-7970)

- Bulletin boards have not been purchased and mounted as hoped. Manu Chugh provided written information on non stock (e.g. Staples) bulletin boards at the meeting, noting that auction houses presently do not have the type of bulletin boards being sought.
- 21 people have signed up for the email distribution list for board notices and minutes.
- Board members' contact information has been given to the front security desk – it is taped on the inside cover of one of their binders.
- Annual General Meeting minutes have been sent by Condominium First for signature by the President and Vice President. Distribution will follow.
- A letter encouraging committees to review bylaws applicable to them will go out to committee chairs next week.
- Next Communication/Relations committee meeting is October 02, 2008.

Security and Parking Committee (Chair Jason Bray 403-660-0405)

- **Parking**: There are no or minimal records associated with the parking stalls making it difficult or impossible to determine when and if the stalls are leased, assigned or owned. The committee is working to get a full understanding of the situation, seeking outside legal advice and trying to build a position from which to move forward. The committee will make recommendations that are expected to take place in stages.
- **Parking –Rental of stalls by unit owners:** Paul Jones made a request for board discussion and a legal opinion on the ability of owners and renters being allowed to collect revenue from renting their parking stalls.
- **Access Security Audit**: With the help of board contributor Betty Maurice, te audit is now considered complete. Over 150 fobs were deactivated from the system. As a result of the audit, it is expected that the fob purchase agreement will be reviewed from a legal perspective and perhaps revised in the near future.
- **Access Security devices (fobs) pricing**. The cost of ordering new fobs for purchase by owners has increased. Board discussion resulted in the following motion:
  Moved by Bryan Ellert, seconded by Jason Bray to immediately change the selling price of the dual purpose (overhead parkade door) fob to $80.00 and the price of each of the other two models of fobs to $25.00 each. Carried.
- **Storage Space Rental Agreements**: The committee is going to review the terms of new storage agreements for consistency of duration, terms and rates.
- **Fire Evacuation Procedure**: The fire evacuation procedure initiated by Paul Flanagan was discussed.

- **Moved** by Jason Bray and seconded by Manu Chugh to approve the Fire Evacuation Procedure – Westmount Place and the two accompanying documents. Carried.
  The documents will be made available to the Communications/Relations committee for distribution. Thank you to Paul Flanagan for involving the Fire Inspectors and for the work done to complete the documents.

- **Parkade Exit and Entry area:** To reduce the risk of injury to pedestrians near the parkade overhead door entrance/exit, the board thought that a pedestrian barrier would be more effective than the beacon approved by the previous board but never installed. A barrier may also discourage loitering near the parkade overhead door by making it difficult to sit there.

  Moved by Ron Baines, seconded by Manu Chugh to install a pedestrian barrier on either side of the exit/entry point of the overhead parkade door. The barrier is not to block driver view. Carried.

Maintenance Committee (Chair Paul Jones)

- **Roof Anchors**: The maintenance committee is still working on determining 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.
- **Post Tension Report and the Parkade Parking Slabs**: A post tension report has been received from Manticore Engineering. Recommendations include:
  - repairing the underside of the parkade concrete slabs where de-lamination is occurring to prevent it falling and either injuring people or damaging vehicles
  - installing a parkade membrane on all parkade levels (except the bottom level) to prevent water and salts from leaking through the slab and compromising the post tension stress cables and also damaging the tops of vehicles. Installing membranes involves removing all vehicles from the parkade for a period of 4 to 6 weeks. It is believed that winter or early spring would be the least expensive time to install a membrane but the price is still estimated to be b between 3 hundred thousand and 4 hundred thousand dollars
  - Non-membrane options were discussed with Mike Collins of Manticore Engineering but those options were not very successful and still would not address water leaking through the slab.
  - A decision on repair and a parkade membrane should be made soon.
- **Mechanical System review**: R. C. Peterson, a board maintenance committee volunteer, invited two engineering firms to take a tour of the Westmount Place mechanical systems and to advise as to how to proceed. They both recommended a two step process; first an assessment followed by an impact study for renovation. The goal would be to do a proper fix of problems rather than follow a temporary "band-aid" approach requiring future fixes. The major problems found were deterioration of the domestic water piping and the state of our heading and cooling plants (boilers and chillers). This is a large expenditure requiring a lot of thought. The risk of not proceeding is major shutdowns because of system failures.
- **Discontinuance of in suite repair work: Q**ueries by the some commercial unit holders on having their fan coil units and fluorescent lights replaced will likely result in the owners getting together to contract one company to service their business needs.
- **Ladies Locker room flooring and elevator lobby flooring**: Discussion continued on replacing the ladies locker room flooring and parkade elevator flooring. Manu Chugh is going to send a contact name to Paul Jones who will get a quote for the two sets of floors. Jason Bray is going to contact a person who did work for him and also get a quote for the two sets of floors.
- **Building Drawings**: The retrieval of building drawings delivered to former board member Steve Thompson for copying to CD is being pursued.

Finance / Budget Committee (Chair Ron Baines 403-265-3653)

- **Signing Authority for the Westmount Place Condominium Corporation**:
  Moved by Ron Baines, seconded by Jason Bray, that this Board authorize any two of the executive committee to act as signing officers on behalf of the Westmont Place Condominium Corporation. This duty will normally be filled by the Chairman and Treasurer. In the absence of one or both, their roles will be filled by the Vice Chairman and / or the Secretary. Carried.

- **GST (Goods and Services Tax) on Commercial owners condominium fees –** This issue requires further input and a meeting with the commercial owners before a recommendation is presented to the board, likely October or November 2008.

- **Gas supply contract - expires October 28, 2008. –**
  Moved by Ron Baines, seconded by Manu Chugh to renew the Nexen gas contract for our option price of $8.72 per gigajoule for a three year period. Carried.
  Other current price comparisons were in the $10 and $11.00 price range. The Westmount Place price for 2007/2008 was $7.20 per gigajoule.

- **Accounts receivable** – The amounts due from owners at September 03, 2008 totaled about $50,000 outstanding. Among the debts owing are about $17,000 from four leased suites, $20,000 from four owner occupied suites and $750 in small accounts mostly for in suite repairs, where the billings have been ignored.
  There are three lawsuits, protected by caveat, for about $22,000. It will take about a year to recover this money.
  There are caveats on four other suites, but these have not yet gone to court – also a one year turn around.
  Caveat warning letters have been filed with three other owners.

- **Financing the Condominium Corporation**
  The annual budget at Westmount Place has been in a $50,000 budget deficit for each of the last two years and is on target for another $50,000 deficit for 2008. Additionally the Reserve fund is inadequate to meet the anticipated needs. Although the reserve fund study numbers are not available yet, it would not be unreasonable to expect a condominium fee increase or a special assessment or a combination of both. As a reminder, these are the items of concern:
  - the gas price increase for November and December 2008 will be under the new contract and are not budgeted
  - on site building manager - not budgeted
  - various studies not budgeted
  - electricity and water rates are above budget
  - this building needs a professional cleaning from top to bottom, quote coming.

- **Going Green –** The finance chairman is pursuing grants that may be available for new heating equipment.

Executive Committee

- It was resolved that when a board executive meeting is necessary, it is to be formally called so that all board members have an opportunity to attend. A quorum of 4 still applies. Any proxies must be in writing. Proxies for regular board meetings must also be in writing.

Presidents Desk

- Moving Policy: The moving policy in place does not allow moves in the evenings or on the week-ends. There are different views of this policy. A task force of Jason Bray, Christine Selbstaedt and Lilian Jardine has been formed to make recommendations to the board.

- Town Hall date: due to lack of definitive financial and other information, the town hall meeting has been postponed until early December 2008.

- Renovations in Units – Paul Jones and Manu Chugh are to review the policy and examine procedures that should be followed to approve requests from unit holders.

Adjourn

Motion: by Jason Bray; to adjourn; seconded by Manu Chugh; Carried. Meeting adjourned at 9:40 pm.

Next scheduled meeting

Wednesday October 15, 2008, 6:30 pm, Westmount Place Boardroom.

Approval signed

Chair, Lilian Jardine, President

Secretary, Bryan Ellert