

Minutes of Board Meeting
Westmount Place Condominium Corporation No. 8310969
October 15, 2008

The meeting was called to order by Lilian Jardine at 6:35 p.m.

Board attendance

- ✔ Lilian Jardine, President
- ✔ Christine Selbstaedt, Vice President
- ✔ Ron Baines, Treasurer
- ✔ Bryan Ellert, Secretary
- ✔ Manu Chugh (part time)
- ✔ Jason Bray (part time)
- ✘ Paul Jones (absent)

Other attendance

- ✔ Brian Pratt (part time)

Quorum met (minimum four present)

Special Business –On-site Building Consultant/Manager – Brian Pratt

Brian Pratt, the new interim on-site building consultant/manager, briefly reviewed his background as a consultant and manager of commercial real estate and building operations. Brian will work approximately half time for Westmount Place for the next two to three months in both the building consultant and building manager roles.

Building management issues can be sent to Brian Pratt at westmountplace@ymail.com
Common property maintenance issues should continue to be sent to westmountplace@hotmail.com

Approval of Agenda

Moved: by Christine Selbstaedt to approve the agenda for this meeting. Seconded by Manu Chugh. Carried.

Approval of Minutes

Moved: by Manu Chugh to approve the minutes of the 2008 September 17 board meeting. Seconded by Christine Selbstaedt. Carried.

Moved: by Christine Selbstaedt to approve the minutes of the 2008 September 24 Special Assessment board meeting. Seconded by Ron Baines. Carried.

Moved: by Ron Baines to approve the minutes of the 2008 October 01 board meeting regarding interim on-site building manager. Seconded by Christine Selbstaedt. Carried.

Business arising from the minutes:

Manu Chugh discussed the possibility of re-configuring floors 1 to 4 to make better use of space. This was deferred for further discussion.

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

- **Parking**: Before seeking legal advice on a parking policy and its implementation, the board needs to determine the requirements of the policy. The committee will be developing these requirements

and return to the board for approval before engaging legal advice. It could take 10 to 20 hours of legal time to review our situation and develop a workable policy.

- **Parking stall violations:** The board wants to be able to resolve parking stall violations (for example unauthorized storage) in a timelier manner, especially for repeat offenders. Therefore it was
  MOVED: by Ron Baines to ask Brian Pratt to write a letter to the owner of a parking stall that is currently in unacceptable condition noting that he has 10 days following receipt of the letter to bring the stall into compliance. Failure to do so will, as per board procedures, result in the board removing the offending material. The letter is also to indicate that the stall is to remain in compliance. Seconded by Lilian Jardine. Carried.

- **Security personnel protocol:** It was requested that Brian Pratt develop a protocol for the front security desk personnel to follow should it be necessary for them to leave the desk unexpectedly for more than a few minutes.

- **Security incidents:** Discussion took place about the number and severity of any security incidents or minor infractions that may have taken place in the building. There was no definitive data or known cause for concern. Jason Bray volunteered to go through the security logs looking for incidents. It was suggested that perhaps Brian Pratt could call on George Gari to help with a general review.

- **Parkade exit and entry area:** Manu Chugh volunteered to get a budget estimate for the pedestrian barrier near the parkade overhead door.

Maintenance Committee (Chair Paul Jones, report by Ron Baines)

- **On-site manager hiring**: After an intense discussion it was agreed that Christine Selbstaedt will plan to conduct interviews for an on-site building manager around mid November, 2008 with the target of a permanent on-site building manager starting employment at Westmount Place by January 03, 2009. A progress report will be given at the November 2008 board meeting.

  Further discussion took place on whether to use public advertising for the position or word of mouth.
  - **Moved:** by Bryan Ellert to authorize the estimated amount of $1500 to $3000 for public advertising for the job search for the on-site building manager. Seconded by Jason Bray. Carried, 3 for the motion, 2 abstentions.

- **Two way radios for maintenance staff.** The radios are not working well. The maintenance committee is planning to examine options.

- **Post Tensioning System Review recommendations:**
  Two recommendations of the Post Tensioning System Review were discussed:
  - Removal of loose concrete:
    The recommendation is to repair the underside of the parkade concrete slabs where de-lamination is occurring to prevent it falling and either injuring people or damaging vehicles. When the de-lamination is repaired, cosmetic restoration will not be done until the parkade membrane is installed.

- Installation of a parkade traffic membrane.
  This recommendation is under active study. It will be one of the projects to be considered when we have received the Hemisphere Engineering report (see Mechanical System Review and Budget 2009 sections below).

- **Roof Anchors:** it has been confirmed that the roof anchors cannot be used, even for window washing. Options are being considered.

- **Elevator Study:** For informational purposes, our elevators are considered "obsolete". There is one supplier of service that has some parts, but other parts need to be made as required. The cost to have an elevator consultant review and report on our elevator situation is estimated to be $1500.

- **Mechanical System Review**: Attachment 1 to these minutes is a proposal from Hemisphere Engineering to review the reserve study and the mechanical systems in the building including the deterioration of the domestic water piping.
  Motion: by Ron Baines to authorize $7500 plus GST from the reserve fund to engage Hemisphere Engineering to undertake the study as outlined in their attached proposal. Seconded by Christine Selbstaedt. Carried.
  Brian Pratt along with RC Peterson are to manage this project.

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

- **Special assessment response:** So far, there have been no seriously negative responses. There have been a number of specific pointed questions. Some folks were wondering why it was $170,000 instead of only $ 70,000. Once they received full explanations I received thanks and congratulations to the Board for the work we had undertaken.
  Some folks have made arrangements for payments taking a few months instead of the one shot payment.
  Condominium First advised me today that we have enough money that they can once more start paying our bills.

- **Budget for 2009:**
  We hope to present a preliminary summary budget to the mid year owners' meeting. We will not have a comprehensive or precise budget by that time, but we will have about ten lines of figures with explanations of which items are reasonably firm and which items still need significant research and decision.

  Our objective will be to give owners an idea of where we are going, what our fees might be and to give them a chance for comments and advice to the Board.

  We will use the draft 2008 reserve fund study as the source of the preliminary amount to put into the reserve, until our Board analysis of refurbishments is more complete.

  If any Board member or Committee has a need for some project funding in 2009, please let me know within three weeks in order that I may include it in the summary for the November Board meeting for approval to go before the Owners' meeting

  There will be no reminders - no requests - no budget.

- **Meeting with Insurance broker:** Lilian Jardine and I met with Condo First and two representatives of our insurance broker late last week. The meeting chiefly dealt with the tardy and unsatisfactory handling of claims and repairs to owner's suites following water damage, etc. and the nature of liability insurance required to be carried by owners and contractors.

  We requested the insurance agent and Condo First to prepare a set of safety rules for our owners relative to the type of insurance carried by the Board.

  We asked for written clarification of our Directors Liability and Indemnity coverage.

  We received the details of how the annual appraisal of the property is obtained for our insurance coverage (because statute bars us from having a co-insurance policy, we must have 100 % coverage).

  We requested the insurance agent to prepare and provide us with a protocol for the owner and our staff to follow upon notice of damages and for interfaces between the Board, the insurer, the adjuster, contractors, etc., with explanations of the various forms and necessary access approvals, etc.

  We expressed our dissatisfaction with the slowness in response to claims arising from the flood caused by the open window in a unit during a February 2008 renovation.

  We asked the insurance agent for a copy of the report that would have been written following a visit by an insurer's risk assessment expert earlier this year.

  I was advised by Condo First that these reports, etc. were not yet complete today.

- **Cleaning the building:** Still working on a quote for cleaning the building.

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

- **Displays:** Wall mount sign holders for the parkade levels and an additional bulletin board for the mail box area have been purchased and are expected to be installed shortly. All notices are expected to contain a posted and remove date.

- **Logo contest –** the logo contest is expected to be launched in time to post submissions and vote at the next town hall meeting.

- **Bylaws:** Work to encourage committee's to review bylaws applicable to them will continue.

- **Connecting Condos:**
  Motion: by Christine Selbstaedt to authorize Brian Pratt to have electronic access to the Connecting Condos web site during his tenure as on-site building consultant. Seconded by Lilian Jardine. Carried.

- **Fire Evacuation Procedures and Summary:** Bryan Ellert will deliver these to Brian Pratt for his handling.



Presidents Desk

- **Town Hall date / presentation:** Discussions resulted in a preliminary plan to hold a combined Town Hall and Christmas social on December 16, 2008 from 6:00 pm to 9:00pm, with Town Hall presentations at 7:00 pm. Presentations are expected to include a provisional budget for 2009. Christine will contact Lise Lehey about organizing the social. Details of the event will be forthcoming.

- **Renovations protocol** – Brian Pratt and the Maintenance Committee will review the policy and procedures that are to be followed in approving any owner renovation plans.

- **To do lists:** With the new on-site building consultant/manager in place, it was decided that the board would discontinue this list.

- **Board processes:** Lilian would like board members to review her draft of Board Process for comments at the next board meeting.

- **Donations:** Arctos Land Corp, located on the main floor, has ***very generously donated*** all the materials and labor to upgrade the lighting and paint the whole main floor hallway, including the mail box area. The electricity for the additional lights is even paid for by Arctos. President Gerry McAllister is pleased to contribute to his workplace environment and encourages other commercial and residential owners to contribute as well. The board enjoyed working with Gerry on this project and is very appreciative of his initiative. The hall looks so much better! Thank you.

Adjourn

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

Next scheduled meeting

Wednesday November 26, 2008, 6:30 pm, Westmount Place Boardroom. A meeting will be called in December if needed.

Approval Signed

Chair, Lilian Jardine, President

Secretary, Bryan Ellert

Reference CAL 08-067

September 22, 2008

Westmount Place Condominium Management Board
c/o RC Peterson Ltd
Calgary, AB

RE: Westmount Place –Review of Mechanical Systems

Dear sirs:

Further to our initial review on site, we are pleased to provide our proposal for engineering services for a review of the mechanical systems in the building.

Our scope of services will include a review of the RJC reserve fund study and our own review of existing site conditions. Based on our findings, we will provide a report as follows:

1. Identify problem areas and/or deficiencies
2. Recommend proposed improvements and modifications.
3. Estimate budget costs for each proposed item.
4. Recommend an implementation schedule, including consideration of urgency, required cash flows, and disruptions to tenants.

We propose a fixed fee of $7,500.00, not including GST.

Thank you for the opportunity to offer our services. We look forward to working with you.

Yours truly,
HEMISPHERE ENGINEERING INC

Paul H. Elfner, P. Eng.
Principal

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