WESTMOUNT PLACE

Condominium Corporation No. 8310969

Suite #420, 1100 – 8th Avenue SW, Calgary, Alberta, T2P 3T8

MINUTES OF BOARD MEETING

July 13, 2009

The meeting was called to order by Lilian Jardine at 6:00 p.m.

Board attendance

- √ Lilian Jardine, President
- √ Alan Taylor, Vice President
- √ Frank Schloeder, Treasurer
- √ Bryan Ellert, Secretary
- √ Manu Chugh
- √ Jason Bray
- √ Paul Jones

Other attendance

x None

1. Attendance: Quorum is 4 and is met.	
2. Owners/ Visitors: No requests	
3. Standing Items:	
3.1. Approval of previous meeting Minutes: June 22, 2009 **Motion** by Manu Chugh, to approve the minutes of the June 22, 2009 board meeting, seconded by Alan Taylor, carried.	
3.2. Business arising from the minutes –None as the business is included in the following minutes.	
3.3. Manager's Report / Security Protocols and Expectations Report **Westmount Place Financial Statements**, (comparative Income Statement for May and June 2009, Comparative Balance Sheet to July 13, 2009, and Aged Overdue Receivables as at July 10, 2009) were presented. Known errors in the Aged Receivables will be corrected for the next board meeting.	Joe
Accounting System – is up and working. Some expenses need to be verified as to whether they are Reserve Fund or operational and corrected if necessary. Invoices are now being paid on a regular basis.	Joe
Roof Anchors –start of replacement / repair is expected by the end of July 2009.	Joe
Water Leaks –One suite has reported water leaks from the rain. This is to be investigated as soon as the roof anchors are replaced/repaired.	
Signing Authority to start payroll direct deposit is being investigated by Frank Schloeder.	Frank
Security Policies and Procedures documentation is expected to be completed and presented at the next board meeting.	Joe & Jason
Parkade and Locker rooms –the parkade has been thoroughly cleaned. The locker rooms require some finish painting. Installation of the parkade traffic membrane is targeted to start in September, 2009.	Joe
Chillers and Make Up Air Units (MAU) –quotes for necessary repair / replacement are being sought.	Joe
Elevators –estimated prices for major upgrades, excluding the aesthetics of the cabs, are being pursued.	Joe

4. Maintenance Committee Report Maintenance Committee, including its new volunteer members, is planning to hold a planning meeting in the very near future.	Paul
5. Security/Parking/ Green Committee Report 5.1. Security Protocols and Expectations An employment contract document for the security staff is urgently required so that they clearly understand their duties and responsibilities. Additionally, the Security Policies and Procedures Manual is expected to be documented by the next board meeting. Note: the issuing of keys by the front desk security staff to people such as the contractors and cleaning staff used by owners needs to be addressed in the Security Policies and Procedures manual.	Jason
5.2. In Suite Entry Policy The In Suite Repairs Policy needs to be updated and posted on the web-site and perhaps within the Westmount Place Owner/Residents Manual. The bulletin board should contain the updated copy as well.	Bryan
5.3. In-suite Security Systems The current status, workability and recommended future of the In-Suite Security System (Omega) needs to be reviewed. Recommendations from the review need to be reviewed by the board.	Jason
5.4. Green Committee update Volunteers are being recruited for a planning meeting to be scheduled very soon. A volunteer notice has been posted on the bulletin board and the web site.	Jason
6. Communication Report The communications committee has outlined the following objectives and target times: –Notice Boards –In order to eliminate the taping up of notices, the committee proposes acquiring twelve 8.5"x11" notice boards (two for each elevator, two for the south stairs door beside the security desk) and 4 spare units to replace units that are damaged. **Motion** by Bryan Ellert to authorize the spending of approximately five hundred dollars ($500) for notice boards, seconded by Paul Jones, Carried. Completion target, October 2009	Bryan & Manu
–Bylaws – Christine Selbstaedt and Felicia Melnyk have agreed to lead the task of preparing recommended changes to bylaws for the owners for the next annual general meeting. Board members are to provide any changes they recommend to Felicia and Christine by the next board meeting, August 10, 2009. Completion target, June 2010	Felicia & Christine
– Westmount Place Owners/Residents Manual –The committee will propose a manual suitable as a handout and guide to living and working in Westmount Place. Completion target, January 2010.	Bryan & Lilian
–Logo – Acquiring a logo for Westmount Place. Completion target, September 2009. –Town Hall Meeting –Planned for January 2010. –Resident Survey –Complete resident survey every three years, the next Jan. 2013.	Manu Committee

7. Finance Report	Frank
7.1. Transition/Setting up system –update The system, as set up for the transition, seems to be working well.	
7.2. Accounting Practice/Program usage/Hiring Accountant –An initial draft of Accounting Procedures is under review to have it better match the staffing at Westmount Place.	Frank
–A recommendation is not yet complete on whether to recommend switching from Simply Accounting to Quick Books.	Frank
–After discussion on the performance of the bookkeeper, there was a **Motion** by Frank Schloeder to hire Sheriar Khory as the bookkeeper for Westmount Place, seconded by Paul Jones, Carried. As we move forward, more of the daily bookkeeping functions will transfer from Joe Penney to Sheriar Khory.	
7.3. Financial Review/Reserve Fund Investment Additional work is required with the previous treasurer to address the placement of Reserve Fund Investments.	Frank
7.4. Delinquent Accounts Delinquent accounts continues to be addressed, progress is being made.	
8. From the President's Desk:	
8.1. Holiday calendar/Board members Board members are expected to advise Joe Penney when they will be away. Joe will keep an overall calendar of planned absences.	All Board Members / Joe
8.2. Owner concerns/security/noise –Owners are reminded to please inform nearby residents of any expected interior suite noise from in-suite repairs or upgrading.	
–The issue of not allowing Westmount Place staff to "moonlight" at Westmount Place was questioned by an owner. The reasons for the moonlighting restriction were reviewed. The possibility of revising the ruling in the future was left open. The building manager will prepare a list of preferred vendors that owners may want to contact, should an interior suite repair or upgrade be required.	Joe
8.3. Insurance update A reduction in our insurance rate deductable will be investigated because of a clarification of previous claims.	Lilian
8.4. Visa Card The possibility of using a Visa Card for maintenance repairs is still being investigated.	Lilian
8.5. Other –The *Condo-Check* company offered to review our condominium documents for a service fee. After discussion, the board felt that we now had good information in hand and it was not necessary to pay for this extra service.	
–The issue of Westmount Place cleaning the second floor lobby of Westmount Place, which is owned by commercial owners (except for the common property washrooms) was raised. Frank Schloeder and Alan Taylor will investigate.	Frank & Alan
–The rental or lease of the Westmount Office on the fourth floor (Jerry Park's old office) has been under discussion because of the question of legal status of the lease /rental and the legal/rental payments. **Motion** by Frank Schloeder to ask the Westmount Place lawyer to serve notice that Westmount Place wants the	Frank

office vacated by August 31, 2009, seconded by Manu Chugh, Carried. 8.6. Committee Goals and Time-lines Each of the five committees of Westmount Place (Communications, Finance, Green/Energy, Maintenance, and Security/Parking) is requested to have met and decided on their top Goals and Time-lines in time for the next board meeting. It is suggested that each committee identify at three to five goals they will be working on, along with a target completion date for each goal. These goals are to be presented to the board. If they can be sent in advance, it will be easier to minute and study the goals. Note, the board may want to discuss, alter or change some goals. 9. Next meeting: Monday August 10, 2009 at 6:00 p.m. 10. **Motion** at 08:20 p.m. to adjourn the meeting by Jason Bray, seconded by Manu Chugh, carried.	Committee Chairs and Members

Approved 2009 August 10

President, Lilian Jardine

Secretary, Bryan Ellert