

LANSING POINT BOARD MEETING

MINUTES

Date: March 10
Time: 10:00am
Location: GMS Office & via Zoom
Present: Ted Staffen (via Zoom), Spencer Rich (via Zoom), Michael McCann (GMS Office), Heidi (GMS)
Regrets: Saskia Robbins

#	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>
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			In addition, the following two relevant positions and their duties are noted in the Bylaws: Article 7 Sections 5 & 7 1. Vice President 2. Secretary/Treasurer
			ACTION: March 18, 2022 1. President: Ted Staffen 2. Secretary/Treasurer: Mike McCann 3. Director: Spencer Rich 4. Director: Saskia Robbins Next: 1. GMS to update banking information - GMS 2. Owners to be notified - Mike 3. Website to be updated to include photo of board members and brief introduction & contact information – Mike 4.
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
			ACTION: March 18, 2022 Board meetings will be the 2nd Thursday every second month, at 10 am. Location will be GMS and for those unable to make it in person by Zoom. Next meeting will be May 11th (Wednesday) not the 12th so as to accommodate Spencer's travel plans. Agenda will be prepared and distributed in advance – Mike

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DISCUSSIONS

7.	Property Maintenance Priorities Spring/Summer	GMS/Board	Issue: What needs to be attended to? Will contracts be required etc.? ACTION: March 18, 2022 1. Landscaping ... JATS will be contracted to do this again – GMS to arrange 2. Final Snow Removal ... approx. the 3rd week in April by Norcope – with particular attention to snow accumulated between Building A and the fence. Once pavement dries Norcope will clean lot at no cost – GMS to arrange and send out notice 3. Re-installation of Sump Pump ... near end of April depending and thaw ... Ted and Mike 4. Draining of water between highway and fence ... near end of April ... Ted has the lead 5. Pavement issue around the sump well that affects the drainage pipe ... GMS to arrange for inspection and quote 6. Fence repair ... the fence closest to the highway is lifting. Contractor who examines the sump well-pavement issue with be asked to inspect the fence and provide an estimate 7. Concrete cracking at entrance to Building B ... GMS to arrange for Norcope to inspect and provide a quote 8. Sprinkler system ... GMS to inspect and bring it online once the ground is thawed (includes making location of sprinkler heads for JATS) 9. Exit Sign in Building A (in front of elevator) ... Ted will attend to once he returns
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. ACTION: March 18, 2022 Mike will start reviewing and provide an update at the next Board meeting ... GMS will provide guidance

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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?
			ACTION: March 18, 2022 It was agreed that we have the Broker attend the next Board meeting to brief us on the policy and answer questions. – GMS to arrange A brief one-two page document will be prepared afterwards that can be provided to Owners ... Board
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) 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;

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			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. 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.
			ACTION: March 18, 2022 It was agreed that a more in-depth review of the Reserve Study should be undertaken by the Board. Specifically, to help us be clear as to the impact it will have on fees. GMS will lead on this and it will be on the agenda for the next Board meeting.
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?

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			ACTION: March 18, 2022 ✓ It was agreed that we need to look further into this. Building B at this point in time seems to have most of the issues. An HVAC specialist will be brought on to look specifically at those units that have brought forward concerns ... GMS will lead and get a quote. ✓ It was also felt that the cleaning of dryer vents and vents related to the humidistats are an owners issue ... we need to be able to provide a list of resources that owners can contact to have their vents cleaned. ... Mike to talk to GMS
12.	Status of Hot Water Tanks and Smoke & CO2 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/CO2 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/CO2 detector may need replacing?
			ACTION: March 18, 2022 ✓ All Owners will be asked to provide to GMS the expiry dates of their hot water tank and Smoke and CO2 detectors ... GMS will maintain a system that will allow them to send notices to Owners that these items should be replaced.
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>

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			Do we know if this is an issue? Is there a schedule? ACTION: March 18, 2022 ✓ The Inspections have been taking place but the most current inspection certificate has not been put up ... GMS now has copies of the current certificates and will get them put in place.
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 ACTION: March 18, 2022 ✓ This was supported and if larger boards are purchased and installed we will need to get the receipts so they can be reimbursed ... Mike will talk to the two Owners
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? ACTION: March 18, 2022 ✓ This will be brought to the attention of all Owners with suggestions as to how they work, maintenance that is required and resources they can contact. Mike will take the lead on this.

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16.	Security Camera's – Lobby & Gate	Mike	Issue: Apparently, every garage, the Lobby and the gate have security cameras. Does anyone remember when they last worked and what was in place to maintain them, where they monitored, did they record, etc. Is this something the Board wants to explore?
			ACTION: March 18, 2022 ✓ We will engage a security specialist to look at what is on site and what it would take to get it operational. The simple option is for owners to be able to see who is in the lobby and look into their garages. It was unclear if there is still something at the gate ✓ GMS will arrange for this in early May when Ted and/or Mike can do a walk around with the folks.

REPORTS - FOR INFORMATION

17.	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
			ACTION: March 18, 2022 ✓ We will review the 1st Quarter at our May meeting. ✓ As well GMS will start providing the Board with a monthly overview of expenditures
18.	Property Management Report	GMS	Reporting: Update provided by GMS in regards ... property maintenance issues identified and addressed since last meeting; upcoming
			ACTION: March 18, 2022 ✓ We never got to this directly ... it will be a regular feature at all Board Meetings.

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19.	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?
			ACTION: March 18, 2022 ✓ Owners who have failed to provide proof of insurance for this calendar will be sent a notice by GMS ✓ The list will be reviewed at the next Board meeting for compliance and potential follow-up
20.	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.
			ACTION: March 18, 2022 ✓ The website needs a bit more work and then will be brought live via a soft launch. Mike will provide access to GMS, and the Board ✓ Information to the Owners will go out early April on how to access and use it. – Mike will lead ✓ Will need a photo of each Board member. Contact information and a brief “bio” so the Owners know who we are. I will provide a simple template.
21.	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. In the new Act the process is set out in:

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			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.
			ACTION: March 18, 2022 ✓ This was for information purposes at this stage and will be addressed as the current Bylaws are reviewed and amended as required. ✓ Communication will be essentially to make this process work.
22.	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.
			ACTION: March 18, 2022 Information only

Upcoming Meeting Dates: May 11th (Wednesday) 10am

Parking Lot:

1. Cleaning Contract and deep cleaning of the buildings
2. Window washing
3. Garage Sale
4. BBQ