

AGENDA

Date: December 9, 2022
Time: 1:30 pm
Location: GMS Office
Present: Ted Staffen, Spencer Rich, Mike McCann, Denali Gaetz (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
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

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			2022-12-06 In progress	Lansing Point will look for notes that they may have 2022-12-06 If any Board member has notes from the January 2022 AGM please send them to Denali and GMS will create minutes that can be used at the next AGM. Should have a draft for our next Board meeting in Janaury	meeting in December. 2022-12-06 Next Board meeting for review
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 Not completed yet	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 Final documents to be submitted to bank on Monday	Withing next two weeks 2022-07-20 Review next Board Meeting 2022-11-03 Review at next Board Meeting 2022-12-06 Review at next meeting and should come off

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				- Funds will be transferred from CIBC to BMO - Three accounts will be established: Reserve Fund, O&M and Contingency	of the Tracking List at that time
3.	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 The culvert was cut down by Rapid restoration as requested. The outlet pipe is still crushed	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 GMS has added this as a spring fix ...	Update at next Board Meeting 2022-07-20 N/A 2022-11-03 Review at next meeting 2022-12-06 To be kept on the track list for the spring
4.	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

LANSING POINT BOARD MEETING

			2022-07-20 As above 2022-11-03 As above 2022-12-06 As above	2022-07-20 To be kept on the list for 2023 2022-11-03 As above 2022-12-06 As above	2022-07-20 Update December 2022-11-03 As above 2022-12-06 2022-12-09 As above
5.	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	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	2022-07-21 Update in August 2022-11-03

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			Mike is recovering after having COVID – this resulted in putting this project about 3 weeks behind 2022-12-06 In progress – Rules and Regulations section done	Provide an update at next Board meeting and revised plan for completion 2022-12-06 Try to have a draft for the January Board meeting	Next Board Meeting for update 2022-12-06 January 2023 for review
6.	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 HUB will provide names of possible assessors to GMS	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 GMS will make contact and bring that information to the next meeting	July 15th for update 2022-07-20 Update next Board Meeting 2022-11-03 Next Board Meeting for discussion 2022-12-06 Review at next meeting
7.	Reserve Study Review	GMS	We have not done this as of yet	Set a date at the July Board meeting	July 15th

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			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 2022-12-06 As above	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 2022-12-06	2022-07-20 Update December 2022 2022-11-03 Confirm at next Board Meeting 2022-12-06
8.	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	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	July 15th for update 2022-07-20 GMS to update at next Board Meeting

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10	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 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 Is determined that our lifts require monthly inspections – not quarterly	A Board member could take this on 2022-07-20 Ted will take this on and contact YG to get new certificates 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 The cost of increased inspections will be reflected in the 2023 budget. In addition, a recent inspection identified a couple of issues that need to be addressed. The Board approved: Changing contracts to a company that can do	July 15 for update 2022-07-20 Update next Board Meeting 2022-11-06 GMS to update at next meeting 2022-12-06 GMS to update next meeting
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				monthly inspections (it will be company that installed them) The required repair work	
11	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 The website is now live on the web ...	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 Board members have been given links to the site. It is now a restricted site and the password to get into www.lansingpoint.com is #134myplace More content will be added over the coming months. All Owners will be provided with the link and password by the end of December	2022-07-21 July 15th for update 2022-11-06 Update at next meeting 2022-12-06 Review at next meeting
12	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		

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			melt from the highway plowing and Forestry. 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	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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			- 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. 2022-12-06	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 The Owner is in contact with YG	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 This is now a closed issue	2022-07-20 Update next Board meeting 2022-11-06 Update at next Board Meeting 2022-12-06 Completed
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.	2022-07-20 Saskia to update at next Board meeting on how this could be done.	2022-07-20 Update next Board Meeting

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			2022-11-06 Nothing to report 2022-12-06 Saskia was not able to attend and provide thoughts on how this could be implemented	2022-11-06 Saskia to update at next Board meeting 2022-12-06 Saskia to provide update/ideas at next meeting. This is seen as a spring initiative.	2022-11-06 December Board Meeting 2022-12-06 Update at next meeting
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 The weather stripping on the main entrance to Building B is coming off	2022-11-06 To purchase new weather stripping from Home Hardware and install Check Building A for weather stripping 2022-12-06 GMS will repair	2022-11-06 Review for progress at next Board Meeting 2022-12-06 Review at next meeting
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 This has been dealt with	2022-11-06 GMS will assist 2022-12-06 The Board decided that for new Owners the purchase of fobs will be their	2022-11-06 Update next meeting 2022-12-06 No further action required

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				responsibility. For Owners who have a fob that has worn out the purchase of a replacement will be the Corporations responsibility	
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 GMS has prepared Numbers for all the mailboxes and most owners have responded as to whether they want their last name or number on the intercom	2022-11-06 GMS offered to undertake this 2022-12-06 Owners will be given another week to inform GMS regarding the intercom identification. In the absence of a response they will simply insert a number	2022-11-06 Update at next meeting for progress 2022-12-06 Review for closure next meeting
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 No further action required	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 Will come off of the Tracking list

20	Rental Units	GMS	Our Declaration requires that we have on file a statement from all Owners regarding Renters. It states: Section 12 <i>No Owner shall lease his unit unless the lease contemplates a minimum term of three months and the owner causes the tenant to deliver to the Corporation an agreement signed by the tenant to the follow effect:</i> <i>“I _____, covenant and agree that I, the members of my household and guests from time to time, will, in using the unit rented by me and the Common Elements, comply with the Condominium Act, the Declaration and the Bylaws and all rules and regulations of the Condominium Corporation, during the term of my tenancy”</i> Also, Section 11 (a) states: <i>“Each unit shall be occupied and used only as a private single family residence and for no other purpose ...”</i>	GMS will get on file the required documents	Review at next meeting
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DECISIONS REQUIRED		
Accounts at BMO	Board	We will have three accounts at BMO: • General Operating • Contingency – as an example the \$5000 set aside for insurance deductible will be held here • Reserve Fund – all monies identified as “reserve” will be held here
Status of Outstanding Special Assessments	Board	There remains one Owner that has not paid the Special Assessment and has not responded to numerous requests. GMS will prepare a letter (Registered) that will go informing them that the full amount is due and is incurring an interest penalty (as allowed in our Bylaws) effective back to November 1, 2022. Failure to pay in full plus penalty within 30 days will result in a lien being placed on the unit.
Snow Removal	Board	Norcope’s failure to remove the snow from the property has resulted in an Owner’s parking space being rendered unuseable. GMS will send someone up with a bobcat to clear the parking space.
Condo Fees	Board	A discussion took place as to how to handle the lag between the start of our fiscal year and the approval of a budget that may result in an increase in condo fees. Under the new legislation the previously approved condo fees are in force until a new budget is passed at an AGM. As an example: If Owners approve the budget for 2023 in February that results in an increase in condo fees. The new fee will come into effect March 1 (2 weeks notice is required). The condo fee will be calculated using the approved budget and the 10 months left in the fiscal year.

DISCUSSIONS		
Draft 2023 Budget	GMS/Board	A draft budget for 2023 was reviewed. An electronic copy will be sent out to the Board members. Board members are asked to review and be prepared to suggest changes or sign off at it at our next Board meeting. It will then form the major part of AGM package.
Date of AGM	Board	It was agreed that we will hold the AGM on the 2 nd of February 2023. Time and Location to be determined.
Capital Projects for 2023	Board	It was agreed that we will be putting forward only one major project next year that will require reserve funds. It will be to have a geotechnical assessment done of the soil conditions at Lansing Point. A Special Resolution will be drafted for Owners to vote on.

REPORTS - FOR INFORMATION		
Financials	GMS	We presently are on budget for this year. The present and future state of the reserve fund is as follows 1. We will start 2023 with \$40,000 2. There is an additional \$12,000 of the 2022 Special Assessment left that will be transferred into the Reserve Fund 3. Our Reserve Study pegs that \$30,000 needs to be added in 2023 (this number is captured in the proposed condo fees for 2023) By the end of 2023 – if there were no expenditures there would be \$82,000 in the fund. However, it is estimated that a geotechnical examination of the subsurface could cost \$18,000 - \$20,000. This would be the number that would be proposed in the Special Resolution to be brought forward at the AGM

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		We should end 2023 with \$64,000 (approx.) in the Reserve Fund
Property Management Report	GMS	Reporting: Update provided by GMS in regards ... property maintenance issues identified and addressed since last meeting; upcoming