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
October 15, 2012

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

1. **Call to order:**
   Meeting called to order at 6:10p by Mona Jones.

2. **Agenda approved:**
   No changes were requested.

3. **Minutes of last meeting:**
   It was moved by Rick Erven and seconded by Richard Beale that the minutes of the previous meeting be accepted. The motion was approved. Rick Goebel will post the minutes on the web site.

4. **Email Motions**:
   There were no email motions in the interim since the last board meeting to be approved.

5. **Building Operator Report:** - James Studiman
   James handed out a manufacturer's catalog information with prices for board consideration regarding the replacement of broken residential locks. All agreed that the proposal was unsuitable. Vicci will investigate a more permanent solution.
   The garage doors were not working last weekend. The replacement of the doors is to be discussed as part of the reserve fund study.
   The hot tub filter is leaking. We are looking to have the repairs done by the same company that replaced the pump. James will post a notice to inform residents of the hot tub closure.
   We have received a quote to automate the chiller system. Bob Boyd expressed that the quote is inadequate due to a lack of detail. Bob also expressed that we need an engineering company to scope other chiller related projects, such as the cooling towers and sump, and the addition of a floor membrane under the cooling towers. Vicci will request that more detail be added to the chiller automation quote and investigate suitable engineering companies.

6. **Building Manager Report:** - Vicci O'Brien
   The deactivation of the unregistered fobs has not taken place due to a need to convert the database into a more user friendly Excel format for our security staff to work with. Vicci will follow up on this activity.

The value of the building for insurance purposes has been set at $86M.
We have a list from a unit owner concerning the repairs that are required to the unit due to water damage. Vicci is dealing with this and the repairs have been started.
Vicci provided an updated elevator report from Bambrough and Associates Inc. to the board. The board wish to meet with Jim Brownlee of Bambrough and Associates and see the new reserve fund study before deciding on the timing for the replacement of the elevators.
The three elevator key switches require replacing. Vicci will arrange for this to be done with ThyssenKrupp.
The mirror in elevator number 2 is scheduled to be repaired.
Security has been informed that if a person is stuck in the elevator and gets out prior to a response from the elevator maintenance contractor, then the contractor is to be informed that there is no longer an emergency.
Our CO detectors were tested and calibrated.
Vicci has received responses from owners in regards to the notice posted about reporting broken window glass. Responses have also included reports of broken seals with calcification in between the double glazing. Broken windows and calcified windows will be replaced as a priority. Swing stages or scaffolding are required to reach the windows. We have been quoted a significant amount to rent a swing stage and the board wondered if we shouldn't just buy one? Vicci is handling the window replacement and will investigate the possibility of buying a swing stage.
James will receive a Westmount Place credit card for the purposes of purchasing miscellaneous items required for operations and maintenance.
Manticore, the engineering company for the envelope, wish to see the architectural drawings. Vicci will have the original drawings scanned.
James is getting inquiries as to who is responsible for the radiator heating within units. Radiator heating, excluding the shut-off valves is an owner's responsibility. Shut-off valves are the board's responsibility.
The parkade cleaning bill has been settled with the contractor.
Letters have been sent to the four R unit owners concerning the suite measurement issue and the motion carried by the board at the last board meeting to adjust the billing of these four suites by the equivalent of ten unit factors.
Caveat letters have been sent to 9 owners who have not yet paid the special assessment for reserve fund projects. Reminder letters have also been sent for current month condo fees to several owners who are in arrears.
It appears that one unit owner may not have paid condo fees since January. Vicci is investigating.
Vicci reported that the bill Johnson Controls had sent to us for preparing a quote has been reversed.
Hydra Landscaping was engaged to clean up the leaves. The question arose as to whether or not the landscaping committee would accept this responsibility? Vicci will discuss with Lorraine Ellert. Vicci will also discuss with Hydra the possibility of a contract for snow removal.
There was a discussion around engaging an interior designer to compile a colour board for carpet, lighting, paint, door hardware, etc. The board determined that there are too many

pressing expenses until the year 2014 to entertain the additional expenses of interior upgrades, other than general upkeep.
Vicci provided the board with a copy of the proposed budget for 2013. This was reviewed at length item by item. Questions concerning the categorizations and budget amounts were discussed and adjustments were made.
The need to do another special assessment before year end was discussed to fund already identified projects. The following special assessment resolution was motioned and voted on by the board:

UPON MOTION DULY MADE AND SECONDED, IT WAS RESOLVED that the Corporation hereby pass a Special Assessment in the amount of $420,000.00 effective immediately and payable on or before December 1, 2012. ,

IT WAS FURTHER RESOLVED that a contribution to such assessment be hereby levied upon each Unit Owner in proportion to the Unit Factor for each Unit respectively.

IT WAS FURTHER RESOLVED interest will accrue on each payment not paid on the due date until paid.

The motion was made by Bob Boyd, seconded by Rick Erven and passed unanimously.

7. **Treasurer's Report:**
Due to items having been dealt with under earlier headings and the board's waiting on the reserve fund study report, there was no further reporting from the Treasurer.

8. **Maintenance and Operations Committee**: - Bob Boyd, Richard Beale
We are still working on the boiler retrofit project with an anticipated completion of late October to the first week in November.
Bob is firming up his Capital Spending Plan spreadsheet to be used for near-term maintenance capital projects.
Bob raised the concern that it could be confusing and counterproductive for too many people to be involved the investigation and solicitation of quotes and contracts for the needed work and ongoing maintenance. Everything outside of the boiler project will be channelled through Montgomery Ross. Large operating expenditures should be brought to the board for approval. Anything over $5,000 or maybe $10,000 was mentioned, but no actual number was decided. All capital expenditures and contracts require board approval.

9. It was reported that the Detechtion Technologies vs ABC Corporation and Condo Corp 8310969 lawsuit has been dropped.

10. A quote to repair the Victaulic coupling in an owners unit from Chisholm Mechanical was discussed. Rick Erven moved that we approve the expenditure. This was seconded by Bob Boyd and passed unanimously.

11. Adam Gupta made a motion to adjourn, seconded by Mona Jones. The meeting was adjourned.

Next Meeting: Monday 12 November 2012 at 6:00pm.