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: November 9, 2009

Time: 6:00 PM

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

Discussion:

Standing Items		Action By
Nov 9/09	Motion was forwarded by BE to approve the Agenda for this meeting. Seconded by MC and passed unanimously.	Info
Nov 9/09	Motion was forwarded to approve the minutes of the meeting of the Board of Directors of September, 2009 by MC, seconded by AT.	Info
Managers Report		
Sept 14/09	We are investigating the disappearance of $500 in cash, which was reportedly left unsecured in an office desk. Update – Oct 19/09 - BM instructed to file a police report on missing funds. Update – Nov 9/09 – Police Report T09009825 has been filed.	Info
Nov. 9/09	Building Manager Shortlist of 2 candidates has been forwarded to the Board. Interviews to take place today and tomorrow with the intent of forwarding an offer by week's end.	Info
Oct 19/09	BM asks that maintenance personnel salary levels should 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. Update Nov. 9/09 – A separate meeting to be convened with the Budget committee to determine salary levels, Christmas bonuses and pay increases.	LJ
Maintenance Report		
Oct 19/09	Roof Anchors – still stuck at the galvanizers. Installer will notify us when they are ready to go. Update Nov. 9/09 – Installation underway although it is taking longer than anticipated. The salary of the security guard monitoring the work will be charged to Reserve Fund Projects.	Info
Oct 19/09	Parkade Membrane – Set up to go on Nov 2, BM is investigating issues of odor control with engineer. When this has been resolved contract will be forwarded for signature. Update Nov. 9/09 – Membrane application for P1 most likely to occur the week of November 16 – 20.	
Oct 19/09	Make Up Air – tender documents will be complete by weeks end.	

	Update Nov. 9/09 – 4 companies are tendering. Tenders to close tomorrow (Nov 10).	Info
Nov 9/09	Parkade Lobby finishes are to be changed while the parkade is closed. BM to line up contractors. LJ and MC to pick paint and carpet colors.	BM LJ MC
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. L.J. reaffirms the urgent need to get a complete and accurate record so delinquent accounts can be resolved. The treasurer 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. Update Nov. 9/09 – the list of delinquent accounts has some discrepancies. The list is being reconciled and will be reissued. This is anticipated to be complete within 2 weeks.	Info FS
Oct 19/09	GST issue is still outstanding. Update Nov. 9/09 – Deferred.	FS
Oct 19/09	Monthly reserve fund contributions have not yet been moved from the current account to the reserve account. Update Nov. 9/09 – To be discussed during budget meetings.	FS
Oct 19/09	Major Reserve Fund Projects need to have accounts set up in QuickBooks so expenditures can be entered against them. Update Nov. 9/09 – BM will produce a proposed set of accounts that will include all reserve fund accounts.	 BM
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. Update Nov. 9/09 – Lilian is continuing to correspond with AON to achieve resolve these issues.	 LJ
Nov 9/09	Direct deposits – currently BE is doing the monthly condo fee direct deposits. This will continue until FS has set up alternate arrangements.	BE
Communication Committee		
Nov 9/09	Notice boards – LJ and BE will research correct heights for handicap displays.	LJ BE
Nov 9/09	Christmas season: Owners get-together – proposed date is Wednesday, December 9 at 5:00 pm.	
Nov 9/09	Westmount Place Pamphlet – will not happen till after bylaw review.	
Nov 9/09	Communications Committee had 7 objectives outlined for 2009, 6 of which BE now considers closed. The remaining objective being a review and alteration of the bylaws. This is anticipated to take 3 to 4 months and is likely not to be completed until spring 2010.	
Nov 9/09	Staff Christmas party – LJ and BM will organize staff party.	LJ BM
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. Update Nov. 9/09 – Deferred.	JB

Oct 19/09	Security system tie in for Detection. – Motion by AT to piggy back card swipe system onto building access system for 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 investigation. Update Nov. 9/09 – deferred.	BM
Nov 9/09	Hiring – help wanted ad for security guard to be posted this week.	
Nov 9/09	JB would like bring a motion forwarded by JB regarding parking assignments in the parkade. JB to send out a brief two weeks in advance of the next meeting. Any suggestions or opinions are to be forwarded to JB for consideration in the motion. JB to send out motion 1 week in advance of next meeting.	JB All
Presidents Desk		
Nov 9/09	Presidents letter – To be issued before Xmas	
Nov 9/09	Estoppel Certificates –Copy has been sent to all board members	
Nov 9/09	Fines for Violation of Rules – MC made a motion that the page listing fines (attached to these minutes) for violation of bylaws be accepted and incorporated into operation. Motion seconded and passed.	
Nov 9/09	Motion to adjourn forwarded and carried. Next meeting December 7 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