

AGENDA

Date: December 9, 2022
Time:
Location: GMS Office
Present:

#	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 STAUUS	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. 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	To be prepared in December 2022-07-20 No action required at this time 2022-11-03 GMS will attempt to construct some notes and	Next AGM 2022-07-20 Review in December Board Meeting 2022-11-03 Progress to be reviewed at next formal Board

LANSING POINT BOARD MEETING

			2022-12-06	Lansing Point will look for notes that they may have 2022-12-06	meeting in December. 2022-12-06
2.	Banking Information Updated	GMS	Account has been moved to BMO ... Ted and Mike attended on the 5th at BMO along with GMS and completed the transfer and new signing authorities. 2022-07-20 As above 2022-11-03 The process is almost complete ... there was some “confusion” on the part of BMO which has recently been resolved. 2022-12-06	Waiting for the account to be activated and transfer to be completed 2022-07-20 Review next Board meeting to ensure account is active 2022-11-03 The next step is to close out the account at the other bank and move everything over 2022-12-06	Withing next two weeks 2022-07-20 Review next Board Meeting 2022-11-03 Review at next Board Meeting 2022-12-06
3.	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 2022-11-03 Information is still outstanding	2022-07-20 Saskia committed to providing a photo and contact information 2022-11-03 Request information again	2022-07-20 Update at next Board Meeting 2022-11-03 Review at next Board Meeting

LANSING POINT BOARD MEETING

			2022-12-06	2022-12-06	2022-12-06
4.	Reinstallation of Sump Pump	Ted/Mike	Could not be installed as the outflow pipe is crushed 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 2022-12-06	Once the parking lot is repaired (which would include fixing the sump hole and outlet pipe) the pump can be installed. 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 2022-12-06	Update at next Board Meeting 2022-07-20 N/A 2022-11-03 Review at next meeting 2022-12-06
5.	Quote for Cracks in Sidewalks	GMS	Unable to find a concrete contractor 2022-07-20 As above	To be put over to 2023 2022-07-20 To be kept on the list for 2023	To be brought forward in January 2023 2022-07-20 Update December 2022-11-03

LANSING POINT BOARD MEETING

			2022-11-03 As above 2022-12-06	2022-11-03 As above 2022-12-06	As above 2022-12-06
6.	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 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	2022-07-21 1. Contact Corporate and confirm their expectations and timeline 2. Develop a project plan for review, drafting and approval 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	2022-07-21 Update in August 2022-11-03 Next Board Meeting for update

LANSING POINT BOARD MEETING

			2022-12-06	2022-12-06	2022-12-06
7.	Insurance Briefing & Assessment	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. 2022-07-20 GMS is attempting to locate an assessor 2022-11-03 This has been no progress on this to date 2022-12-06	Suggested and agreed to that we should have the property reassessed to ensure we are fully covered. GMS will look for an assessor 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 2022-12-06	July 15th for update 2022-07-20 Update next Board Meeting 2022-11-03 Next Board Meeting for discussion 2022-12-06
8.	Reserve Study Review	GMS	We have not done this as of yet 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	Set a date at the July Board meeting 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	July 15th 2022-07-20 Update December 2022

LANSING POINT BOARD MEETING

			2022-11-03 If a new Board is not elected until February, then it is best this is put off until then 2022-12-06	2022-11-03 Schedule in February after new Board is elected 2022-12-06	2022-11-03 Confirm at next Board Meeting 2022-12-06
9.	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) 2022-07-20 No work has been done on this to date 2022-12-06	Heidi (GMS) will contact the Owner's and have the venting issue looked into by a specialist. 2022-07-20 GMS will pursue this over the next month 2022-12-06	July 15th for update 2022-07-20 GMS to update at next Board Meeting 2022-12-06

LANSING POINT BOARD MEETING

10	Hot Water Tanks and Smoke/CO2 Detectors & Insurance	GMS	Response still appears to be an issue 2022-07-20 Response continues to be an issue 2022-11-04 GMS is still collecting the information 2022-12-06	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 2022-12-06	July 15th for update 2022-07-20 Update next Board Meeting 2022-11-04 To review list at next Board Meeting 2022-12-06
11	Current Elevator Inspections	GMS	The old inspection certificates are still in the elevators 2022-07-20 The 2016 Inspection reports are still in the elevators	A Board member could take this on 2022-07-20 Ted will take this on and contact YG to get new certificates	July 15 for update 2022-07-20 Update next Board Meeting

LANSING POINT BOARD MEETING

			2022-11-06 The new certificates are in place and according to GMS they can be downloaded online. 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. 2022-12-06	2022-11-06 GMS will confirm. In addition, if they do require a monthly servicing then we will need to adjust the 2023 budget to reflect this fact. 2022-12-06	2022-11-06 GMS to update at next meeting 2022-12-06
12	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 2022-12-06	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 2022-12-06	2022-07-21 July 15th for update 2022-11-06 Update at next meeting 2022-12-06
13	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.		

LANSING POINT BOARD MEETING

			A meeting was held with YG and a commitment was made remove the 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	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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LANSING POINT BOARD MEETING

			and the response is that they (YG) will look into it. 2022-12-06	2022-12-06	2022-12-06
14	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 2022-12-06	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. 2022-12-06	2022-07-20 Update next Board meeting 2022-11-06 Update at next Board Meeting 2022-12-06
15	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

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			2022-12-06	2022-12-06	2022-12-06
16	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 2022-12-06	2022-11-06 To purchase new weather stripping from Home Hardware and install Check Building A for weather stripping 2022-12-06	2022-11-06 Review for progress at next Board Meeting 2022-12-06
17	Intercom Issues and Phones	GMS	2022-11-06 In Building A (Lois) is having difficulty connecting their phone to the intercom system so that they can open the door remotely. 2022-12-06	2022-11-06 GMS will assist 2022-12-06	2022-11-06 Update next meeting 2022-12-06
18	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. 2022-12-06	2022-11-06 GMS offered to undertake this 2022-12-06	2022-11-06 Update at next meeting for progress 2022-12-06

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19	Emergency Exits	GMS	2022-11-06 On Sunday (Nov. 6th) 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. 2022-12-06	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. 2022-12-06	2022-11-06 To review at the next meeting. 2022-12-06

DECISIONS REQUIRED

Motion to create a separate account for reserve funds	Board	Issue:
Status of Outstanding Special Assessments	Board	Issue: Action to be taken on any outstanding money owing
Snow Removal	Board	Issue: Norcope did not remove the snow from the property as requested
Condo Fees	Board	Issue: Condo fees can not be raised (if required) until a 2023 budget is passed. This means that the old rates are in effect until the new budget. Are fiscal year runs from January 1 until December 31. If a new budget is not passed until February then the new fees

LANSING POINT BOARD MEETING

		will be in effect with the March. The new legislation allows for the Corporation to collect the difference between old and new rates retroactively.
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DISCUSSIONS		
Draft 2023 Budget	GMS/Board	Issue: Review of 2023 draft budget (note: to ensure line for insurance deductible)
Date of AGM	Board	Issue: To set preliminary date for AGM and identify requirements
Capital Projects for 2023	Board	Issue: To identify what can realistically can be done given projected funds in the Reserve

REPORTS - FOR INFORMATION		
Financials	GMS	Reporting: An informal update on expenditures to date, any issues related to the collection of fees etc.
Property Management Report	GMS	Reporting: Update provided by GMS in regards ... property maintenance issues identified and addressed since last meeting; upcoming