

Minutes of Board Meeting
Westmount Place Condominium Corporation No. 8310969
June 16, 2009

The meeting was called to order by Lilian Jardine at 9:15 p.m.

Board attendance

- √ Lilian Jardine
- √ Alan Taylor
- √ Frank Schloeder
- √ Bryan Ellert
- √ Manu Chugh (Part Time)
- √ Jason Bray
- √ Paul Jones

Other attendance

- x None

1. Attendance: Quorum is 4 (with 7 members, including proxies)

2. Election of Westmount Place Board positions:
   - 2.1. **Motion** by Bryan Ellert to nominate Lilian Jardine as President (accepted), seconded by Alan Taylor, carried.
   - 2.2. **Motion** by Lilian Jardine to nominate Alan Taylor as Vice President (accepted), seconded by Manu Chugh, carried.
   - 2.3. **Motion** by Alan Taylor to nominate Frank Schloeder as Treasurer (accepted), seconded by Jason Bray, carried.
   - 2.4. **Motion** by Manu Chugh to nominate Bryan Ellert as Secretary (accepted), seconded by Lilian Jardine, carried.

3. Building Manager Reporting

   Discussion took place regarding the desired reporting relationship between the Building Manager and the Board. The result was a **Motion** by Manu Chugh to have the Building Manager report to Lilian Jardine and Alan Taylor, seconded by Frank Schloeder, carried. The details and processes to be used in this reporting relationship are to be developed.

4. Accounting Procedures:

   As Westmount Place moves forward with self management it is critical that we have defined procedures for payables and perhaps other accounting / bookkeeping functions. Frank Schloeder will develop and propose procedures to be used at Westmount Place.

5. Westmount Place Committees:

   It was agreed that the four established committees; Finance, Maintenance, Security/Parking, and Communications were valuable assets that successfully contributed to the functioning of the Board in the past year. In addition to retaining these committees, a Green Committee was established. The initial members of the committees are as follows:

- Maintenance: Chair Paul Jones, Members; Lilian Jardine, Alan Taylor, Manu Chugh
- Security / Parking: Chair Jason Bray, Members; Bryan Ellert, George Garai (if he agrees)
- Finance: Chair Frank Schloeder, Members; Jason Bray, Christine Selbstaedt (if she agrees)
- Communications: Chair Bryan Ellert, Members: Felicia Melnyk, Lilian Jardine, Christine Selbstaedt (if she agrees)
- Green: Chair Jason Bray, Members: Manu Chugh, Bob Peterson (if he agrees), Paul Jones

6. Board Meetings:
   The agreed upon target date for Board Meetings is monthly, the 2nd Monday, at 6:00 p.m. in the Westmount Place Board Room.

7. E-mail Votes
   It was agreed that sometimes e-mail votes are necessary to help the board move forward on decisions. **Motion** by Frank Schoelder to allow the board to use e-mail to vote on issues, seconded by Alan Taylor, carried.

8. Building Manager Role at Board Meetings
   Following a lengthy discussion on Board meetings, the role of the Building Manager at Board meetings, and the desire to try and keep Board meetings less than two hours, a **Motion** was made by Frank Schloeder that the Building Manager provide a Building Managers Report for Board members on Thursdays before the scheduled Monday meetings and that the Building Manager be present at board meetings for 30 minutes to discuss issues and answer questions on his report. Seconded by Jason Bray. Carried.

9. Next regular board meeting: Monday June 22 at 6:00 pm

10. Motion at 10:30 p.m. to adjourn by Alan Taylor, seconded by Frank Schloeder, carried.

Approved 2009 June 22

President, Lilian Jardine

Secretary, Bryan Ellert