

Minutes of Board Meeting
Westmount Place Condominium Corporation No. 8310969
April 01, 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
X Jason Bray (absent)
X Paul Jones (absent)

Other attendance

√ Joe Penney, Building Manager

1. Attendance: Quorum 4 met	
2. Owners / Visitors: 2.1. No Visitors	
3. Standing Items: 3.1. Approval of this agenda - approved 3.2. Approval of previous meeting Minutes: Feb. 11, 2009 **Motion** to approve by Christine Selbstaedt, seconded by Ron Baines, carried.	
4. Finance Report 4.1 Transition/Setting up system update: Pre Approved Debit (PAD) forms for TD Bank were signed by the four members of the executive. Target date remains at May 01, 2009 for conversion from Condominium First to self management. The transition plan list developed by Joe Penney will continue to be addressed. 4.2 Insurance update – 4.2.1 Clarify that the Condominium insurance premiums have been paid. 4.2.2 Confirm that the insurance coverage terms are in accordance with the bylaws. 4.2.3 Confirm directors liability coverage. 4.2.4 One unit owner requested that the loss insurance on his unit be paid directly to him so that he could look after the loss repair himself. **Motion** by Bryan Ellert to approve this request. Seconded by Lilian Jardine. Carried. Letter will be sent to owner in this regard. Westmount Place Renovation protocols to be respected. 4.3 Estoppel certificates The process of issuing estoppel certificates in the future, under self management, is to be investigated. 4.4 Status of GST inquiry on Commercial Units.	Joe Ron Ron Lilian Christine

Ron Baines has received a letter from the Canada Revenue Agency stating that the CRA will deal with this issue in due course. 4.5 Tenant undertakings (bylaw 51, 62): deposits, enforcement Bylaw 51 – Leasing of Units and bylaw 62 – Use and Occupancy Restrictions deal with, among other things, the responsibility of tenants to comply with the Condominium Property Act and the Westmount Place bylaws. Steps will be taken by the board and property manager to insure that tenants are informed of the bylaws and that tenants comply.	Open
5. Maintenance Report (Note that most of the items have been moved to the April 08, 2009 board meeting) 5.1. Transition Plan (moved to the April 08 meeting) 5.2. Staff update 5.2.1. Henry Bansiloy, has been hired to replace Bob Simons. 5.2.2. Keith Shae started employment as a heavy duty cleaner. 5.2.3. Eva Szelei will be reducing to half time hours mid April. 5.3. Renovation Protocol (moved to the April 08 meeting) 5.4. Roof Anchors update (moved to the April 08 meeting) 5.5. Hemisphere: report (moved to the April 08 meeting) 5.6. Suite 503 Suite has been rented. 5.7. Elevator and lobby carpets (moved to the April 08 meeting) 5.8. Elevator safety edges (moved to the April 08 meeting) 5.9. Fourth floor lobby feedback (moved to the April 08 meeting) 5.10. Hydraulic elevator status (moved to the April 08 meeting) 5.11. Priorities of repair/maintenance (moved to the April 08 meeting) 5.12. Reserve Fund Report (moved to the April 08 meeting) 5.13. Other (moved to the April 08 meeting)	
6. Security/Parking Report 6.1. Key safe Still being investigated 6.2. Parking Leases update/Policy (moved to the April 08 meeting) 6.3. Other: status of parkade entrance barrier This issue will be dealt with after the traffic membrane in the parkade is dealt with.	Joe
7. Communication Report 7.1. Website maintenance A site costing $128. per year is being investigated. 7.2. Website – documents accessible to all? Insurance certificate? 7.2.1. The Insurance Certificate will be posted on the web site 7.2.2. The document levels on the new web site will be investigated to determine what documents should be posted. 7.3. Charge for document preparation for prospective owners? The board will initiate charges for an Estoppel certificate but in general as much as possible will be on the web site, free of charge. Some	Christine

hardcopies of specific information will be available. 7.4. Bylaws The Communications Committee will be meeting to propose changes for the May 20, 2009 board meeting. 8. From the President's Desk 8.1. Although the intent is to publish what we can on the web site, if hard copy documents are required, please see Christine Selbstaedt. 8.2. A unit owner has a disputed amount of approximately $1000 (due to the Corporation for about 3 years). Lilian will request a copy of the engineers report and pending receipt, there is a **Motion** by Ron Baines that he instruct the condominium auditor to write off the owner disputed amount of approximately $1000 from 3 years ago. Seconded by Manu Chugh. Carried. A letter will be sent to the owner in this regard. 8.3. The board decided to continue using Bonneycastle and Polley as lawyers to handle the condominium business related to caveats etc. 9. Other: board positions for next year Ron Baines will not be running for treasurer next year. The board is searching for a replacement. Anyone interested in this opportunity please contact Christine Selbstaedt -selbstaedt@shaw.ca 10. Next meeting: April 08, 2009 11. 08:15 pm **Motion** to adjourn by Christine Selbstaedt, seconded by Manu Chugh. Carried.	Lilian Ron Lilian

Approval Signed

President, Lilian Jardine

Secretary, Bryan Ellert