

LANSING POINT BOARD MEETING

AGENDA

Date: March 10

#	Topic	Lead	Reference Documents
1.	Call to Order, Adoption of Agenda	Chair	Agenda
2.	Approval of Meeting Minutes	Chair	There are no previous minutes

Action Tracking List

	ISSUE	WHO	CURRENT STAUS	NEXT STEP(S)	TIMELINE
3.	Draft Minutes from AGM				
4.					

DECISIONS REQUIRED

5.	Appointment of President	Board	Issue: Our Bylaws (Article VII Section 1) states: <i>“At the first meeting of the Board after each election of directors the Board shall elect from among its members a President”</i> In addition, the following two relevant positions and their duties are noted in the Bylaws: Article 7 Sections 5 & 7 1. Vice President
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			2. Secretary/Treasurer
6.	Board Meeting Schedule	Mike	Issue: The Duties of the Corporation (as represented by the Board) and further, of the Board are outlined in the Bylaws in Article V Sections 1 & 2 and Article XI Section 1. In order to fulfill these duties a regular meeting schedule should be established and all Owners made aware of the dates, locations and agenda

DISCUSSIONS			
7.	Property Maintenance Priorities Spring/Summer	GMS/Board	Issue: What needs to be attended to? Will contracts be required etc.?
8.	Bylaws	Mike	Issue: The Condominium Act which was passed in the Legislature in 2015 will come into force this coming October, along with Regulations. Our current Bylaws need to be reviewed and in cases where it is required brought into compliance.
9.	Common Interest Insurance	Mike	Issue: The previous Board had suggested that we meet with our Broker and get an overview of our policy, what it covers etc. and answer questions as to what the Owner's responsibility are and what is the Corporations. A one or two pager could be prepared and shared with all Owners. Should a meeting be setup?
10.	Reserve Study & Action Plan	Mike	Issue: The Reserve Study undertaken in 2019 sets out a schedule for the replacement of major common property elements into the future (2050)

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			and the Reserve Fund requirements year-by-year (which impacts strata fees). Under the new Act Part 7 Division 6 Section 158 – Reserve Fund Study to Inform decision on contribution to reserve fund <i>“Subject to the regulations, a condominium corporation is responsible to determine the amount of the annual contribution to its reserve fund having due regard to the most recent reserve fund study”</i> The Regulations set out the required content of the study, who is considered qualified to do the study and the requirement of notice to Owners. Notice of reserve fund study 5(1) A condominium corporation must, after it obtains a reserve fund study, do the following in accordance with subsection (2): a. give written notice to the unit owners and eligible voters that the reserve fund study has been obtained; b. provide a copy of the reserve fund study, or make a copy of it available, to each unit owner and eligible voter. (2) The notice must be given and the copies provided or made available as soon as practicable after the corporation obtains the reserve fund study, but in any event no later than the earliest of the following days: a. the day that is 30 days after the corporation obtains the reserve fund study; b. the day on which notice of the next annual general meeting is given under section 92 of the Act; c. the day that is 30 days before the unit owners are charged a reserve fund contribution as a result of the reserve fund study. The study must be done every 5 years.
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			It would be in the Board's interest to obtain a briefing on the current Study and its implication on strata fees over the next few years and our requirements to ensure Owners are fully briefed and aware.
11.	Vents	Mike	Issue: The issue of vents has been raised a number of times. At this point no one seems to know where the vents go, why some seem to be bringing smells in from other units and/or dirt e.g. one unit has dirt coming into their dryer when not in use. To date we have been unsuccessful in locating a set of mechanical drawings that showing where the vents are, where they go and what connections may exist. This also raises the question of cleaning and what would be an Owner's responsibility and what would be the Corporations. How shall we proceed?
12.	Status of Hot Water Tanks and Smoke & C02 detectors	Mike	Issue: As we know if a hot water tank fails the results can be costly to the Owner and if on the top floor potentially to the unit below. All hot water tanks have a "best before" date. The wired Smoke/C02 alarms also have a "best before" date. Recently I assisted an Owner in replacing their alarm as it had become defective (even though it said that it was good until 2024). Should we maintain a list that would allow us to send out a notice to Owners that their hot water tank and/or Smoke/C02 detector may need replacing?

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13.	Elevator Inspections	Mike	Issue: The Yukon Government Elevator Inspection Certificate in Building B is dated July 2016. An Owner brought this to my attention ... in doing some research all I could find was in the Elevator and Fixed Conveyance Act's Regulations Safety inspections at intervals <i>"16. Periodic safety inspections by an inspector shall be conducted at intervals, as set out by the chief inspector"</i> Do we know if this is an issue? Is there a schedule?
14.	Lobby Bulletin Boards	Mike	Issue: There are two Owners who would like to take on a project of making the lobby bulletin boards more appealing and informative. They would also ensure the information posted is kept up to date. There may be a minor expense if larger bulletin boards are required
15.	Humidistat Fans & Sensors	Mike	Issue:  Every unit has one of these units. Humidity sensing units have a small humidity sensor built into the housing of the fan unit which constantly monitors the air humidity. When it detects the humidity level increase above a preset level the fan switches on. Many owners may be unaware of how these units work and the maintenance that is required to ensure they are working correctly. There also appears to be a variety of wall mounted control units. Is this something that we should bring to all Owners attention?

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REPORTS - FOR INFORMATION			
16.	Financials	GMS	Reporting: An informal update on expenditures to date, any issues related to the collection of fees etc. First Quarter report will be end of April
17.	Property Management Report	GMS	Reporting: Update provided by GMS in regards ... property maintenance issues identified and addressed since last meeting; upcoming
18.	Owner Document Status	GMS	Issue: Owners are required to provide GMS with a variety of documents e.g. proof of current insurance. Are all files up to date?
19.	Website	Mike	Update: Development of the website is coming along. It is hoped that it can go live either at the end of March or mid-April. The Domain name has been purchased.
20.	2023 Budget	Mike	Issue: The current Act (2002) is silent as to process for approval of a budget. Our current Bylaws gives the authority to establish and approve the budget solely to the Board. Under the new Condominium Act (2015) a new process for creating and approving the Corporation's budget is outlined.

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			In the new Act the process is set out in: Part 7 Finances Division 5 Financial Management After Second Annual General Meeting Section 147 ... in essence the Board has the responsibility to prepare a budget, distribute to all Owners prior to the Annual General Meeting for discussion and a vote. The budget can be amended at the AGM prior to a vote. If the budget is not approved at the AGM a process for what happens next is articulated in the Act. It will be an important part of our job to ensure the process is adhered to and that any budget presented is adequately explained and can be justified. It is worth noting that the importance of the Reserve Fund is strengthened in the Act and the Corporation can not ignore the obligations set out under the Reserve Study. In other words, a budget can not be prepared that is absent of the financial requirements stated in the study for that year.
21.	Special Resolution - Waiving of Auditor	Mike	Issue: There was some discussion at the AGM regarding the timing of a Motion to Waive the Requirement of an Auditor. The new Act appears silent on the requirement for an auditor. It does however set out what is to be contained in the past year financial documents presented at an Annual General Meeting.

Upcoming Meeting Dates: