

Minutes of Board Meeting
Westmount Place Condominium Corporation No. 8310969
February 11, 2009

The meeting was called to order by Lilian Jardine at 6:30 p.m.

Board attendance

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

Other attendance

√ Joe Penney, Building Manager

1. Attendance: Quorum met (4 with 7 members, including proxies)	
2. Owners/ Visitors: 2.1. No Requests	
3. Standing Items: 3.1. Approval of this agenda **Moved:** by Christine Selbstaedt to approve the agenda for this meeting. Seconded by Bryan Ellert. Carried. 3.2. Approval of previous meeting Minutes: 2009 January 14. **Moved:** by Manu Chugh to approve the 2009 January 14 board minutes. Seconded by Lilian Jardine. Carried.	
4. Maintenance Report 4.1. Transition Plan Joe Penney's list of items to be addressed in the transition from Condominium First to self management was addressed by assigning dates and listing people responsible for the action items.	Joe
Moved: by Ron Baines to open bank accounts for the Reserve Fund, the Contingency Fund, and the Operations Fund at Scotia Bank. Seconded by Christine Selbstaedt. Carried.	Ron
Christine Selbstaedt suggested a form to collect owner information be sent with the bank information form to all owners. She will develop this form.	Christine
All accounts receivable law suits are to be investigated by Ron Baines and Joe Penney.	Ron/Joe
4.2. Staff Guidelines/Standards/Salaries/Job Descriptions Employment Guidelines and Agreements have been developed and are now in use at Westmount Place.	

4.3. Renovation Protocol The Westmount Place Renovation Procedures and Protocols, Draft 2, January 13, 2009 was determined to be "in use" until discussed and perhaps revised in the future.	
4.4. Parkade-next step Discussion of the parkade infrastructure work was deferred. Joe Penney will organize some form of clean up of the parkade in the near future. It was felt that thoroughly cleaning the parkade in the winter delivered minimal value.	Joe
4.5. Roof Anchors Joe Penney has meetings scheduled with the Engineering firm Madden and Madden to get this job done.	Joe
4.6. Hemisphere report Westmount Place is not very satisfied with the Hemisphere Engineering Inc. Report on the Condominium Mechanical Systems Review January 19, 2009 Revision 3. The report is to be reviewed with Hemisphere by Ron Baines, Joe Penney, and perhaps Brian Pratt and R.C. Peterson.	Ron/Joe
4.7. Suite 503/elevator and lobby carpets A decision on Suite 503 will be left until the meeting before the next Annual General Meeting. Elevator and Lobby carpets will be dealt with at a Maintenance Committee Meeting.	Ron
4.8. Additional Items: Joe Penney stated that a good opportunity arose that encouraged him to ask for a quote to re-do the commercial lobbies of the 3rd and 4th floors – including new ceiling tiles, lights, paint etc. Since the 2009 condo fee increase was designated for fundamental repairs, the board felt that money should not be spend on this. If the commercial owners want to pay for all the changes the board will go along with this opportunity.	Joe
Elevator safety edges. The safety edges on the 3 main elevator banks that are used by passengers to hold open or re-open the doors are 25 years old and outdated. It will cost about $12,000 to replace the edges with modern ones. **Moved:** by Manu Chugh to replace the safety edges on the 3 main elevator banks as a priority due to possible liability and safety issues. Seconded by Christine Selbstaedt. Carried.	Joe
Joe Penney lead a discussion of the benefits of shutting down the hydraulic elevator that runs between P1 and the 3rd floor. Shutting down this elevator would save the electrical costs, cleaning costs and $6,000 a year maintenance cost plus the cost of any upgrades such as the elevator safety edges. An estimate to keep the elevator running was that it would require well over $100,000 during the next 5 years. This item was deferred.	Joe

5. Security/Parking Report 5.1. Key Entry Policy Stage 1 is complete –employees are to sign their keys in and out of the Security (Front) Desk when they enter or leave the building for the day. A key safe for the Security (Front) Desk is to be acquired. Stage 2, re-keying the building is deferred because of the cost ($25,000) and it is not presently viewed as a priority item. 5.2. In Suite Entry Review Authorized entry to suites has been defined in the Employment Guidelines and Agreements document which is to be signed by all employees. 5.3. Parking Leases update/Policy This complex task is being reviewed over the next couple of months. By-laws will also be reviewed and any recommended changes proposed to the board.	Joe/Jason Jason
6. Communication Report 6.1. Website maintenance The website is functioning and when there is more feedback that requires additional work another solution will be investigated. 6.2. Contact person for Realtors Joe Penney is the contact person. 6.3. New Filing System/Mailings This will be handled as part of the transition plan to self management.	
7. Finance Report 7.1 Transition/Setting up system This will be handled as part of the transition plan to self management. 7.2 Banking Motion Handled under the transition plan, item 4.1 above. 7.3 Insurance Update Ron Baines and Joe Penney will be meeting with the insurance people to discuss the current rates and insurance issues at Westmount Place. A question was raised by Christine Selbstaedt as to whether or not Westmount Place insurance rates would decrease if "improvements and betterments" for all the units (Bylaw 46 a) i)) were not covered by the corporation. 7.4 Repair and Maintenance Costs A list of catch up operating Maintenance and Repairs and Reserve Fund items was reviewed. It is attached to the minutes as Attachment 1.	 Ron Maintenance Committee
8. From the President's Desk: 8.1. Holiday calendar/Board members Members of the board are to forward to Joe Penney a list of when they will	 All board

be away. Joe will maintain a common calendar. 8.2. Owner concerns An owner requested that the board review Bylaw 62 d) i) stating that animals are not allowed in the units. A majority of the board did not support any changes to this Bylaw. 8.3. Legal files/on-line votes Legal files will be retrieved from Condo First as part of the Transition Plan. Next time an issue needs to be decided by the board outside a regular board meeting, a meeting will be called to deal with the issue rather than try and use on-line voting. 9. Next meeting: Wednesday March 18, 2009, Westmount Place Board Room, 6:30 pm **Moved:** by Christine Selbstaedt to adjourn the meeting; Seconded by Jason Bray. Carried. Meeting adjourned at 10:00pm	members All board members

Approval Signed

Vice President, Christine Selbstaedt

Secretary, Bryan Ellert

Attachment 1

2009 catch up operating Maintenance and Repairs

Here is an alphabetic list of the catch-up M & R of which we are aware.
These are alphabetic. The maintenance committee will prioritize them before the next board meeting. In addition, we need a preventative maintenance program.

- Boiler pump rebuild
- Cooling tower sump tank sealing
- Caulk curtain wall on four suites
- Fire exit diagrams
- Garbage chute & bins
- Graffiti control
- Hot tub safety shut off switch
- Hot tub leaks
- Hot water line 4" re soft water system
- Intercom outside front door
- Ladies change room renovation – floor & paint
- Ladies dry sauna control problem
- Men's washroom fan
- Parkade elevator lobby carpets, etc
- Parkade exhaust fan balancing or?
- Parkade heater for P4
- Parkade ramp barrier
- Roof repairs over billiard room
- Safe for security keys
- Suite air conditioner water leak prevention program

Unbudgeted contingency item

- Elevator safety sensors

Urgent Major repairs and replacements (Reserve Fund Items)

- Roof Anchors
- Snow brush machine
- Parkade ceiling delamination repair
- Make up air heater repair/replacement
- Parkade membrane
- Chiller
- Corroded parkade sewer lines