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
November 12, 2012

Present: –Mona Jones, Rick Erven, Rick Goebel, Adam Gupta, Bob Boyd, and James Studiman. **Absent:** Richard Beale. Attending from Montgomery Ross & Associates were Vicci O'Brien and Adriana Rubio.

1. **Call to order:**
   Meeting called to order at 6:00pm by Mona Jones.

2. **Agenda modified:**
   At the request of Rick Erven, Courier Deliveries was added to the last agenda item "Other" .

3. **Minutes of last meeting**:
   It was moved by Adam Gupta and seconded by Bob Boyd that the minutes of the October 15, 2012 meeting be accepted. The motion unanimously carried. Rick Goebel will post the minutes on the web site.

4. **Email Motions**:
   October 22, 2012 motion by Mona Jones seconded by Bob Boyd to approve the cost of reimbursement for the purchase of wine for the Westmount Place annual Christmas social function to be held in the Westmount Place front lobby Wed. Dec. 5, 2012. The reimbursement is not to exceed $250.00. Approved by Mona Jones, Bob Boyd, Rick Erven, Adam Gupta and Richard Beale. Opposed by Rick Goebel. Motion carried.

   October 30, 2012 Motion by Mona Jones seconded by Bob Boyd to approve the Oct. 17, 2012 quote from Johnson Controls Ltd. in the amount of $28,988.00 + GST to supply and install the valves and automation to switch from mechanical cooling to free cooling. Quote prepared by Mike Williamson. Approved by Mona Jones, Bob Boyd, Adam Gupta, Richard Beale, Rick Erven and Rick Goebel. The vote was unanimous. Motion carried.

   October 30, 2012 Motion by Mona Jones seconded by Richard Beale to approve the contract for snow removal with Hydra Lawn & Garden Inc. The contract price is $1600.00 per month and is to begin Nov. 1, 2012. The quote was prepared by Jason. Approved by Mona Jones, Bob Boyd, Adam Gupta, Richard Beale, Rick Erven and Rick Goebel. The vote was unanimous. Motion carried.

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5. Building Operator Report –James Studiman

5.1 The board agreed that James would hire a replacement maintenance employee. The hiring would include a three-month probationary period.

5.2 Montgomery Ross & Associates will prepare a letter for Westmount Place maintenance staff that will allow maintenance staff to notify owners and gain authorized entry to suites as needed.

5.3 A door handle and lock hardware along with a custom metal plate have been found that can be used to replace worn suite door handles and locks. There are no direct replacements for the existing equipment. The estimated cost, including installation, is $400 per door, which is the responsibility of the suite owner. The order quantity for the custom metal plates is a minimum of 10, which Westmount Place will order.

5.4 The parkade door and opener vendor has been replaced due to poor vendor response for repairs.

5.5 The chiller pump seals need replacement, and this is in progress.

6. Montgomery Ross & Associates Report –Vicci O'Brien

6.1 Second floor lobby –Vicci has already investigated the ownership of this lobby and will verify that a numbered company owns the space. Correct ownership information will insure that the Unit Factors are included in the Special Assessments and budgets.

6.2 Due to the winter weather conditions, the next scheduled parkade cleaning will be in the spring of 2013. Westmount Place will insure that the cleaning equipment and process does not damage the parkade flooring.

6.3 Louis DuSablon has been requested to provide a swing stage and scaffolding needed for repairs on the outside of the building. Vicci has been following up but Mr. DuSablon is very busy.

6.4 There has been little to no response on the changes to the Unit Factors for the R Units.

6.5 Leaks from the roof and equipment room over a lengthy period have resulted in damage to one suite. The building will be repaired (Victaulic joints) and Vicci will propose a solution, which includes insurance deductibles, with the owner. It is hopeful that this will resolve the issue.

6.6 The budgeted rate for building cleaning in the 2013 budget will be addressed with the Clean Team vendor to see if an acceptable arrangement can be made with them.

6.7 The Westmount Place bylaws require that a Fidelity Bond be in place to protect Westmount from theft from our financial accounts. Because of the dollar variance in the

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accounts, Vicci will get two quotes, one for $600,000, and one for $1,000,000 and a decision will then be made.

6.8 One suite owner has a facility that leaks water when used but the owner states that they no longer use that facility. To protect Westmount Place, the board asked Vicci to take action by obtaining an indemnity agreement or similar document.

6.9 A commercial suite has noticeable cold air coming in around two windows. A suggested solution was to remove some drywall and add foam around the windows. This will proceed. Caulking on the outside will take place with the building envelope work.

7. Treasure's Report –Rick Goebel

7.1 The Special Assessment -2nd assessment for 2012, is not due until December 1, after which a review will occur.

7.2 RJC Reserve Fund Study. Motion by Rick Goebel, seconded by Rick Erven to accept the RJC 2012 Reserve Fund Study, Draft 2, with Scenario One as the funding solution. Motion unanimously carried. The "final" version (e.g. the word DRAFT removed) of the study will be posted on the website. Vicci will develop a Reserve Fund Plan for the study.

7.3 Operating Budget
Upon a motion duly made by Rick Goebel, and seconded by Adam Gupta, it was resolved that the that the Westmount Place 2013 Operating Budget be hereby adopted as the Corporations fund for administrative expenses for the fiscal year commencing January 1, 2013. Motion unanimously carried. The distribution of the budget to owners will take place shortly.

7.4 It was further resolved that a contribution to such fund for administrative expenses be hereby levied upon each Unit Owner in proportion to the Unit Factor for each Unit respectively, provided however while not in arrears hereof the Unit Owner may pay such levy in monthly instalments due on the first day of each month commencing January 1, 2013. The distribution of the proportionate monthly contribution due from each Unit will take place shortly.

7.5 The 2013 condominium fees for owners will be the total of what was collected in 2012 including the reserve fund special assessments. The difference is that the total amount will be collected on a monthly basis, rather than collecting a Special Assessment. Information will follow in letters to the owners.

8. Maintenance and Operating Committee Richard Beale, Bob Boyd

8.1 The project management contract for the boiler room will end at the end of November and there was no business case for another contract.

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8.2 Preventive Maintenance. Bob will prepare the minimum requirements and specifications for a Westmount Place preventative maintenance contract. These requirements and specifications will be provided to known reliable vendors for quotes. The received quotes will be reviewed, clarified, and evaluated before a selection takes place.

8.3 Motion by Bob Boyd, seconded by Rick Goebel, to hire Reinbold at an approximate cost of $3,200 to provide a professional opinion for the correct solution for the cooling tower upgrade. Motion unanimously carried.

8.4 Work to optimize the boilers and their operation continues.

9. Other

9.1 Courier delivery to the commercial suites. After a discussion, Rick Erven will obtain more information on the subject and bring it to a future board meeting.

10. Motion to Adjourn

Rick Erven made a motion to adjourn, seconded by Rick Goebel. The meeting adjourned at 8:30 pm.

11. Next meeting Monday January 21, 2013

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