

MINUTES: Informal Meeting

Date: November 3, 2022
Time: 9am
Location: GMS Office
Present: Michael McCann, Denali & Joel (GMS)

PURPOSE: To catch up on some outstanding issues and discuss the Third-Quarter Variance Report and Budget for 2023

THIRD-QUARTER FINANCIAL REPORT & 2023 BUDGET DISCUSSION:

- At the end of September (3/4 of the way through the year), we are approximately \$4,700 underspent.
- A draft 2023 budget will be prepared for discussion in December. The new budget will have to guestimate potential costs across a number of line items – it will be smarter to overestimate in some areas. We need to make sure we capture in the budget the “deductible” on the condo corporation insurance.
- A Board Motion will be required to create a separate account into which we can move our “reserve funds”. This will allow for greater transparency for Owners
- Norcope and Arctic Backhoe are possible for snow removal. Norcope may be a bit cheaper and Arctic Backhoe maybe a bit more thorough. Norcope does provide lot sweeping at no cost at the end of the snow season. We would be satisfied with Norcope as long as we can get assurance about removal and assuming responsibility for any damage to property.
- There is still one unit that has not paid their Special Estimate and attempts to contact them have not been successful. I suggest that a registered letter be sent which informs that if not paid in full by end of the month, then a penalty will be imposed effective back to November 1st as allowed for in our bylaws
- There was some discussion as the rules under which our current bylaws allow for budget approval are allowed or will the new Act supersede them even if the bylaws have not been updated (as allowed during the transition period). An email has been sent to Land Titles for clarification.

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- It is anticipated that our AGM maybe at mid-February. Up until a new budget is passed (if we are required to take it to a vote) condo fees remain the same as 2022. The new Act anticipates this scenario and allows for retroactively collecting the difference between the old and new fees back dated to January 1. GMS expressed some concern regarding the accounting gymnastics that may be involved and should we simply not worry about it. However, by way of example a \$60 fee increase being waived over a two-month period the result would be a \$2,600 loss to the Corporation. The Board will need to discuss this in December and provide direction to GMS.

SUMMARY OF ACTION ITEMS

1. GMS Minutes of Last AGM
3. GMS Bank of Montreal
4. Board Website photos
5. GMS Repair to rock pit
7. Board Bylaws
8. GMS Insurance Assessor
10. GMS Vents Building B
11. GMS Home Owner's Insurance, Hot Water Tanks, C02 detectors
12. GMS Elevator Inspections/Servicing
13. Board Website
15. Board Water Issue
16. GMS Damage to Car
17. Board Deep cleaning
18. Board Weather stripping
19. GMS Intercom and Phones
20. GMS Mailbox numbers
21. GMS Notice about emergency exits

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Action Tracking List					
	ISSUE	WHO	CURRENT STAUS	NEXT STEP(S)	TIMELINE
1.	Draft Minutes from AGM	GMS	The Draft Minutes will be presented at the next AGM and will go out in advance with the AGM package.	To be prepared in December	Next AGM
			2022-07-20 No action required at this time 2022-11-03 GMS has been unable to find any notes taken by Heidi related to the last AGM	2022-07-20 No action required at this time 2022-11-03 GMS will attempt to construct some notes and Lansing Point will look for notes that they may have	2022-07-20 Review in December Board Meeting 2022-11-03 Progress to be reviewed at next formal Board meeting in December.
2.	Monthly Financial Statements	GMS	GMS had hoped to start getting monthly financial statements out last month but recent hirings and resultant training has delayed this	Monthly statements will start coming to Board members by end of July	Review for progress at next meeting
			2022-07-20 We have not received any statements since May 2022-11-03 It was confirmed that monthly reports would serve little purpose	2022-07-20 GMS will get statements out starting in late July 2022-11-03 No further action required	2022-07-20 Review at next Board meeting 2022-11-03 N/A

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			and therefore will not be required. We will stay with quarterly reports		
3.	Banking Information Updated	GMS	Account has been moved to BMO ... Ted and Mike attended on the 5 th at BMO along with GMS and completed the transfer and new signing authorities.	Waiting for the account to be activated and transfer to be completed	Withing next two weeks
			2022-07-20 As above	2022-07-20 Review next Board meeting to ensure account is active	2022-07-20 Review next Board Meeting
			2022-11-03 The process is almost complete ... there was some “confusion” on the part of BMO which has recently been resolved.	2022-11-03 The next step is to close out the account at the other bank and move everything over	2022-11-03 Review at next Board Meeting
4.	Website to have photo of Board Members and contact information	Mike	2022-07-20 Waiting for Saskia to provide a photo and all contact information	2022-07-20 Saskia committed to providing a photo and contact information	2022-07-20 Update at next Board Meeting
			2022-11-03 Information is still outstanding	2022-11-03 Request information again	2022-11-03 Review at next Board Meeting
5.	Reinstallation of Sump Pump	Ted/Mike	Could not be installed as the outflow pipe is crushed	Once the parking lot is repaired (which would include fixing the sump hole and outlet pipe) the pump can be installed.	Update at next Board Meeting

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			2022-07-20 As above 2022-11-03 Repairs to the lot did not occur and Northern Restoration Services were contracted to do a fix to the outflow pipe	2022-07-20 This issue will be covered under New Business and will be removed from the Action List at the next Board Meeting 2022-11-03 Confirm work was completed ... given the time of year the sump pump will not go in until next spring	2022-07-20 N/A 2022-11-03 Review at next meeting
6.	Quote for Cracks in Sidewalks	GMS	Unable to find a concrete contractor	To be put over to 2023	To be brought forward in January 2023
			2022-07-20 As above 2022-11-03 As above	2022-07-20 To be kept on the list for 2023 2022-11-03 As above	2022-07-20 Update December 2022-11-03 As above
7.	Bylaw Review	Mike	2022-07-21 This will be an extensive project that will require Board members to be engaged. The end product will be revised Bylaws that will first have to be approved by YG (as far as being in	2022-07-21 1. Contact Corporate and confirm their expectations and timeline 2. Develop a project plan for review, drafting and approval	2022-07-21 Update in August

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			compliance) and then voted on by the Owners. 2022-11-03 Mike is recovering after having COVID – this resulted in putting this project about 3 weeks behind	As this project will more than likely be time sensitive it may not be practical to rely on scheduled Board Meetings for review and sign-off of work to date. Documents will go out to the Board as completed (according to the approved schedule) for review and sign-off 2022-11-03 Provide an update at next Board meeting and revised plan for completion	2022-11-03 Next Board Meeting for update
8.	Insurance Briefing	GMS	Insurance briefing happened in June. It was a positive meeting ... HUB advisor suggested that our policy is in good shape and our premium may only be affected by the rate of inflation.	Suggested and agreed to that we should have the property reassessed to ensure we are fully covered. GMS will look for an assessor	July 15th for update
			2022-07-20 GMS is attempting to locate an assessor 2022-11-03 This has been no progress on this to date	2022-07-20 Have the assessment done after the repair/maintenance work is completed 2022-11-03 On the agenda for the next Board meeting	2022-07-20 Update next Board Meeting 2022-11-03 Next Board Meeting for discussion

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9.	Reserve Study Review	GMS	We have not done this as of yet	Set a date at the July Board meeting	July 15th
			2022-07-20 After some discussion it was decided that this will be put off until January 2023. It could be part of on-boarding a new Board 2022-11-03 If a new Board is not elected until February, then it is best this is put off until then	2022-07-20 Keep in the Action item list with a January 2023 due date. To go back as an active item at a December 2022 Board meeting 2022-11-03 Schedule in February after new Board is elected	2022-07-20 Update December 2022 2022-11-03 Confirm at next Board Meeting
10	Vents Building B	GMS	After some discussion we clarified what was required: 1. We are only looking at Building B 2. The Units of concern are Jeanette's and Michelle's and possibly Darren's and Tiffany's. 3. We are unaware at this point of any other units that have had issues with venting of lint and dirt into their unit (specifically their dryers)	Heidi (GMS) will contact the Owner's and have the venting issue looked into by a specialist.	July 15 th for update
			2022-07-20 No work has been done on this to date	2022-07-20 GMS will pursue this over the next month	2022-07-20 GMS to update at next Board Meeting

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11	Hot Water Tanks and Smoke/CO2 Detectors & Insurance	GMS	Response still appears to be an issue		July 15 th for update
			2022-07-20 Response continues to be an issue 2022-11-04 GMS is still collecting the information	2022-07-20 This will be tied into the efforts to collect Insurance information from Owners. A “form” will be emailed and also attached to each door that can be filled out with the required information. Failure at this level will necessitate direct contact with Owners. 2022-11-04 GMS to have a list for the next meeting	2022-07-20 Update next Board Meeting 2022-11-04 To review list at next Board Meeting
12	Current Elevator Inspections	GMS	The old inspection certificates are still in the elevators	A Board member could take this on	July 15 for update
			2022-07-20 The 2016 Inspection reports are still in the elevators 2022-11-06 The new certificates are in place and according to GMS they can be downloaded online.	2022-07-20 Ted will take this on and contact YG to get new certificates 2022-11-06 GMS will confirm.	2022-07-20 Update next Board Meeting 2022-11-06 GMS to update at next meeting

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			Another issue has emerged. Presently the elevators are serviced quarterly and recently information has come to light that suggests that due to the type of lift it is, that they should be serviced monthly.	In addition, if they do require a monthly servicing then we will need to adjust the 2023 budget to reflect this fact.	
13	Website	Mike	2022-07-21 Other projects have kept Mike from getting the information out. 2022-11-06 The site requires a fair bit of work but it has been published and taken live	2022-07-21 To be completed by August 2022-11-06 Mike to get a link out to the Board members to review and comment	2022-07-21 July 15th for update 2022-11-06 Update at next meeting
14	Fence	GMS	The work on the fence was part of a larger project that was rejected by the Board in a split vote	To be discussed under new business	July 15
			2022-07-20 To be rediscussed under “New Business”	2022-07-20 As noted, ... to be removed from the Action List and captured under a new item	2022-07-20 N/A
15	Spring Run-off and Highway	GMS/Ted	Issue: Some concerns have been expressed that much of the water coming into the property is a result of the snow melt from the highway plowing and Forestry. A meeting was held with YG and a commitment was made remove the		

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			highway snow before the melt next spring YG also committed to talking to the city regarding the standing water in the ditch GMS is following up with Forestry		
			2022-07-21 We have not heard anything from YG since our meeting 2022-11-06 Status update: - City engineer has viewed the site and proposed a possible solution but if the City was to undertake it, the funds may not be available until 2025 - It has been determined that the land belongs to YG - Takhini MLA Kate White has written a letter to the Minister and the response is that they (YG) will look into it.	2022-07-21 Ted has agreed to take the lead on this. The intent is to: - Get YG's commitment to move the snow in writing - To get the City of Whitehorse involved These goals should be (ideally) agreed to by YG and City before the snow flies 2022-11-06 Update at next meeting	2022-07-21 Update at next Board Meeting 2022-11-06 Update at next Board Meeting (December)

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16	Damage to Owner's Car by snow from Forestry Shed	GMS/Mike	2022-07-20 Apparently, Michelle has recently sent the bill to Forestry 2022-11-06 This has been brought to YG's attention yet again and the person spoken to seemed unaware of the issue. Further ... we have been told that YG will be moving the shed at the end of November	2022-07-20 Mike to follow-up with Michelle as to the response she receives 2022-11-06 YG committed to getting back to GMS regarding the vehicle. We will keep an eye out to see if in fact the shed is moved as promised.	2022-07-20 Update next Board meeting 2022-11-06 Update at next Board Meeting
17	Deep Cleaning of Interior Common Areas	GMS	2022-07-20 After some discussion and a suggestion from Saskia it was decided that this may be something that Owners could organize and do themselves. 2022-11-06 Nothing to report	2022-07-20 Saskia to update at next Board meeting on how this could be done. 2022-11-06 Saskia to update at next Board meeting	2022-07-20 Update next Board Meeting 2022-11-06 December Board Meeting
18	Weather Stripping	GMS/Mike	2022-11-06 The weather stripping on the main entrance door to Building B is almost off and needs to be replaced	2022-11-06 To purchase new weather stripping from Home Hardware and install Check Building A for weather stripping	2022-11-06 Review for progress at next Board Meeting
19	Intercom Issues and Phones	GMS	2022-11-06	2022-11-06 GMS will assist	2022-11-06

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			In Building A (Lois) is having difficulty connecting their phone to the intercom system so that they can open the door remotely.		Update next meeting
20	Mailboxes	GMS	2022-11-06 At our September Owner's Meeting it was suggested that we get proper "Number" tags on the mailboxes vs. the scribbled ones that are presently in place.	2022-11-06 GMS offered to undertake this	2022-11-06 Update at next meeting for progress
21	Emergency Exits	GMS	2022-11-06 On Sunday (Nov. 6 th) it was discovered that the emergency exit door to the right of the main entrance was propped wide open. The temperature in the stairwell was at the freezing mark. In addition, leaving the door open compromises the security of the building and residents.	2022-11-06 GMS to be asked to send a note to all residents reminding them that the emergency exits are not be used for entering or exiting the building ... they are for emergency use only.	2022-11-06 To review at the next meeting.

APPENDIX 2

Completed			
	ITEM	WHAT	DATE
1.			