WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

MINUTES OF BOARD MEETING

August 10, 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 (by phone)
- √ Bryan Ellert, Secretary
- √ Manu Chugh
- √ Jason Bray
- √ Paul Jones

Other attendance

- √ Joe Penney, part time

1. Owners/ Visitors: 1.1. No Requests 2. Standing Items: 2.1. Agenda approved 2.2. Approval of previous meeting Minutes: July 13, 2009. **Motion** by Manu Chugh, to approve the minutes of the July 13, 2009 board meeting. Seconded by Paul Jones. Carried. ***Goals, Timelines, Accountability will be discussed within these Committee Reports and decided upon.** 3. Building Manager's Report 3.1 Questions/Answers/Decisions **Staffing** issues in all areas has been "tumultuous" over the past few months. This is a matter of serious concern to the board. **Security**: A new security guard will be starting August 19. A Security meeting has been scheduled with all the security staff this week. **Maintenance**: The building infrastructure maintenance has been improving. Cleaning of the 6 boilers (1 domestic hot water, 2 commercial, and 3 residential) will be starting the week of August 17th. A preventative maintenance program for building infrastructure has begun. The two Make Up Air (MUA) boilers need to be replaced. The boilers were installed about 5 years ago. Paul Jones and Manu Chugh are going to contact the engineer and supplier about the unexpected short life span of the boilers. (see the Maintenance Committee Meeting report attached). **Elevators**: An engineer needs to put together the specifications for repairing/replacing the three main elevators. The specifications are needed so that the three to five quotes being sought will all be quoting on the same basis. **Window Caulking**: Two quotes have been received to address windows that have been leaking. **Hydraulic Elevator**: One quote has been received outlining the costs to	Paul/Manu Joe Joe

return this elevator to service. **Motion**: by Frank Schloeder to put the hydraulic elevator back into service, seconded by Alan Taylor. Discussion took place on the costs of doing so. **Motion was amended** by Alan Taylor to read: Put the hydraulic elevator back into service subject to determining how long it would take to commission the elevator and the costs. Seconded by Manu Chugh. Carried. Manu will discuss the subject with ThyssenKrupp Elevator regarding the costs and timing to re-commission the elevator.	Manu
Chillers: An engineer needs to put together the specifications for repairing/replacing the chillers so that a quote can be sent out.	Joe
Security: One quote has been received to upgrade some security cameras and install an intercom system outside the front (East) sliding glass door.	Joe
Roof Anchors and Parkade Traffic Membrane: (see the Maintenance Committee Meeting report attached). **Motion** by Manu Chugh, to accept the Turn-Key Fall Protection Inc. contract to repair the roof anchors per their quote August 04, 2009, for $96,420. Seconded by Alan Taylor. Carried.	
Parkade Access Doors: These door were discussed and recommendations for their operation is now to be handled by the Maintenance Committee.	
Hot Water Storage Tank: A leak has been detected in this 500 gallon steel tank but it is hard to find behind the insulation. The type of insulation needs to be tested to determine what kind it is (toxic or not). It is possible a patch may work on this tank. Joe Penney will report back to the Maintenance Committee on this item.	Joe
Locker Rooms: A painting contractor will be required to finish the painting. It is important that notice is given, proper ventilation is assured and that the paint used is a low volatile organic compound paint.	Joe
4. Maintenance Committee 4.1 Meeting Report (See Maintenance Committee Meeting report attached) 4.2 Questions/Answers/Decisions For the next 3 months, when the Chair of the Maintenance Committee is away, Alan Taylor has agreed to fill the role.	Alan
5. Security/Parking /Green Committee 5.1. Committee Report The Green Committee has met and renamed itself the E-Committee (Energy and Environmental). -Recycling alternatives are being investigated. -City programs for changing shower heads, washers, dryers, and toilets are being investigated. -Federal government assistance to aid the whole building to increase energy efficiency is being investigated.	E-Committee

-Work is being initiated to work with the building manager to reduce or eliminate the use of toxic products and insure good air quality when work is being done. -Energy efficient windows are also being investigated.	
5.2. Security Staff Contract A draft document of the Job Description of the Front Security Staff has been initiated and will be circulated via e-mail to board members for their comment and additional input. This document will be signed by new security employees and used as a guide to explain the security job and work hours to new security employees.	Jason
5.3. Front Desk Manual Front Desk Security Manual – With the assistance of the Front Security Desk staff, a first version of a Front Desk Manual was completed and is in use at the front desk. It will also serve as a training manual for new security staff. The board is to update the manual (initially quarterly). Initial procedures are that the security staff are to pencil in changes and the board will then add them to the document.	Jason
Items to be added: -procedures for noise complaints -procedures for owners and their cleaning staff to follow to allow entry of cleaning staff to suites in the building.	Jason
6. Communication Committee	
6.1. Website maintenance fee **Motion** by Bryan Ellert to authorize spending of approximately $65.30 to retain the name www.westmountplace.org for a further 5 year period. Seconded by Alan Taylor, Carried.	
6.2. Contact with realtor (Lilian) Lilian contacted a realtor (the one who estimated the value of Suite 0503) to verify that the actions taken by the board to update our records are satisfactory and that the records are not holding up any sales. The was confirmed. Sales (or lack thereof) are based on market conditions.	
6.3. Owner Manual Development of a Westmount Place Manual is in process.	Bryan
6.4. By-Law changes Any board members with suggested changes to the bylaws are to get them to the communications committee before the next meeting, August 20, 2009.	All Board Members
7. Finance Committee	
7.1 Transition/Setting up system report **Revised Accounting Procedures** were issued to all board members with the intent the board members review them and be prepared to	All Board Members

	discuss them at the September board meeting. **Accounting Software**: The treasurer proposed that the Corporation change from Simply Accounting to QuickBooks. The costs for QuickBooks are $53.00 per month for unlimited licensing (more than one user has access), (approximately $700.00 per year) plus training estimated to be $300 per year for 3 years. It was stated that QuickBooks was generally better for smaller organizations and that more people on the board could provide assistance through their organizations to operate QuickBooks. After considerable discussion, **Motion** by Frank Schloeder for the board to spend approximately $700 per year for QuickBooks software licensing plus $300 per year for 3 years for training. Seconded by Jason Bray. Carried, with one abstention. Frank Schloeder will manage the project to change the software. The project will include running both Simply Accounting and QuickBooks until the conversion is deemed complete. The initial training ($300) will be required to complete the change to QuickBooks. **Security Bond**: Additional research is required by the Treasurer for bond coverage for any person handling money. **Bylaws**: The treasurer recommended amending the bylaws to have renters pay condo fees directly to Westmount Condominium Corp. (The Leasing of Units, bylaw 51C needs to be reviewed, along with other legal requirements before a change is made).	Frank Frank Bryan
7.2	Reserve Fund Investment/Monthly Percentage from fees The treasurer suggested that the board open a "Interest Bearing Fund" account to be used to transfer money to and from the Operating Fund to allow for money to earn interest. It was suggested that 10 to 11% of monthly condo fees be a mandatory contribution to the reserve fund. This is to be discussed at the next meeting.	Frank Frank
7.3	Insurance Update A study is needed to understand insurance procedures, deductibles and policy in order to proactively prepare for the next insurance billing cycle.	Frank and Lilian
7.4	Delinquent Accounts The building manager has been very active in reducing the non-payment of condo fees. There is about $20,000 still outstanding.	
7.5	Budget 2010 process **Budget Preparation and Compliance**: The treasurer has assured the board that estimated income and balance sheet financial data will be available for November 15, 2009, in preparation for finalizing it by December 15, 2009. This information is required so that the annual financial information and 2010 condo fees can be sent to owners on	Frank

	time.	
7.6	Finance Committee: The treasurer would like to establish a finance committee to assist the treasurer.	Frank
7.7	Contracts Package: The treasurer would like to create a package of utility contracts (City, Utility, Revenue Canada etc) and begin an immediate review of the procedures.	Frank
7.8	GST – Revenue Canada: The treasurer wishes to define a process to initiate a collection, and payment schedule for Revenue Canada and if possible, use assistance from Revenue Canada to aide us with the process.	Frank
7.9	Purchase and Sales package: The treasurer would like to prepare an electronic Purchase & Sales Package (inclusive of all documents necessary for prospective sellers or purchasers) to be used when purchasing or selling a unit in the building. An Estoppel Certificate is to be part of the package. A draft has been received from our lawyer. (An estoppel certificate is a formal confirmation that acts as evidence that there are no contributions, assessments or fees of any kind that are overdue from the owner of the unit).	Frank
7.10	Condo Revenues: It was suggested that condo payment procedures (for example for pre-authorized payments, post dated cheques) and Collection Policy and Procedures, as well as policies for rental units be defined.	Frank
7.11	Treasurer's Handbook: The treasurer will prepare a detail handbook of the Condominium Treasurer's Responsibilities and Procedures.	Frank
7.12	Front Desk Security Manual: Aaron Feser's contributions to the front desk security manual, including binders, sheets, insert sheets, color print cartridges, commercial and non-commercial residents lists, the replacement telephone, key tags, Flash drive, and display stand, were reviewed. **Motion**: by Frank Schloeder to reimburse Aaron Feser for his estimated out of pocket expenses of two hundred and fifty dollars ($250.00). Seconded by Jason Bray. Carried.	Lilian
8.	From the President's Desk:	
8.1.	Holiday calendar/Board members Board members are to please let other board members know of planned absences (say more than a week-end) from the building.	All board Members
8.2.	Owner concerns: Owner concerns that were made known to the board were reviewed.	

9. Next meetings: Monday September 14, 2009, and October 19, 2009. 10. **Motion** at 10:00 p.m. to adjourn the meeting by Manu Chugh, seconded by Jason Bray, Carried.	

President, Lilian Jardine

Secretary, Bryan Ellert

Maintenance Committee Meeting
July 30, 2009 1:30 p.m.

Present: Paul Jones, Chairman, Joe Penney, Lilian Jardine, Bill Melnyk
Absent: Manu Chugh, Alan Taylor, Bob Peterson

Bill introduced himself as an owner in the building and to his background as a business leader. His interest in this committee is projects and the tendering of contracts. He has a wealth of experience in this regard. (costs, selling point, purchases etc) He has also researched the application of the parkade membrane and has discovered that there are 5 contractors available in Calgary that do this work.
Recommendation: That committee receive tenders from all 5. (Bill Melnyk will be responsible for
tenders when he is in town. Manager concurs.
The tenders be opened in committee
We discuss the engineers' role with Bob Peterson

Reserve Fund Projects: Anchors, Membrane, Make-Up Air, Chillers

Projects are behind schedule and we are being questioned by owners as to why.

Action: Joe will track these projects on a spreadsheet. Alan has supplied a sample, which was reviewed at the last board meeting.

Anchors:
Process: Drawings have been given to contractor, engineer needs to study anchor points, tendering will begin after this. Target date was end of June 2009 for installation
Action: Joe will call Tim Madden immediately and begin documenting all projects

Membrane:
Process: as above Target date end of August 2009. This is already behind schedule.
Action: Joe will contact Tim Madden

Make-Up Air Boilers:
Process: We need to put in a system that will be compatible.
(There was fault here when the system was put in in the first place.)
Action: Get quotes from Trane (Joe) and Regans. Paul will call Kelly Johnson, owner of Westcan HVAC Sales, who sold us the boilers and all other components and also designed the system.
Investigate Fault (Paul)

Chillers:
Process: We have 2 quotes from Trane and it was decided to get more
Action: Joe will get quotes ASAP

Other Projects:

Small Hydraulic Elevator:
Discussion: This elevator has had little need for maintenance in the last 20 years. Reevaluation as to why was the decision made to close it?
-Theissen has stated that, for environmental purposes we need to install an environmental pan Cost?
-Costs: Joe estimates that it costs $300-350 monthly in electricity. $100000 over 5 years in
Maintenance
Interior will need to be redone. Joe estimates $14,000 to $15,000
It will need safety edges. Cost?
There is also a cost to using only the 3 large elevators: electricity, wear, time, maintenance,

Action: Joe will ask Theissen for cost estimates. He will also check energy costs for all elevators

Elevators:
Process: Refurbishment/replacement is in the reserve fund study
Contractor usage: Must book elevator. Cannot lock off for the full day otherwise and supply Proof that they actually need it all day. This is a great inconvenience to owners.
Action: To be overseen by Joe and be a required as part of our Renovation Guidelines. Guidelines to be modified to indicate this.
Manager must sign off on all renovation projects and document this.

Preventative Maintenance Program:

This system is behind schedule and needs to be set up immediately.
Discussion ensued: regarding duties of maintenance and cleaning staff and the need to follow-up on projects. Once teamwork and trust has developed there will be less need to follow-up continually.
There is concern at the board about this.
Action: Joe is in the process of setting up this schedule. It will be on going until all maintenance items are done for the year and followed-up the next year on this schedule.
Joe will present his spreadsheet as part of his report on August 10th.

Response to Owners:

Action: Joe will develop a spreadsheet outlining complaints, response, timelines, completion etc
Timeline: by August 10 board meeting.

Federal Government Tax Rebate:
Paul informed the committee of the guidelines for this tax rebate.
Action: Paul will bring this information to the board

Committee:

Goals: Complete the above actions as stated
Timelines: August 10, 2009:Have Reserve Fund, Preventative Maintenance, Owner
Concerns programs up and running (spreadsheets)
August 10, 2009: Manager report of timelines for projects (paperwork
from contractor)
August 10, 2009: Quotes Chiller, hydraulic elevator, make-up air
August 10, 2009: Tax rebate discussion at board
Accountability: Persons responsible for each task are accountable to the board for the project within the projected goals and timelines.