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
May 28, 2012

Present: James Studiman, building operator, Vicci O'Brien, Bryan Ellert, Mona Jones, Gerry McAllister, Cheryl Scott, Richard Beale, Manu Chugh. Absent Rick Goebel.

1. **Agenda approved.** Due to the Town Hall meeting in April there was no regular board meeting and thus no minutes for approval.

2. **Notice of motions and decisions made by e-mail for the minutes:**
   April 4, 2012 - Motion by Bryan Ellert, seconded by Mona Jones to authorize a "Notice of Change of Address for Service" form designating Montgomery Ross and Associates as the address at which documents may be served on the corporation. Approved on April 5, 2012 by Bryan Ellert, Mona Jones, Richard Beale, Rick Goebel, Gerry McAllister and Cheryl Scott.
   April 17, 2012 – Motion by Bryan Ellert, seconded by Manu Chugh to approve the Westmount Place March 19, 2012 meeting minutes. Motion approved by Bryan Ellert, Rick Goebel, Manu Chugh, Mona Jones and Richard Beale. (Cheryl Scott absent from meeting).
   May 9, 2012 – Motion by Mona Jones, seconded by Bryan Ellert to pay the remainder of the 2011 invoice #821 to Hume Contracting Ltd. for $5,376.77. This invoice is related to the burst pipe on the 4th floor in February 2011. Rhonda Hume has no idea why the account was only partially paid. We believe that this is the last remaining invoice from Hume for the chiller and 4th floor incidents. Approved by Mona Jones, Bryan Ellert, Richard Beale, Rick Goebel, Cheryl Scott, Gerry McAllister and Manu Chugh.

3. **Building Operators Report:**
   James discussed perhaps in the future we could look at purchasing a parkade scrubber. We currently have a sweeper. A scrubber would sweep and wash. The recommended sweeper would cost approximately $23,000.00 with $3,200.00 required annually for maintenance. Using such a scrubber would improve the cleanliness of the parkade and the tracking throughout the building. This will be considered at a later date.
   It was moved by Mona and seconded by Richard that we authorize $5,300.00 to have the parkade thoroughly cleaned, lines painted and pipes cleaned. All in favor, motion carried.
   There was a move from the building on the weekend of May 26th and unfortunately there was a mess left behind. A $200.00 clean up fee will be assigned to the individual moving out.
   Moved by Manu and seconded by Richard that we spend approximately $1,000.00 to have the lobby floors and elevator floors professionally cleaned. All in favor, motion carried. Manu will work with James and Vicci to finalize this project.

After discussion with James regarding some window expansion joints – it was moved by Mona and seconded by Manu – who recommended Williams Engineering – that we hire an engineering firm to do a study to give specifications regarding the building envelope. All in favor, motion carried.

It was moved by Gerry and seconded by Cheryl that we allot $220,000.00 for boiler completion, $15,000.00 for a building envelope study and $15,000.00 for a more comprehensive post tension report. The funds will be obtained through a Special Assessment Notice, which will be mailed shortly. All in favor, motion carried. Notice regarding the second reserve fund contributions will be required in July.

It was noted that there were units which had damage due to water from the unit above. It is the responsibility of the owner to have their insurance company contact the insurance company of the unit responsible.

Unit 2800 has ceiling damage as a result of Victaulic water couplings leaking; repairs will be undertaken at a later date.

Door knobs and locks are the owner's responsibility; however, the look of the door must remain consistent.

It was decided to continue with the 14 day pay period schedule for employees. Employee benefit packages vary with the level of the employee and new staff will not receive their benefits until after the three month probation period. Mona will advise regarding new staff.

James left the meeting at 7:02 pm.

4. **Financial**

The treasurer was absent but previously forwarded a copy of the April Financials to the Board.

5. **Montgomery Ross & Associates – Vicci O'Brien**

– Vicci sent the information from Mr. Measure regarding suite measurements to our lawyer and will contact the owner in question. There is no proof of how unit factors were originally assigned in Westmount Place and unit factor assignments did not have to be disclosed until 2000. It appears calculations in Westmount Place are not based on square footage.

– Manticore Engineering has suggested that we do tests regarding the post tension on higher floors above the parkade. They will check approximately 15% of them and will pick the units.

- RJC was instructed to proceed with the Reserve Fund Study which should be completed in July.

– Window washing will commence this week.

– There were 2 quotes for parkade cleaning.

– Nu Life has given a quote for carpet cleaning. It is recommended that carpets are cleaned approximately twice a year. She will forward the pertinent information by email.

Arrears letters were sent to everyone in default and a caveat warning letter will be sent to all owners who owe after two months.

Notice regarding the AGM will be sent out tomorrow. Vicci will inform owners of the special assessment and the nominations for the board and will email board members the notice prior to posting.

There was some discussion of the discrepancy with the unit factors for the second floor, however, it was noted that the hallway is not common property and was allocated back to the units.
Condo Navigator is a software program used by the security desk. Vicci will check into this and advise the board if this is a worthwhile tool.
It was noted that the amount shown as owing on Unit 1506 will be removed. The board previously approved the removal but it was not done.
Home Investments is now overseeing the TD Canada Trust Accounts, they are Bond Managers.
Vicci and James will meet with an employee regarding concerns of conduct.
There have been two invoices from Hemisphere for work on the boilers. They are being reviewed.
An account from Chubb Edwards was for repairing the fire systems. Vicci will follow up. McLeod and Company were paid $1,900.00 for investigating the suite measurement issue.
A check was sent for the employee discrepancy with Hire Standards. We were informed that they would close the file in May 2013.
It was moved by Bryan and seconded by Manu that Vicci enter into a contract with Bambrough and Associates Inc. for $3,000.00 as elevator consultants. All in favor, motion carried.
Vicci will send a letter to owners who throw cigarette butts from their balconies.
Manu left the meeting as the concerns regarding his motor cycle were discussed. The bike is now stored in an unacceptable place and must be removed immediately. A notice will be sent to all owners of bikes that they must be stored in your parking stall in front of your vehicle – there will be no separate parking on the parkade 4th floor.
Vicci will contact Hemisphere and ask some pertinent questions regarding the boiler and chiller project.
Vicci will contact Tim Ross regarding the chiller insurance and ask him to counter on the chiller project claim for $75,000.00.

6. **Maintenance and Operations:**
Richard stated they needed to reconfigure the system and the concerns were with the temperature coming in and out of the boilers. Flow rates and temperature balance were major concerns and an additional boiler will be needed to ensure we have the proper coverage for heat during colder times of the year. This is being pursued.

7. **Nominating Committee:**
Gerry reported that he had no one come forward who wished to be on the board for the next year. He will contact a variety of individuals and will put up notices. This information will be included in the letter from Vicci.

8. It was moved by Mona and seconded by Gerry that our meeting is adjourned. All in favor, motion carried.
   Our next meeting will be the AGM in June at the Kerby Centre.

Signed

President – Bryan Ellert

Signed_____

Vice President – Mona Jones