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
September 24, 2012

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

1. **Agenda approved.** No changes were requested.

2. **Report of Building Operator:**
   James Studiman requested clarification of what items the Corporation is responsible for. He was instructed to treat anything that services only one unit as belonging to that unit and anything that services more than one unit as belonging to the Corporation. In the event of a question or dispute, he is to refer the issue to Vicci O'Brien, the Building Manager.
   The unit that has suffered several floods is being handled at Corporation expense.
   The second maintenance worker has been let go.
   The pool/spa repair is complete.
   Reported broken glass in the windows of two suites will require two different solutions, one a special swing stage and one a scaffold. Arrangements for these solutions will be done with the window contractor. The Building Manager will put up a notice asking owners regarding any other broken glass in windows.

3. **Minutes of last meeting:**
   It was moved by Rick Goebel and seconded by Adam Gupta that the minutes of the previous meeting be accepted. With Rick Erven abstaining, the motion was approved. Rick Goebel will post the minutes on the web site.

4. **Email Motions**:
   August 29, 2012, motion by Mona Jones, seconded by Bob Boyd to approve the cost to repair the leaking pipes and faulty equipment in the pool and spa area on the quote prepared by Caon Mechanical. Approved by Mona Jones, Rick Goebel, Richard Beal, Bob Boyd, Adam Gupta, and Rick Erven.

5. Building Manager Report – Vicci O'Brien
   Contractor has been paid for line painting and pipe cleaning but not parkade cleaning. It was the sense of the board that, since the quote for cleaning was much lower than usual, the bill for cleaning should be paid as well.

The Building Manager reported that she will be seeking a colour board for carpet, lighting, paint, door hardware, etc.
The fob audit was reported to have been successful with only a few units not replying. Deactivation is currently planned to be done by Westmount Place staff.
The suite measurement issue was discussed. It was moved by Rick Erven and seconded by Adam Gupta that the Corporation should "Adjust the billing on the four suites concerned by the equivalent of ten unit factors based on the large discrepancies for those four units to bring them into line with other units. The motion was carried.
A proposal by the Building Operator for treating walls to resist graffiti was discussed and it was determined that no action should be taken on this.
It was reported that as of the meeting, 39 owners had not yet paid the special assessment for reserve fund projects. Reminder letters are being sent. It was moved by Rick Erven and seconded by Bob Boyd that "next year reserve fund contributions be collected as part of monthly fees rather than by special assessment. All but Mona Jones were in favour and the motion was carried.
A recent appraisal update valued the building at $86 million and there are improvements to be added to that figure. Our current insurance is for $87 million.
A letter from the lawyer of a suite owner regarding multiple recent flood incidents and reserve fund payments was discussed. It was the sense of the board that the Building Manager should deal with this in a non-confrontational manner.
The recent elevator report has been forwarded to the company working on the new Reserve Fund Study.
The Building Manager reported that Johnson Controls had billed us for preparing a quote and asked whether Board members were aware of this. No Board members recalled authorizing this and the Building Manager will question this.
The Building Manager will ask our elevator maintenance company to examine whether the floor indicator lights can be repaired.
There was an issue of the elevator maintenance company responding to a call of a trapped passenger. On arrival, they discovered that there was no trapped passenger. The Building Manager will investigate and recommend any procedural changes that may be needed.
The Building Manager reported that an inspection of the roof had revealed that there is an need for approximately $1,200 in immediate repairs. There are other problems which could be fixed for $36,000 which would likely keep the roof in shape for some three years. By that time there would likely need to be a further $120,000 in roof repairs. This information has been passed to the company preparing the new Reserve Fund Study.
There has been no response from Hemisphere regarding the disputed invoice from them. The Building Manager asked the Board whether they had heard anything and was told no.
A suite owner has been fined $500.00 for putting paint and blinds down the garbage chute. Payment has not yet been received. If payment is not received a caveat warning letter will be sent.

It was noted that the Building Operator's contract specifies a pay increase on successful completion of six months service. Barring instruction to the contrary, the Building Manager will enact this increase.
The Building Manager stated that action would be taken to reduce the number of calls to the Building Operator on his time off, replacing these with calls to maintenance contractors.

6. Treasurers Report
The other items having been dealt with under earlier headings, the Treasurer introduced the topic of the percentage rate to be charged for late special assessment payments. It was the sense of the board that this should be the normal rate for overdue payments.
The Treasurer noted that there would likely be a considerable amount of money available in the Operating Fund for transfer to the Reserve Fund.

7. Maintenance and Operations Committee.
It was reported that the possibility of a maintenance contract is being explored.
On the heating project, it was reported that the piping is nearly done, the pumps are still an issue, and the reduction in flow in parts of the building is being examined.
Bob Boyd presented a spreadsheet for near-term maintenance capital projects. It was agreed that he would firm up numbers on that spreadsheet and work with the Building Manager to use it to set an amount for the next reserve fund special assessment.

8. Security Software.
Adam Gupta reported that the contract for the old software would be cancelled and replaced with non-proprietary software.

9. It was reported that a meeting had been held regarding the insurance claim for the chiller failure and that the Building Manager was trying to provide invoice backup for our claim.

10. No change in the Detechtion Technologies vs ABC Corporation and Condo Corp 8310969 was reported.

11. Richard Beal made motion to adjourn, seconded by Rick Goebel. The meeting was adjourned.

Next Meeting: Monday 15 October 2012.

_____ Rick Goebel, Treasurer

_____ Mona Jones, President