

Westhills in Whitemud Oaks Condominium Corporation No. 072 8456

Annual General Meeting
February 23, 2010

Approved Minutes

Where: Devonshire Care Centre-Henley Hall
1808 – 142 Street (Rabbit Hill Road)
Edmonton, AB T6R 3H2

Present: Yi Zhao, Unit 10
Jing Wang, Unit 15
John Hutchings, Unit 22
Fahad Choudhary, Unit 25
David Turnbull, Unit 26
Arun Bhowmick, Unit 29
Antonio Bencio, Unit 30
Bipul Bhowmik, Unit 32
Antonio Caraballo & Adriana Tejada
Marc Turner, Best Communities, Units 07,08,09,34,35,36,37,38,39
Bryce Milliken, Ogilvie LLP
Doug Lane, DelCasa Management
Brandon Park, DelCasa Management
Holly Cadrin, DelCasa Management
Courtney Denham, DelCasa Management

No. ITEM

I. Call to Order/Introduction of Head Table

Chairperson Bryce Milliken from Ogilvie LLP called the meeting to order at 7:15 pm.

Bryce explained that the purpose of the meeting was to elect a Board of Directors for Westhills Condominium Corporation and introduced the head table:

Bryce Milliken – Ogilvie LLP

Marc Turner – Best Communities

Doug Lane – DelCasa Management Inc.

II. Confirmation of Quorum and Proof of Notice

Courtney Denham, DelCasa Management Inc., confirmed the establishment of quorum required under the by-laws with eighteen (18) condo owners represented in attendance.

Courtney confirmed that the Notice of Meeting was sent on February 10, 2010.

III. Reports

Developer Report – Marc Turner briefly outlined the planned completion; construction of the final homes by June 2010, landscaping and fencing by late summer of 2010. There was a brief question and answer period

Property Manager Report – Doug Lane outlined DelCasa's role as the property manager and emphasized that DelCasa acts on direction from the Board.

There was a question and answer period where Doug responded to questions and concerns regarding condominium fees, reserve fund, budget, and insurance.

Insurance Report – Bryce Milliken explained that the Condominium Corporation’s insurance covers the replacement costs of the structure of the building and that owners should be obtaining their own content and liability insurance.

IV. Election of Board of Directors

Bryce Milliken explained the role of the board and its fiduciary duty to act in the best interest of the condominium corporation. He opened the floor for nominations by asking participants to give their names and indicate if they would like to let their name stand for election. Bryce asked for a motion to cease nominations.

Motion by: David Turnbull, Unit 26 to cease nominations

Seconded by: John Hutchings, Unit 22

The following were elected by acclamation:

John Hutchings, Unit 22

David Turnbull, Unit 26

Antonio Caraballo, Unit 33

Yi Zhao, Unit 10

Arun Bhowmik, Unit 29

V. Adjournment

Bryce Milliken adjourned the meeting at 8:15 PM

Prepared By: Courtney Denham

DelCasa Management

February 24, 2010

Westhills in Whitemud Oaks
 CONDOMINIUM CORPORATION No. 072 8456
 1730 Leger Gate Edmonton, AB
 T6R 0R3

**APPROVED
 BOARD MEETING
 MINUTES**

When: Time: 5:40, Thursday, **November 4th, 2010**

Where: Unit #22

Present: Hutchings, John, President Unit 22
 Turnbull, Dave, Vice Pres. Unit 26
 Caraballo, Antonio, Director Unit 33
 Kryslar, JonDelcasa Management Inc.

Regrets: Zhao, Yi, Treasurer Unit 10
 Bhowmick, Arun, Secretary Unit 29

No.	Item
1.0	Call to Order
	Meeting called to order at 5:40 pm by John Hutchings, Chair
2.0	Presentations
	<p>2.1 John Hutchings Board Member presentation about condo fee payments, brief description about economical situation. Board Members set up a specific pay arrangement. Board Members have to follow rules as every owner of the Condominium Corporation, no special privileges with Board Members; In addition, Board Member is moving forward to start his first payment on December 1st, 2010. Set up post dated cheques for certain amount starting on January 15th and February 15th, 2011. Board member will pay penalties and interest as well.</p> <p>MOTION to allow for payment condo payment plan. MOVED: Antonio Caraballo SECONDED: Dave Turnbull CARRIED</p>
3.0	Approval of Agenda
	<p>MOTION to accept the agenda as presented. MOVED: Dave Turnbull SECONDED: Antonio Caraballo CARRIED</p>
4.0	Approval of Previous Minutes
	<p>MOTION to approve the <u>September 23rd, 2010</u> Board Meeting Minutes MOVED: Dave Turnbull</p>

	SECONDED: John Hutchings CARRIED
5.0	Reports
	5.1 Financial Statements: Full financial report presented by Jon Kryslar. Condo arrears were also discussed and updated. Current Statement: <ul style="list-style-type: none"> • Quick review on each statement
6.0	Business Arising from Previous Minutes
	6.1 Feedback from signs <ul style="list-style-type: none"> • Very positive response from the Board on all of the traffic signs 6.2 City Inspection <ul style="list-style-type: none"> • Edmonton City was doing a visit with Landscaping crew, architects and Developer. • Final grade certificates (no letters has been delivered yet to each unit) • Final pavements on the main road need to be done.
7.0	New Business
	7.1 Parking enforcement <ul style="list-style-type: none"> • Enforcement Parking Policy discussion • Jon will send samples of operating policy to John • Discussion will be held at next meeting • Make a final decision about charging \$50 per month. This will be only for home owners with more than 3 vehicles registered with the same address. • John will be drafting a parking policy. 7.2 Review quotes for Snow Removal <ul style="list-style-type: none"> • Jon K. updated the information about this contract with A & I Maintenance for snow removal.
8.0	Adjournment
	MOTION that the meeting be adjourned. MOVED: John Hutchings SECOND: Dave Turnbull CARRIED
	Meeting adjourned at Time: 6:50 pm Next Meeting – Date: December 2nd, 2010 Time: 5:30 pm Location: Dave Turnbull, Unit 26

Prepared by: Antonio Caraballo, Director, November 29th, 2010

Westhills in Whitemud Oaks
CONDOMINIUM CORPORATION No. 072 8456
1730 Leger Gate Edmonton, AB
T6R 0R3

APPROVED
BOARD MEETING
MINUTES

When: Time: 5:30, Thursday, December 02, 2010
Where: Unit #26

Present:

Turnbull,	Dave, Vice Pres.	Unit 26
Bhowmick,	Arun, Secretary	Unit 29
Caraballo,	Antonio, Director	Unit 33
Kryslar,	Jon,	DelCasa Management Inc.

Regrets:	Hutchings, John, President	Unit 22
	Zhao, Yi, Treasurer	Unit 10

No.	Item
1.0	Call to Order Meeting called to order at 5:47 pm by D. Turnbull, Vice Pres.
2.0	Presentations N/A
3.0	Approval of Agenda Motion to accept the agenda as presented. Moved: Antonio Caraballo Second: Arun Bhowmick Carried
4.0	Approval of Previous Minutes Motion to approve the November 4th, 2010 Board Meeting Minutes Moved: Arun Bhowmick Second: Antonio Caraballo Carried
5.0	Reports 5.1 Financial Statements: <ul style="list-style-type: none"> • Jon (DelCasa) presented the financial statement. • As of October, the surplus is \$10,654.00. <ul style="list-style-type: none"> ○ Savings due to landscaping expense. • As of October, Reserve fund is \$3,998.60. • By end of the fiscal year, DelCasa will prepare a Draft Budget for the next year. • The budget has to be approved by the board by no later than <u>March 10, 2011</u>.

	<ul style="list-style-type: none"> • Reserve Fund Study <ul style="list-style-type: none"> ○ Discussion regarding the contribution to the reserve funds. ○ Dave was concerned about raising the condo fees. ○ Board preferred to break down the reserve funds in a way to avoid the potential condo fees increase. • Condo fees arrears <ul style="list-style-type: none"> ○ In total 9 units are in arrears. ○ 5 of 9 are in 90 days arrears. ○ One of the 5 has made a payment agreement. ○ Other 4 units will receive the registered letter.
6.0	Business Arising from Previous Minutes
	<p>6.1 Parking Policy</p> <ul style="list-style-type: none"> • Discussion on the parking policy sent by John (Board) • Jon (DelCasa) presented the potential amendment to the parking policy. • DelCasa to send the revised parking policy. <p>MOTION to accept the Parking Policy with proposed amendment Moved: Dave Turnbull Second: Antonio Caraballo</p> <p>6.2 Discussion regarding the Private Parking</p> <ul style="list-style-type: none"> • Board is concerned about the parking issues of owners with more than 2 vehicles. • Board decided to come out with a policy to police the owner's usages of the visitor parking stalls. • Board decided to put convert 6 visitor stalls into private stalls. • The rental fee of the private stalls will be \$50.00/month. • Dedicated signage will be in place for the private parking. • The tentative text will be "Private Parking - Permit Required" • DelCasa to get the quote for the signs. • Board members will visit each of the units to distribute the Parking Policy <p>MOTION to accept the Private Parking rental fee \$50.00/month Moved: Antonio Caraballo Second: Arun Bhowmick</p>
7.0	New Business

	<p>7.1 Incident</p> <p>1:Jon (DelCasa) received a call from a lady at unit #5 on November 17th, 2010 where she slipped while walking on the roadway inside the condominium common property. She was not hurt however, called to inform so that the snow could be ploughed from the roadway sooner to avoid further incident.</p> <p>2: Jon (DelCasa) recieved a call from the owner from unit 2 on November 29th, 2010 to report an incident where the owner from #9 hit the tree at the front yard of unit 2 and the utility box while backing his vehicle from the driveway. The owner from unit 9 already agreed to pay for the tree and the cost for the utility box reinstallation. Already a police report has been made.</p> <ul style="list-style-type: none"> • Jon (DelCasa) to send an e-mail to Dave with the tree information. • The Shaw utility box has already been repaired.
8.0	Adjournment
	<p>MOTION that the meeting be adjourned. Moved: Dave Turnbull Second: Antonio Caraballo CARRIED</p>
	<p>Meeting adjourned at Time: 6:42 pm Next Meeting – Date: January 6, 2011 Time: 5:30 pm Location: Arun Bhowmick, Unit 29</p>

Prepared by: Arun Bhowmick, Secretary, December 07, 2010

Westhills in Whitemud Oaks
CONDOMINIUM CORPORATION No. 072 8456
1730 Leger Gate Edmonton, AB
T6R 0R3

APPROVED
BOARD MEETING
MINUTES

When: 5:40, Wednesday, December 22, 2010
Where: Unit #22

Present:

Hutchings,	John, President	Unit 22
Turnbull,	Dave, Vice Pres.	Unit 26
Bhowmick,	Arun, Secretary	Unit 29
Zhao,	Yi, Treasurer	Unit 10
Kryslar,	Jon DelCasa Management Inc.	

Regrets: Caraballo, Antonio, Director Unit 33

No.	Item
1.0	Call to Order Meeting called to order at 5:40 pm by J. Hutchings, Pres.
2.0	Presentations N/A
3.0	Approval of Agenda Motion to accept the agenda as presented. Moved: Yi Zhao Second: John Hutchings Carried
4.0	Approval of Previous Minutes Motion to approve the December 2nd, 2010 Board Meeting Minutes Moved: John Hutchings Second: Dave Turnbull Carried
5.0	Reports N/A
6.0	Business Arising from Previous Minutes 6.1 Parking Policy <ul style="list-style-type: none"> • Discussion on the revised Parking Policy sent by Jon to Board. • Upon approval, the parking policy will be the 1st Operating Policy.

	<ul style="list-style-type: none"> • DelCasa to mail the Parking Policy . • Board Members will also hand deliver the Policy to each unit. • Out of 14 parking stalls, 8 stalls will be for Visitor (1 visitor parking per 7 units) and remaining 6 will be open for rentals. • The Rental Policy ensures equal opportunity for all of the residents. • In the case of Visitor Parking, the Board will monitor the legitimate parking and enforce any ByLaw or Operating Policy infraction. <p>MOTION to accept the revised parking policy. Moved: John Hutchings Second: Dave Turnbull Carried</p> <p>6.2 Rental Parking Agreement and Cover Letter</p> <ul style="list-style-type: none"> • Jon (DelCasa) to revise the rental agreement. • DelCasa to send out the rental agreement. <p>6.3 Sign quote from Alberta Traffic Supply</p> <ul style="list-style-type: none"> • The quote (\$549.99) includes the replacement old sign and reinstall the new signs. • The sign to include "Private Stall - Permit Required" • DelCasa to send out the rental agreement. • Jon (DelCasa) to request that Alberta Traffic Supply gives back the old signs to John's Unit 22. <p>MOTION for installing new signs based on the quote from Alberta Traffic Supply Moved: Yi Zhao Second: John Hutchings Carried</p>
7.0	New Business
	<p>7.1 Sign Cheques</p> <ul style="list-style-type: none"> • Board signed cheques for contractors.
8.0	Adjournment
	<p>MOTION that the meeting be adjourned. Moved: Dave Turnbull Second: Yi Zhao Carried Meeting adjourned at Time: 6:27 pm Next Meeting – Date: January 6, 2011 Time: 5:30 pm Location: Arun Bhowmick, Unit 29</p>

Prepared by: Arun Bhowmick, Secretary, January 4th, 2011

Westhills in Whitemud Oaks
 CONDOMINIUM CORPORATION No. 072 8456
1730 Leger Gate Edmonton, AB
T6R 0R3

BOARD MEETING
APPROVED MINUTES

When: 5:40, Thursday, January 6, 2011

Where: Unit #22

Present: Hutchings, John - President Unit 22
 Turnbull, Dave - Vice Pres. Unit 26
 Zhao, Yi - Treasurer Unit 10
 Kryslar, Jon - DelCasa Management Inc.

Regrets: Caraballo, Antonio - Director Unit 33
 Bhowmick, Arun - Secretary Unit 29

No.	Item
1.0	Call to Order
	Meeting called to order at 5:40 pm by John Hutchings, Pres.
2.0	Presentations
	N/A
3.0	Approval of Agenda
	Motion to accept the agenda as presented. Moved: Dave Turnbull Second: Yi Zhao Carried
4.0	Approval of Previous Minutes
	Motion to approve the <u>December 22nd, 2010</u> Board Meeting Minutes. Moved: Yi Zhao Second: Dave Turnbull Carried
5.0	Reports
	5.1 Financial Statements <ul style="list-style-type: none"> • Jon Kryslar discussed the current financials and mentioned condo fee arrears involving 9 different units. 5.2 Insurance Appraisal <ul style="list-style-type: none"> • Insurance Appraisal - Jon Kryslar had discovered that an insurance appraisal had not been carried out on Westhills. Board discussed the possibility of this being mentioned in a previous Motion that Jon was going to investigate by looking at Previous Minutes. However a new Motion was carried out in the

	<p>event that it was not done.</p> <p>Motion to have an insurance appraisal carried out on Westhills on Whitemud Oaks with Jim Gardiner.</p> <p>Moved: Dave Turnbull</p> <p>Second: Yi Zhao</p> <p>Carried</p> <p>5.3 Condo fee arrears</p> <ul style="list-style-type: none"> • Six units will be receiving registered letters <p>Motion to proceed with collections on unit 27 with Russ Rimer of Duncan & Craig LLP.</p> <p>Moved Yi Zhao</p> <p>Second Dave Turnbull</p> <p>Carried</p> <p>5.4 Budget</p> <ul style="list-style-type: none"> • New budget needs to be approved by February 3rd to allow time for postage before the next AGM. An email discussion of the proposed budget will follow.
6.0	Business Arising from Previous Minutes
	<p>6.1 Parking Policy</p> <ul style="list-style-type: none"> • Three applications for resident rental parking stalls have been received by DelCasa. • Bylaw signage maybe required to allow for towing from visitor Stalls – DelCasa to investigate • Delcasa to investigate the possibility of retaining a towing company.
7.0	New Business
	<p>7.1 Reserve Fund Study</p> <ul style="list-style-type: none"> • DelCasa to collect bids on the cost of doing the first reserve fund study for Westhills. <p>7.2 AGM</p> <ul style="list-style-type: none"> • Board discussed the possibility of an early March date for the AGM. A consensus was reached to hold the AGM at the Devonshire Apartments, the location of last year's AGM.
8.0	Adjournment
	<p>Motion that the meeting be adjourned.</p> <p>Moved: Dave Turnbull</p> <p>Second: Yi Zhao</p> <p>Carried</p>
	<p>Meeting adjourned at Time: 6:50 pm</p> <p>Next Meeting – Date: February 3, 2011 Time: 5:30 pm</p> <p>Location: Dave Turnbull, Unit 26</p>

Prepared by: John Hutchings, President, January 25th, 2011

**Westhills in Whitemud Oaks
 CONDOMINIUM CORPORATION No. 072 8456
 1730 Leger Gate Edmonton, AB
 T6R 0R3**

**BOARD MEETING
 APPROVED MINUTES**

When: Time: **5:41pm, Thursday, February 03, 2011**
Where: **Unit #29**

Present:

Hutchings,	John, President	Unit 22
Turnbull,	Dave, Vice Pres.	Unit 26
Bhowmick,	Arun, Secretary	Unit 29
Caraballo,	Antonio, Director	Unit 33
Kryslar,	Jon, DelCasa Management Inc.	

Regrets: Zhao, Yi, Treasurer Unit 10

No.	Item
1.0	Call to Order Meeting called to order at 5:41 pm by John Hutchings, Pres.
2.0	Presentations N/A
3.0	Approval of Agenda Motion to accept the agenda as presented. Moved: Dave Turnbull Seconded: Arun Bhowmick Carried
4.0	Approval of Previous Minutes Motion to approve the <u>January 6, 2011</u> Board meeting minutes Moved: Arun Bhowmick Seconded: Dave Turnbull Carried
5.0	Reports 5.1 Financial Statements <ul style="list-style-type: none"> • As of December 2010, the net income is \$12,687.00 • the following items are under budget <ul style="list-style-type: none"> ○ Insurance ○ Landscaping ○ Snow removal

	<ul style="list-style-type: none"> • Condo fees arrears <ul style="list-style-type: none"> ◦ 6 units are 90 days overdue for condo arrears • Delcasa requested the board to make a motion for financial audit/review • Jon (Delcasa) mentioned that according to the Westhills Bylaws the year end financial statements has to be reviewed or audited by a certified accounting firm. • Jon suggested 3 different people (accounting firms) for the audit/review. • <p>Motion to use Colin Presizniuk & Associates to perform the audit for Westhills financial statements for 2010.</p> <p>Moved: Dave Turnbull Seconded: John Hutchings Carried</p>
<p>6.0</p>	<p>Business Arising from Previous Minutes</p> <p>6.1 2011/2012 Budget Discussions</p> <p>Motion to accept the 2011-2012 Budget.</p> <p>Moved: Arun Bhowmick Seconded: John Hutchings Carried</p> <p>6.2 Reserve Fund Study quotes</p> <ul style="list-style-type: none"> • Delcasa has already started the process • 5 engineering firms were contacted • Firms were asked to provide proposals for a RFS <p>6.3 Insurance appraisal update</p> <ul style="list-style-type: none"> • Board motioned an insurance appraisal. • The appraisal was completed by Jim Gardiner. • Jon (Delcasa) suggested an information session with a representative from Phoenix Insurance to explain the new premiums if there were any concerns or questions about the current policy.. <p>6.4 Date setting for next AGM</p> <ul style="list-style-type: none"> • May 24th would be the last possible day for the AGM, as per the Bylaws. • May 24th is the set date for AGM, as per the Board's approval. Will take place at the Devonshire Care Centre. • AGM notices and packages will go out (mailed) May 9th. <p>6.5 Parking Rental Stalls Update</p> <ul style="list-style-type: none"> • Delcasa received 4 sets of 12 post-dated cheques from 4 units so far. • The remaining stalls will be assigned on a first come first serve basis. <p>6.6 Towing Company Update</p> <ul style="list-style-type: none"> • Jon (Delcasa) distributed the contract from Auto Rescue. • Board will re-evaluate the agreement from Auto Rescue to be the primary

	towing company. Jon will e-mail the contract details to the Board.
7.0	<p>New Business</p> <p>7.1 Dealing with Contractors on Westhills Property.</p> <ul style="list-style-type: none"> • Jon (Delcasa) requested that all complains or concerns should go through Delcasa. No Board Member or resident should ever confront a contractor in an angry manor. • Board suggested that the next year snow removal contract would be stipulated to identify the priority areas inside the property to be addressed first.
8.0	<p>Adjournment</p> <p>Motion that the meeting be adjourned.</p> <p>Moved: Dave Turnbull</p> <p>Seconded: John Hutchings</p> <p>Carried</p>
	<p>Meeting adjourned at Time: <u>6:44 pm</u></p> <p>Next Meeting – Date: March 10, 2011 Time: 5:30 pm</p> <p>Location: Arun Bhowmick, Unit 29</p>

Prepared by: Arun Bhowmick, Secretary, February 13, 2011

Westhills in Whitemud Oaks
 CONDOMINIUM CORPORATION No. 072 8456
1730 Leger Gate Edmonton, AB
T6R 0R3

BOARD MEETING
APPROVED MINUTES

When: Time: 5:43, Thursday, **March 10, 2011**

Where: **Unit #29**

Present:

Turnbull,	Dave, Vice Pres.	Unit 26
Bhowmick,	Arun, Secretary	Unit 29
Caraballo,	Antonio, Director	Unit 33
Zhao,	Yi, Treasurer	Unit 10
Kryslar,	Jon, DelCasa Management Inc.	

Regrets: Hutchings, John, President Unit 22

No.	Item
1.0	Call to Order
	Meeting called to order at 5:43 pm by D. Turnbull, Vice Pres
2.0	Presentations
	N/A
3.0	Approval of Agenda
	MOTION to accept the agenda as presented. Moved: Dave Turnbull Second: Yi Zhao Carried
4.0	Approval of Previous Minutes
	MOTION to approve the <u>February 3, 2011</u> Board meeting minutes Moved: Antonio Caraballo Second: Yi Zhao Carried
5.0	Reports
	5.1 Financial Statements <ul style="list-style-type: none"> • As of end of January, 2011, the operating account balance is \$12,082.19 • the following items are under budget <ul style="list-style-type: none"> ○ Ground maintenance ○ Utilities • the following items is over budget <ul style="list-style-type: none"> ○ Insurance • As of end of January, 2011, the reserve fund balance is \$ 5,495.48

	<ul style="list-style-type: none"> • Condo fees arrears <ul style="list-style-type: none"> ○ 4 units to receive the registered letter. ○ Board decided to give a month to pay off the arrears for 4 units. ○ After a month, the arrears to go to collection. <p>MOTION to send out a registered letter with 30 day demand notice. Moved: Antonio Caraballo Second: Dave Turnbull Carried</p>
6.0	Business Arising from Previous Minutes
	<p>6.1 Reserve Fund Study - Discussion on first 3 quotes MOTION to accept the proposal from Morrison Hershfield for reserve fund study. Moved: Arun Bhowmick Second: Dave Turnbull Carried</p> <p>6.2 Auto Rescue as primary parking enforcement</p> <ul style="list-style-type: none"> • With the contract signed, Auto Rescue will install their own sign and will take off the "Private Property" sign installed by the board. • Otherwise, board will have to call "By law" to tow from emergency parking.
7.0	New Business
	<p>7.1 Parking Enforcement</p> <ul style="list-style-type: none"> • Dave Turnbull arranged the "Parking Permit" • Once ready, Arun Bhowmick to hand over the permits to the respective units. <p>7.2 Residents Concerns</p> <ul style="list-style-type: none"> • Board received complaints regarding neighborhood noise. <ul style="list-style-type: none"> ○ Midnight shouting • In case of further occurrence, board will issue a warning letter. <p>7.3 Ground Maintenance</p> <ul style="list-style-type: none"> • Jon (Delcasa) is encouraging the contractors to submit the proposal for the whole year. <ul style="list-style-type: none"> ○ None of the contractor will water the lawns. ○ Water agreement will be signed as a separate contract. • It is to be expected that the some of the owners are very sensitive to the ground maintenance. • Jon (Delcasa) mentioned that once the contract signed the board can stipulate the number of times they have to come for the watering.
8.0	Adjournment
	<p>Adjournment MOTION that the meeting be adjourned. Moved: Dave Turnbull Second: Yi Zhao Carried</p>
	<p>Meeting adjourned at Time: 6:56 pm Next Meeting – Date: April 7, 2011 Time: 6:00 pm</p>

Location: Antonio Caraballo, Unit 33

Prepared by: Arun Bhowmick, Secretary, February 13, 2011

Westhills in Whitemud Oaks
 CONDOMINIUM CORPORATION No. 072 8456
 1730 Leger Gate Edmonton, AB
 T6R 0R3

BOARD MEETING
APPROVED MINUTES

When: Time: 6:00, Thursday, **April 7th, 2011**

Where: **Unit #33**

Present: Hutchings, John, President Unit 22
 Turnbull, Dave, Vice Pres. Unit 26
 Bhowmick, Arun, Secretary Unit 29
 Caraballo, Antonio, Director Unit 33
 Kryslar, Jon, DelCasa Management Inc.
Regrets: Zhao, Yi, Treasurer Unit 10

No.	Item
1.0	Call to Order Meeting called to order at 6:07pm by D. Turnbull, Vice Pres
2.0	Presentations Unit 22 - Update on condo fee arrears and update on existing payment arrangements.
3.0	Approval of Agenda Motion to accept the agenda as presented. Moved: Dave Turnbull Second: Antonio Caraballo Carried
4.0	Approval of Previous Minutes Motion to approve the <u>Thursday, March 10, 2011</u> Board meeting minutes. Moved: Antonio Caraballo Second: Dave Turnbull Carried
5.0	Reports 5.1 Financial Statements <ul style="list-style-type: none"> • As of end of February, 2011, the operating account balance is \$14,000 • As of end of February, 2011, the reserve fund balance is \$6,000 5.2 Condo fees arrears <ul style="list-style-type: none"> ◦ 1 of the 4 units that received a registered letter has entered into payment arrangements with DelCasa MOTION to engage Russ Rimer of Duncan and Craig LLP to bring units

	<p>27,28 and 36 to collections Moved: Dave Turnbull Second: Antonio Caraballo Carried 5.3 Reserve Fund Study Draft due in June 2011 5.4 Insurance premium financing With an annual insurance premium of \$15,971 the Board decided to finance this amount on a monthly payment plan in order to budget this amount more effectively, spreading it out over 12 months.</p>
<p>6.0</p>	<p>Business Arising from Previous Minutes 6.1 Discussion on ground maintenance contracts General discussion and decision as below MOTION to accept the annual quote from Elite Bobcat for the annual ground maintenance for Westhills, as per the contract details. Moved: Arun Bhowmick Second: Antonio Caraballo Carried 6.2 Water Supply agreement As per the previous summer Units 4,6,10 and 26 will be contacted to request the use of their outside taps for grounds watering purposes. New contracts to be sent out. 6.3 Rental Parking Permits Dave presented to the Board the finished parking permits to be distributed to the resident rental stalls. Hunters Printing in Mornville did the parking permits. 6.4 Street Light update - by Unit 10 A replacement bulb was all that was required. 6.5 Noise Complaint with Unit 38 Warning letter to be sent regarding complaints.</p>
<p>7.0</p>	<p>New Business 7.1 Incidents involving- Unit 24 Jon - DelCasa presented to the Board a letter of complaint received regarding ice on the property. Jon explained the telephone conversation had with Unit 24 and the situation seems to have been resolved. The board confirmed that it had acted in the best interests of the condo which was confirmed as the services of a snow removal contractor had been retained previously. Discussion regarding retaining a lawyer, held off for further discussion. 7.2 White truck in visitor parking - Unit #1 Various resident vehicles parking in Visitor Parking were discussed; however the white truck (Unit #1) was of</p>

	<p>particular interest because of the duration of time it had been parking there.</p> <p>MOTION to have the white truck removed on Monday April 11th, as per the Bylaws for violating the Visitor Parking stall.</p> <p>Moved: Dave Turnbull</p> <p>Second: Arun Bhowmick</p> <p>Carried</p> <p>7.3 Final Grade Approval from Landmark Homes</p> <p>DelCasa received all the final grade certificates from Landmark Homes for each unit within the condo. All will be placed on file at DelCasa. The final lift (road surfacing) will be completed this spring/summer.</p> <p>7.4 AGM Discussion</p> <p>General discussion of the AGM agenda and the reports that will need to be completed before the AGM. Timeline set to have reports complete before the official mail out on May 9th 2011.</p> <p>Reports to be completed: President's, Treasurer's and Property Manager's.</p>
<p>8.0</p>	<p>Adjournment</p> <p>MOTION that the meeting be adjourned.</p> <p>Moved: Dave Turnbull</p> <p>Second: Antonio Caraballo</p> <p>Carried</p>
	<p>Meeting adjourned at Time: <u>7:09 pm</u></p> <p>Next Meeting – Date: May 5th, 2011 Time: 6:00 pm</p> <p>Location: John Hutchings, Unit #22</p>

Prepared by: John Hutchings, President April 7th 2011.

Westhills in Whitemud Oaks
CONDOMINIUM CORPORATION No. 072 8456
1730 Leger Gate Edmonton, AB
T6R 0R3

BOARD MEETING
APPROVED MINUTES

When: Time: 6:00, Thursday, **July 07, 2011**
Where: **Unit #29**

Present:

Turnbull,	Dave, Vice Pres.	Unit 26
Bhowmick,	Arun, Secretary	Unit 29
Ravi,	Narine	Unit 20
Kryslar,	Jon, DelCasa Management Inc.	
Regrets: Hutchings,	John, Director	Unit 22
Caraballo,	Antonio, Director	Unit 33

No.	Item
1.0	Call to Order
	Meeting called to order at 6:13 pm by D. Turnbull, Vice Pres.
2.0	Presentations
	Unit 1 (Ahlam and Andrew Balazs) - Parking and Landscaping Concerns <ul style="list-style-type: none"> • Parking Concerns <ul style="list-style-type: none"> ○ Location of the private stalls R5 & R6. ○ Often times more than 2 cars parked there ○ Difficulty backing the car from the driveway. ○ Potential safety hazard. ○ Resale value of the property. • Landscaping Concerns: <ul style="list-style-type: none"> ○ Irregular front yard maintenance. ○ Chunk of asphalt/curb concrete on the premise. ○ Concerned about the concrete repair from subcontractor. ▪ Board to look into quotes on costs for painting lines to clearly identify the parking stalls. ▪ Board to continue to monitor the parking situation in this particular area as well as throughout the complex. ▪ Board to discuss with Landmark the condition of the concrete on the premise.
3.0	Approval of Agenda
	Motion to accept the agenda as presented. Moved: Dave Turnbull

	<p>Second: Ravi Narine Carried</p>
4.0	<p>Approval of Previous Minutes</p>
	<p>Motion to approve the <u>April 7th, 2011</u> Board Meeting Minutes Moved: Dave Turnbull Second: Arun Bhowmick Carried</p>
5.0	<p>Reports</p>
	<p>5.1 Financial Statements</p> <ul style="list-style-type: none"> • Statements were discussed as of end of May. • Condo Arrears: <ul style="list-style-type: none"> ○ Unit 27: Has made payment arrangements. ○ Unit 28: July 15th is the deadline for payment before proceeding with the collection process. ○ Unit 36: Has paid the previous arrears amount but then owes again for 2 months. Already received 2 letters. Will have 90 days before receiving a Registered Letter. <p>5.2 MOTION to approve the 2010/2011 year end draft financial audit performed by Colin Presizniuk & Associates. Moved: Ravi Narine Second: Arun Bhowmick Carried</p>
6.0	<p>Business Arising from Previous Minutes</p>
	<p>6.1 Front Yard Issue - Unit 28</p> <ul style="list-style-type: none"> • Epcor came out to the property to repair the power cable going into Unit 28 and Landmark had a contractor replace the grass that was removed. • Owner called both Landmark and Epcor. • Jon (Delcasa) to send the invoice to Mark Turner (Landmark). • Corporation to cover the cost if not covered by Landmark. <p>6.2 Water Supply Agreements & Updates on Ground Maintenance</p> <ul style="list-style-type: none"> • Dave Turnbull (Unit 26) and Yi Zhao (Unit 10) agreed with the water arrangements. This agreement will run from June 2011 – October 31st, 2011. • Jon (Delcasa) to phone Unit 4 to see if they agree to this offer. <p>6.3 Noise Complaint with Unit 38</p> <ul style="list-style-type: none"> • The renter moved out already. Issue is resolved. <p>6.4 Reserve Fund Study</p> <ul style="list-style-type: none"> • Morrison Hershfield came for the site visit and inspection • Draft copy would be ready once it is edited. • The final copy to be placed by February, 2012, once approved by the Board
7.0	<p>New Business</p>

	<p>7.1 Board Positions & Terms</p> <ul style="list-style-type: none"> • The following Board Members put their names forward for specific positions: <ul style="list-style-type: none"> ○ President - Dave Turnbull (1year term) ○ Secretary - Arun Bhowmick (1 year term) ○ Director - Ravi Narine (2 year term) ○ President - TBD ○ Treasurer - TBD <p>7.2 APA Requests for Unit 4/5 MOTION to approve APA forms from Unit 4/5 Moved: Arun Bhowmick Second: Dave Turnbull Carried</p> <p>7.3 Weed Notice from the City</p> <ul style="list-style-type: none"> • As per notice, the weeds must be removed by July 9th by Elite Bobcat (Ground Maintenance Contractor). • Board will monitor. <p>7.4 Quote for Landscaping Fabric & Bark</p> <ul style="list-style-type: none"> • Jon (Delcasa) presented two different quotes from landscaping contractors. <p>MOTION to accept the Gateway Landscaping quote to lay down bark & install landscaping fabric at the entrance area for \$4000 plus GST. Moved: Dave Turnbull Second: Ravi Narine Carried</p> <p>7.5 Quote for Painting the Parking Stalls</p> <ul style="list-style-type: none"> • Jon (Delcasa) to get a quote for painting the parking stall lines.
8.0	Adjournment
	<p>Meeting adjourned at Time: <u>7:53 pm</u> MOTION that the meeting be adjourned. MOVED: Arun Bhowmick SECOND: Dave Turnbull CARRIED</p>
9.0	Next Meeting Date
	<p>Date: August 4, 2011. Time: 6:00 pm Location: Dave Turnbull's, Unit 26</p>

Prepared by: Arun Bhowmick, Secretary, August 1, 2011