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: October 19, 2009

Time: 6:00 PM

Present: Lilian Jardine - LJ
Manu Chug - MC
Alan Taylor – AT
Jason Bray- JB absent
Bryan Ellert – BE
Frank Schloeder – FS (by telephone)
Brian Pratt (referred to as BM for Building Manager)

Discussion:

Standing Items		Action By
Oct 19/09	Motion was forwarded by FS to approve the Agenda for this meeting. Seconded by AT and passed unanimously.	Info
Oct 19/09	Motion was forwarded to approve the minutes of the meeting of the Board of Directors of September, 2009 by FS, seconded by MC. Motion was passed Providing attachment of outlined in minutes is included.	Info
Managers Report		
Sept 14/09	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. Update – Oct 19/09 - BM instructed to file a police report on missing funds.	BM
Sept 14/09	Maintenance staff – top priority will be to hire a new Assistant Building Operator. Until then maintenance personnel been instructed to keep track of any hours he has worked over 44 hrs per week and will be paid overtime. A contract maintenance person has agreed to take some weekend on call shifts to relieve Stan. Update – Oct 19/09 – Competitions have been initiated to fill the Maintenance Manager and Building Manager positions. Three candidates were interviewed for M.M. but were not considered suitable. 5 B.M. candidates have been invited to interview.This will commence this week. One applicant for BM will be interviewed for the M.M. position.	BM
Sept 14/09	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. Update – Oct 19/09 – Investigation has verified legitimacy of complaint. A check for the short funds was forwarded along with a letter of apology.	BM
Oct 19/09	BM asks that maintenance personnel salary levels be reviewed. Pay scale recommendations have been forwarded by the BM and must be addressed prior to issuing offers of employment. Instruction was given to set guidelines for building Manager salary.	BM

Maintenance Report		
Oct 19/09	Roof Anchors – still stuck at the galvanizers. Installer will notify us when they are ready to go.	Info
	Parkade Membrane – Set up to go on Nov 2, BM is investigating issues of odor control with engineer. When this has been resolved the contract will be forwarded for signature.	
	Make Up Air – tender documents will be complete by weeks end.	Info
Finance Report		
Oct 19/09	A list of delinquent accounts for October has been created but needs to be checked. Lists for previous months will also be created. . LJ reaffirms the urgent need to get a complete and accurate record so delinquent accounts can be resolved Frank has asked that our financial personnel be allowed to continue with their input unhampered. Once the system has been updated/completed, it should then be checked for discrepancies, by interested Board members, with comments forwarded at that time.	Info
Oct 19/09	GST issue is still outstanding	FS
Oct 19/09	Monthly reserve fund contributions have not been Moved from the current account to the reserve account.	FS
Oct 19/09	Major Reserve Fund Projects need to have accounts set up in QuickBooks so expenditures can be entered against them.	FS
Oct 19/09	Insurance – Aon is our broker and has informed us that we are underinsured in regard to Tenant upgrades. An estimate of Tenant improvement values must be undertaken and insurance increased to the replacement value of the improvements. Aon is sending a " terms of reference" in regard to the requirements for estimating the improvements. As well they are going to quote us on a temporary rider to increase coverage until the new assessments come into effect.	BM LJ
Oct 19/09	FS motions to host a Christmas function for employees to be hosted by LJ. Seconded and Passed.	LJ
Communication Committee		
Sept 14/09	Communications Committee has compiled a draft "Reference 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. Update Oct 19/09 – After extensive review the following changes shall be considered - Pg. 6, Access to Suites, this policy is to be divided into two categories; building emergency and personal emergency. Security shall not attend personal emergencies but shall call 911. - Laundry service shall be the responsibility of individual owners - Move in/move out – a $500 damage deposit shall be required for moves one week in advance. (A checklist needs to be created to assess building damage before and after move.) - Locker Rooms: Term of rental of lockers shall end December 31. - AGM shall be the third Tuesday of June. - Schedule of fines to be created by LJ - The reference manual shall be posted on the website. If residents want a hardcopy then they must request and pay for the printing.	LJ

Oct 19/09	By-Laws update - Bylaws shall not prescribe amounts of fines. - Currently no Board member shall serve more than 3 consecutive terms. Question is raised "What if no one else wants to run?" this term shall be modified to read "unless no other candidates put themselves forward to run" - Section 58e shall read "repeat offender shall be required to comply" An offender is considered repeat upon the second offense. - Section 60 shall remain unchanged This document shall be forwarded to the Lawyer for comment after the addition of any parking proposals.	Info
Security/Parking		
Sept 14/09	Car broken into on P2 with GPS stolen. JB to follow up. Update – Oct 19/09 – JB not in attendance to report.	JB
Oct 19/09	Security system tie in for commercial owner. – Motion by AT to piggy back card swipe system onto building access system for a one year. Seconded by FS. Motion is defeated 3 to 2. Further motion to revisit the issue pending further information by MC seconded and passed 4 to 1. BM to arrange meeting with Paladin Security to further investigate.	BM
Oct 19/09	Motion by BE for the Board to give authorization to two security guards to update the card holder authorizations and information in the Keyscan access security system. Authorization would be Keyscan Authorization Level 2 plus the ability to add cards, delete cards, and modify door status. Motion seconded and passed. BE to implement.	BE
Oct 19/09	Motion by BE to reimburse Aaron Feser $250 for the money he spent on a chair for the front security desk. Motion seconded and passed	BM
Oct 19/09	A particular resident has been repeatedly parking illegally in the parkade. Imposition of severe fines was recommended but it was decided that the Board (LJ) shall write a letter of warning informing him of our intent to cancel parkade access, revoke lease, and/or impose fines for further noncompliance. This will provide justifying documentation in case the resident took legal action in event of a fine being imposed.	LJ
Presidents Desk		
Oct 19/09	Motion to adjourn forwarded and carried. Next meeting November 9, 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
Chairman of the Board