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
February 13, 2012

Present: Roger Lamy, Mona Jones - chair, Gerry McAllister, Rick Goebel, Cheryl Scott, Richard Beale Manu Chugh. Absent: Bryan Ellert.

1. **Agenda approved.**

2. **Meeting minutes:**

   It was moved by Rick and seconded by Richard to accept the meeting minutes of January 16th, 2012. All in favor, motion carried. Original copies of the minutes will be signed and stored in the Westmount Place office.

3. **Motions to approve decisions made via email:**:

   - January 17, 2012, Motion by Bryan Ellert, seconded by Richard Beale to authorize the board to spend up to $18,5000, per the quote from Hemisphere Engineering, for them to do the project management (and other activities such as the Operations and Maintenance Manual(s), as-built engineering diagrams and oversight on items like the air and water balancing) to get the boiler and chiller project finally finished. Motion was approved by all board members except Gerry who has not voted.
   - January 24, 2012, Motion by Mona Jones, seconded by Richard Beale to authorize ProStar invoice #49207 be entered into QuickBooks and paid. Motion was approved by all board members but Manu Chugh who did not vote.
   - January 24,2012, Motion by Mona Jones, seconded by Richard Beale to authorize Hume Contracting invoice #630 be removed from the accounts receivable ledger of suite owner #506. Motion was approved by all board members except Manu Chugh who did not vote.
   - January 26, 2012, motion by Bryan Ellert for Westmount Place to pay for the January Invoices of Paul Jones for maintenance and plumbing work done in the condominium, totaling $2,275.00. Seconded by Richard Beale. Motion was approved by all Board members, however, Mona abstained from the vote.
   - February 3, 2012 Motion by Rick Goebel, seconded by Mona Jones for Westmount Place to hire a lawyer after receiving a Statement of Claim and Certificate of Lis Pendens that we are being sued after sending a notice to take action on the lien filed by Watts Mechanical. Motion carried. Neither Bryan Ellert nor Manu Chugh voted.
   - February 4, 2012 motion by Richard Beale, seconded by Rick Goebel to approve the $1,000.00 quote from New West Electric to add a log to the emergency panel per Hemisphere's request as part of the Boiler and Chiller Project deficiencies clean-up. Approved by Richard, Rick, Cheryl and Gerry. Bryan, Mona and Manu did not vote.

4. **Building Manager Report:**

Roger expressed concerns regarding his position and how he believes the building should be operated and the Board responded they will take his comments under advisement.
Roger presented maintenance contacts from Caon and Johnson Controls for the boiler and chillers. The board will review them and decide which route to take. Roger stated his concerns regarding a maintenance person in the building. He also discussed a computer program, software for preventative maintenance, which he feels is the best way to go. Roger pointed out updates on his managers' report which was distributed. Roger mentioned the concerns regarding the spin bike he purchased. Mona will research the actual policy regarding purchases which are made for the fitness area and the guidelines therein. Richard requested the original email on the Tech Air Proposal be sent to the board in its entirety for the board to vote.
Roger left the meeting.
Richard moved that once Roger supplies him with the hard copies of all the Operations and Maintenance Committee survey forms and Richard can confirm that all the replies are accounted for, originals to the PDF scanned files – then all the PDF files will be deleted. Seconded by Gerry. All in favor, motion carried.

5. **Finance Report:**

There were some adjustments made to the financial reports which were sent prior to the meeting. There was a payment through Ceridian in January for 2012 for payroll due for 2011. This amount was entered as a payable and an expense for Dec 2011. It was also entered as an expense in Jan 2012. It should have been entered as it was in Dec 2011, but should have been entered as a payment against a payable in 2012. The natural gas and solid waste expenses needed to be listed. Brian Pratt expense needed to be charged to the reserve fund. It was stated that we will soon be operating at a balance in the positive. Watts has filed a statement of claim for $62,000.00 against Westmount Place with no explanation or basis for the claim. Rick stated he is confident no monies are owed to Watts and our lawyer will deal with the matter.

6. **Maintenance and Operations:**

Richard stated that they are making progress with the boiler and chiller project. There are a number of companies who are now working together in a team effort to bring this to completion. New West for electrical, Tech Air for balancing of the systems, Johnson Controls for the control systems and Chisholm Mechanical as the authorized mechanics for the boilers. This team approach is allowing us to make progress and continuing to move in the right direction. The action item list is included in the minutes which are distributed following each meeting. The maintenance contracts which were supplied by Roger will be reviewed and followed up with. Roger will be away and it was stated that security could be a go to spot for any concerns which may arise and they could liaison with the board. The other maintenance staff will continue as usual.

7. **Suite inspections:**

Cheryl reported that there were 46 toilets which were reported leaky from the in suite

inspections. She had devised letters to be sent to the owners and will follow through with that combined with Richard and the maintenance committee reports. It was moved by Cheryl and seconded by Manu that based on the evidence from the suite inspections that letters be sent to the owners. All in favor, motion carried.

8. **Request for gas fire place:**
Richard stated that he had contacted the insurance company, the installer and supplier of the gas fireplace insert that suite 2202 was requesting permission to install and all was in order. Richard moved that provided the installer gets all the necessary permits, the company is added to the list of contractors allowed to work within Westmount Place that once completed the board allow 2202 to install as requested and documented the said gas fireplace insert. Seconded by Rick, all in favor, motion carried. The board will send a letter to the owner confirming.

9. **Suite size measurements:**
We are waiting for responses.

10. **Status of insurance project regarding Southampton Trane:**
Our lawyer is Tim Ross who replaced Darren LaRose. Southampton-Trane intends to contact Sintra Engineering and request access to the bolts that were described as too short for the intended application and to conduct its own analysis of the bolts. Southampton-Trane has requested an incident report from the WP employee who first witnessed the chiller following the explosion. An incident report to our knowledge was not documented. Southampton-Trane would like the reports supporting the statements Westmount Place made to ABSA when an incident report was filed with ABSA. The next follow up call with Tim Ross is Mar. 6/2012.

11. **Nominating committee:**
Gerry has agreed to enlist interested individuals to step forward for election to the board. A number of current members have stated they will seek nomination again.

12. **Other:**
Concerns were raised regarding the lack of cleanliness to the floors in the lobby. Manu will research a company to professionally clean the lobby and the hallways to the mail boxes and report back regarding expenses etc.

13. It was moved by Richard and seconded by Manu that our meeting is adjourned. All in favor, motion carried.
Our next meeting will be Monday, March 19th at 6:00 pm. Suite 401 – 1040 7th Avenue SW, 4th Floor.

Treasurer – Rick Goebel

Vice President – Mona Jones