# WESTMOUNT PLACE

Condominium Corporation No. 8310969

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

## Minutes of the Meeting of the Board of Directors

**Date:** September 14, 2009

**Time:** 6:00 PM

**Present:** Lilian Jardine - LJ
Jason Bray - JB
Frank Schloeder – FS
Bryan Ellert- BE absent Paul Jones-PJ absent
Alan Taylor - AT
Brian Pratt (referred to as BM for Building Manager)

**Discussion:**

| | | Action By |
|---|---|---|
| **Standing Items** | | |
| 1. | Motion was forwarded by AT to approve the Agenda for this meeting. Seconded by LJ and passed unanimously | Info |
| 2. | Motion was forwarded to approve the minutes of the meeting of the Board of Directors of August 10, 2009 by AT, seconded by JB. Motion was passed. Recognition and appreciation is given to Bryan Ellert for recording and issuing the minutes. | Info |
| **Managers Report** | | |
| | We are investigating the disappearance of $500 in cash, which was reportedly left unsecured in the former Building Manger's Desk prior to his departure on vacation. | BM |
| | Maintenance staff – top priority will be to hire a new Assistant Building Operator. Until then our maintenance head has been instructed to keep track of any hours he has worked over 44 hrs per week and will be paid overtime. KP has agreed to take some weekend on call shifts to relieve him. | BM |
| | A Security Guard claims he has been shorted 1 weeks pay in March due to shifting payroll cutoff practices. BM will investigate and make recommendation. | BM |
| | A former cleaning staff person reports he has been shorted his severance pay. BM will investigate and make recommendation. | BM |
| **Maintenance Report** | | |
| | AT presented updated Reserve fund tracking sheet (attached to minutes)<br>Motion that the board approve $145,000 in reserve fund expenditures including proposal from Hemisphere Engineering for Mechanical systems refit, design of boilers, domestic hot water, make-up air units, chillers and cooling. It was forwarded by AT seconded by JB, passed unanimously. BM to compile letter of engagement and forward to Hemisphere | BM |
| | BM has received reports that our cleaner's helper is not meeting expectations and his probationary period will be ended. | BM |
| **Finance Report** | | |
| | Financial data is being updated and we will be entering this into Quick Books as soon as possible. | FS |
| | FS reports he is in discussion with the Bank to be able to move funds from the reserve fund and current account into another account (Tbills?), which will still secure principle but provide a better return. Further information to come | FS |
| | BM suggests that bookkeeper needs to spend additional time over the next few months | BM |

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| | to bring everything current. BM and FS authorized to proceed in discussion with bookkeeper in this regard | |
| | View privileges of Bank Account – FS to investigate capacity of bank viewing mechanism. Does viewer have capacity to move monies or not? | FS |
| | FS to investigate transfer 11% from operating account monthly to long-term investment. (Reserve Fund) | FS |
| **Communication Committee** | | |
| | BE has compiled a draft Resident's Manual that the board previously received for review. It was suggested that resident volunteers review the manual over the next month for suggested changes. The manual will then be published. FS made motion to accept this proposal. LJ seconded, motion passed. | ALL |
| | BM instructed to purchase a shredder | BM |
| | Unit 503, Washer and dryer left by last tenant. Is a bottom end set, relatively new (1 - 2 years old) FS made motion to buy from the owner for $200, seconded by JB, motion passed. BM to arrange for invoice and payment. | BM |
| | Town Hall Meeting<br>Agenda to include: Change in management, parkade membrane, roof anchors, bank balance, naming of Security Supervisor, window washing. BM to provide information so owners can be updated on Roof Anchors and Parkade | BM |
| **Security/Parking** | | |
| | JB to discuss uniforms for security with Security Supervisor, AT to check out prices | JB |
| | BM to amend Alexander's employment agreement duties to include review of staff performance and wage recommendations | JB |
| | Break in of basement storage locker; LJ to confirm that corporation insurance does not cover loss. | LJ |
| | An owner thinks her suite has been entered with use of the security desk key. LJ asked her to get her lock rekeyed and send the corporation the bill. BM to check to see if suite was entered for roof anchor placement design during the month of August. | BM |
| | Car broken into on P2 with GPS stolen. JB to follow up. | JB |
| | Parkade Traffic Membrane Installation<br>Parking – All residents will need to make their own parking arrangements for the duration of the parkade shutdown.<br>Lockers – All owners to empty lockers and move. If they do not move on the designated day we will move them at the owner's expense. They will have to be moved on the same day. | INFO |
| **Presidents Desk** | | |
| | 503 – Suite to be rented out to the market in an as is condition. BM to get carpets and oven cleaned. | BM |
| | Shaw Cable contract has been signed after which we found that a slightly reduced rate had been negotiated through the Connecting Condos association. BM to review contract and comment. | BM |
| | Ongoing membership in Connecting Condos was discussed<br>FS moves that we approve membership for another year, AT seconds, Motion passed. | LJ |
| | Motion to adjourn forwarded and carried. Next meeting October 19, 2009 at 6 p.m. | All |

These minutes are a record of the discussion and business that was conducted and have been accepted by the Board of Directors of Westmount Place Condominium Corporation as a true and final record of the same.

Lilian Jardine

Lilian Jardine
Chairman of the Board