

Minutes of Board Meeting
Westmount Place Condominium Corporation No. 8310969
May 20, 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
- √ Paul Jones

Other attendance

- √ Joe Penney, Building Manager

1. Attendance: Quorum is 4 (with 7 members, including proxies) 2. Owners / Visitors: No Requests. 3. Standing Items: 3.1. Approval of this agenda – **Motion** to approve by Christine Selbstaedt , seconded by Paul Jones, carried. 3.2. Approval of previous meeting Minutes: April 14, 2009 **Motion** to approve by Christine Selbstaedt, seconded by Lilian Jardine, carried. 4. Communication Report 4.1. Commercial Owners Meeting Report 4.1.1. A shredding service and costs are being investigated. If residents are interested in taking advantage of this service, please contact Christine Selbstaedt, selbstaedt@shaw.ca 4.1.2. Rather than the Security staff being required to use a key to give owners access to the stairs at the south side of the Security Desk, it was believed that installation of a card access reader would be a big asset. 4.1.3. The responsibility for fan coil (air conditioning units) was raised. The board will pursue who is responsible for this as outlined in item 6.3 below. 4.2. Update of Communication Committee No formal communications meeting was held. Sixty one (61) owner surveys that were sent with the Payer's Pre-Authorized Debit Agreement for condo fee payments were returned. The number returned is very high and this is considered good. The results will be summarized and posted in the near future. 4.3. Realtor Package The provision of a Realtor (Marketing / Sales / Information) package will be discussed at the next Communications Committee meeting.	Joe Christine

5. Security/Parking Report Recommended changes, such as additional cameras, and clarification of parking lease issues are on hold pending the availability of funds. Maintenance issues have taken priority.	
6. Maintenance Report	
6.1. Reserve Fund Study A designated group of board members will be attending a final meeting the week of May 25, 2009 with RJC to review and discuss the Reserve Fund study so that it can be finalized and prepared for approval by the board in time for the annual general meeting in June 2009.	Ron
6.2. Hydraulic Elevator/Elevator Edges The hydraulic elevator (P1 to floor 3), per earlier board direction related to costs, is no longer in service. It will be approximately 8 to 10 weeks before the modern elevator edges are installed on the remaining three elevators.	Joe
6.3. In Suite Responsibilities as Common Area Lilian Jardine will obtain a written legal opinion regarding whose responsibility it is to service and maintain both the residential and commercial fan coil (air conditioning) units.	Lilian
6.4. Locker Room Safety/Health Renovations Update Funds have been confirmed as available and this project will proceed.	
6.5. Roof Anchors/Parkade Membrane Update	
6.5.1. The process to repair / replace all roof anchors, estimated at $95,000 is proceeding.	Joe
6.5.2. Manu Chugh will provide a person to outline alternatives to a traffic membrane for the parkade structure. Paul Jones and Joe Penney are to investigate the alternatives.	Joe Joe Paul
7. Finance Report	
7.1 Accounting/Bookkeeping Update/Signatures The chosen bookkeeper terminated her services just before starting to record information. As a result, Christine Selbstaedt and Joe Penney have started the bookkeeping function. Westmount Place is in search of a bookkeeper.	
7.2 Insurance Update/Meeting A meeting has not been held yet.	
7.3 Protocol Delinquent Fees/Estoppels Certificates/Rental Deposit A process has been established to pursue unpaid fees in a more efficient manner than was used in the past.	Ron
7.4 Financial Statements 2008 Update A financial Auditors Report for 2008, signed by the auditor, has	

been received. Board members will be receiving a copy in preparation for approving it in time for the annual general meeting in June 2009.	Ron
8. From the President's Desk: 8.1. Suite 503, former building manager's suite. A **motion** was made by Ron Baines to provide a motion at the Annual General Meeting in June 2009 to sell Suite 503 and put the proceeds in the reserve fund. Seconded by Christine Selbstaedt . Carried.	
9. Other: 9.1. Shaw Cable. When Westmount's bulk cable contract expires on August 01 2009, the building will be converted to digital cable. Cable rates are being reviewed and it is expected that Shaw will conduct an on-site owner information session to explain the expected benefits/changes. You will be advised of the information session.	Joe
9.2. Elevators: a discussion concluded that priority needs to be given to addressing the ongoing issues with the elevators.	
10. Next regular board meeting: To be determined	
11. **Annual General Meeting** Kerby Centre Tuesday June 16, 2009 7:00 – 10:00 pm	
Motion at 10:15 pm to adjourn by Christine Selbstaedt, seconded by Paul Jones, carried.	

Approved June 03, 2009

President, Lilian Jardine

Secretary, Bryan Ellert