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
July 3, 2012

Present: Mona Jones, Richard Beale, Rick Erven, Adam Gupta, Bob Boyd, Rick Goebel, Cheryl Scott, Vicci O'Brien and James Studiman.

1. **Agenda approved.** Liens and suits will be covered by Rick Goebel and each item will just be moved down one.

2. **Meeting minutes:**
The previous board meeting minutes were approved via email.

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

3.1 May 31, 2012 motion by Bryan Ellert and seconded by Cheryl Scott to approve the minutes of the May 28th 2012 board meeting. In favour: Bryan Ellert, Cheryl Scott, Richard Beale, Mona Jones and Gerry McAllister. Rick Goebel was absent.

4. **Elect board member positions:**

Richard Beale nominated Mona Jones for President, seconded by Bob Boyd. Mona accepted the nomination. All in favor and motion carried.
Rick Goebel nominated Rick Erven for Vice President, seconded by Richard Beale. Rick accepted the nomination. All in favor and motion carried.
Mona Jones nominated Cheryl Scott for secretary, seconded by Adam Gupta. Cheryl accepted the nomination. All in favor and motion carried.
Bob Boyd nominated Rick Goebel as Treasurer, seconded by Mona Jones. Rick accepted the nomination. All in favor and motion carried.

4.1 Committee selection:

- Finance: Rick Goebel chair. Rick Ervin assistant.
- Repairs and Maintenance: Richard Beale and Bob Boyd co-chairs.
- Bylaws: Rick Erven chair. Mona Jones assistant.
- Security and Parking: Adam Gupta chair. Mona Jones assistant.
- Law Suites – it was decided that a committee was not needed and that we would rely on direction from our lawyer. The lawyer would communicate with Vicci and then she would keep the board informed.
- Gardening: Cheryl Scott chair. Cheryl will approach someone on the committee to step forward.
- Amenities and Esthetics: Adam Gupta chair.

It was felt that each committee chair would develop a job description and clarification for the position, thus in their absence or moving forward new board members would have a template to follow from.

5. **Building Operator Report: James Studiman**

James has been monitoring the chiller and cleaning the system daily in order to clean all the debris which has accumulated due to lack of maintenance. New chemicals have been added and the system is getting cleaned out. Once this is completed Johnson Controls will be scheduled to clean and service the tubes. Today back flows for the plumbing have been checked and it was reported rebuilds were required on four. Currently the hot tub has been emptied and it was discovered the jet pump's motor is burned out. An estimation of replacement is approximately $2,500.00, however, it was discovered that the wiring wasn't installed properly and it would cost approximately $4,000.00 to bring everything in line. James will get quotes for repairs first before work is commenced. There have been complaints of poor drainage in the parkade. Cleaning of the parkade will commence in the next week or so, however, drainage pipes will be checked and cleared prior to the cleaning. A matt will be purchased for P3 to cover an area which is constantly dirty. Access to suites continues to be an issue, however, it was noted that owners would need 24 hour notice unless it was for an emergency. Some owners have changed their door knobs and no key is available for their unit. In the event of an emergency and the fire department etc. needed access, the door would be broken down and it would be the responsibility of the owner to cover for repairs. Master keys at the front desk are strictly on a volunteer basis. It is hoped in time once owners become more comfortable that this will not be as much of an issue. Locations for shut off valves are being determined.
It was requested that a raise be given to certain staff and this will be discussed under Vicci's report. James is almost to his 90 day probationary period and his benefits will follow this time frame. James Sanchez from the security desk has requested almost a month off in December; this as well will be discussed further in Vicci's report. James left the meeting.

Vicci had Mona sign the Board Registration forms for the Land Titles office.

6. **Financial Report: Rick Goebel**

Rick reported that we are continuing to improve on our spending. We are actually spending less than we are taking in and thus moving forward. It is hoped that we will be able to reduce the collections for our operating budget, however, it was suggested that we keep the condo fees the same and move any extras into the reserve fund. Reserve fund and operating budgets are two separate entities. Our payroll is reduced as Montgomery Ross expenditure is not listed under payroll, it is listed under management, and this will be adjusted in December. As well we have previously spent over $10,000.00 in fees to our auditor due to poor book keeping; this expense will drop to $4,000.00 in the future. Our GST is paid and up to date. Commercial owners pay GST on condo fees, however, owners do not. Our condo corporation has a GST number. Rick Ervin stated that we must note at each meeting that our GST is paid and up to date. GST return was

filed in April for March and July for June 2012. It was noted that we are now in a better financial position and actually do have funds for some things such as carpet cleaning etc. Vicci will move the $177,854.23 to the operating account from our reserve fund. Westmount Place owns a suite and this does not show on the balance sheet as it is listed as common property. It was discussed as to whether it would be financially beneficial to sell this, however, it was noted the costs involved it would just not be beneficial.

Rick Erven moved to accept the financial report, seconded by Bob Boyd. All in favor and motion carried.

7. **Montgomery Ross: Vicci O'Brien**

Vicci reported the engineer has advised that the mason's report concerning loose bricks is not as urgent as originally thought; however, work will proceed to do the necessary repairs. James has advised the individuals in question that it is safe to use the areas in question. Quotes have been received to clean the carpets. It was discussed whether cleaning or proceeding with replacement might be a better option. Vicci and Adam will assess and make recommendations to the board regarding moving forward. Replacement costs for carpets would come from the reserve fund. The AGM minutes have been reviewed and can be posted, however, will remain as a draft until the next AGM. They will be posted on the web site as a draft. Vicci has contacted Chubb regarding a questionable invoice and there has been no response, so it is felt that they are aware they were in error. A notice will be sent to the back of units ending in 01 to advise individuals about throwing butts off the balcony. It was suggested that perhaps a note to all regarding throwing anything off the balconies might be in order. An audit regarding the fobs will commence. Vicci and Mona will supervise this audit. There are currently 782 active fobs at this time. It has been noted that the individual currently cleaning the facility has not been managing as well and perhaps some changes need to be made. Vicci will follow up with this. Notice has been given to individuals storing tires etc. in their parking stalls that they will have to be removed before Thursday. A discussion ensued regarding the response from Jamie Pawley regarding square footage and condo fee assessments. It was determined by Mr. Measure in the 6 suites which were evaluated all the units were wrong, thus leading one to believe the assessments were issued on something other than square footage. Prior to 2000 a condominium did not have to state how they based assessments and so there is no way to determine exactly how each unit factors were determined whether by square footage, view etc. It was decided due to time constraints Vicci would forward each board member all the letters from our lawyer concern this and a discussion and decision would be made on how to proceed at a later date.

Swann roofing was contacted for a proposal to appraise our roof; however, this work was never completed. They have been contacted and have not returned our calls, so another contractor will be contacted. Security staffs have requested a camera which would show the area where the benches are at the front of the building. They cannot see the benches due to the pillar at the front. Adam will review the concerns and make suggestions regarding the placement of all cameras throughout the building. An In Camera Session regarding assessing, rewarding and disciplining individuals was moved by Rick Erven and seconded by Richard Beale. The motion carried. Mona Jones was opposed and Rick Goebel abstained.

It was moved by Rick Goebel and seconded by Richard Beale that $13,000.00 be allotted for post tension testing above the parkade areas. All in favor, motion carried.

This will allow for testing of 15-20% of the building.
Discussion ensued regarding the notice from Detention that the corporation is being sued for the amount claimed for clean-up following the chiller explosion. It is not certain if this is from Detention's insurance company. Vicci has forwarded this claim and others to our insurance company and feels that this will get handled at that level. Vicci will also invite our lawyer Tim Ross to the August meeting for clarification on the chiller explosion and any suits against South Hampton Trane.
One of the security staff has requested a month off in December. Vicci will deal with this request. A credit card will be established for James in order to make small purchases. This card will be in the Westmount Place name with James as having signing authority. This will have a $2,500.00 limit and be bonded. James has also had a tremendous cell phone bill due to owners contacting him on his cell phone. Vicci will follow up with a different cell phone plan and a phone strictly for Westmount Place.

8. **Maintenance and Operations: Richard Beale**

The committee has received three quotes for the new boiler installation. They have narrowed this down to two and have met with the two for clarifications and expectations. Both have been very concise and a decision will be made in the near future. Rick Goebel moved the maintenance committee continue with the selection of the contractor for the boiler project within the terms of the previous authorized amount. Seconded by Cheryl, all in favor and motion carried.

Adam Gupta excused himself from the meeting.

Richard stated that once chosen the actual construction work could commence within the next two weeks and installation would be in August.

9. **Law Suits: Rick Goebel**

Rick reported that our lawyer has received a call from the lawyer representing Watts Mechanical that they would be willing to drop the $65,000.00 law suit if we would agree to no costs addressed to them. It was moved by Rick Ervin that we accept the offer from Watt's Mechanical for them to drop their suit and we not pursue any compensation. Seconded by Bob Boyd, all in favor and motion carried.

10. **Meeting Schedule:**

The meeting schedule was accepted. It was noted Vicci will be away July 18th – 27th. It was also noted that if you have been copied on an email you are not expected to respond, only respond if the email is directed specifically to you. Our meetings will be held in suite 401 and the next meeting will be Monday, August 13th with Tim Ross.

11. **Other:**

Locker policy will be dealt with through Vicci.

12. There was no committee as a whole.

It was moved by Cheryl and seconded by Rick Goebel that the meeting be adjourned. All in favor, motion carried.

President – Mona Jones

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Vice President –Rick Erven