

LANSING POINT BOARD MEETING: MAY 13 2022

MINUTES

Date: May 13, 2022
Time: 10am
Location: GMS Office & via Zoom
Present: Ted Staffen (President); Michael McCann (Secretary/Treasurer); Heidi Cameron (GMS – Lansing Point Property Manager)
Regrets: Spencer Rice

#	Topic	Lead	Reference Documents
1.	Call to Order, Adoption of Agenda	Chair	Agenda
2.	Approval of Meeting Minutes	Chair	Minutes of March 10, 2022

Action Tracking List

	ISSUE	WHO	CURRENT STAUS	NEXT STEP(S)	TIMELINE
3.	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.	None at this time	Next AGM
4.	Monthly Financial Statements	GMS	January-April are being compiled.	Heidi will get these out this week and we will be getting them monthly starting in June	July 14 th for update
5.	Banking Information Updated	GMS	There have been a number of issues getting RBC to update the documents. It was suggested that we consider moving accounts for better service and interest rates	To move savings and cheque accounts to Bank of Montreal. Heidi to arrange a meeting for signing authorities. Current GIC will remain at RBC until they	To be completed by mid-June

LANSING POINT BOARD MEETING: MAY 13 2022

				mature before being moved – avoiding any penalty	
6.	Owners to Be Notified of Board Positions	Mike	Mike was to put out a notice to all Owners as to the positions assumed by the elected Board members. This is still outstanding	Mike to draft a note to for GMS to send out to all Owners on behalf of the Board.	Week of May 16 th
7.	Website to have photo of Board Members and contact information	Mike	Board members are to provide a photo that can be used for the website. This will ensure Owners are aware of who the Board members are.	Mike to ask Board members for a jpeg photo that can be used	Week of May 16 th
8.	Contract with JATS	GMS	The agreement with JATS to do the landscaping for this season is in place. The price will be the same as last year.	No further action required	N/A
9.	Reinstallation of Sump Pump	Ted/Mike	Prior to the installation of the sump pump we need to determine if the outtake pipe is still functional. Ted and Mike will examine it on Sunday (May 15 th) ... if it is still useable then the pump will be put back in. If it is not then as part of the pavement work being explored the outflow pipe will be replaced.	Update at next meeting	July 14 for update
10.	Removal of Water	Ted	Ted has done a lot of work ensuring that the standing water has been removed from the property.	Ted and Mike to assess this weekend if more pumping needs to happen and report back.	Report back to Board/GMS week of May 16 th
11.	Quote for Pavement Issues around Sump Pump	GMS	Heidi (GMS) has been in discussion with a contractor regarding the parking lot, fence, painting trim, cracking sidewalk etc.	GMS to provide an update as soon as possible. We may need a special meeting to approve or not approve	GMS to up by end of month at latest

LANSING POINT BOARD MEETING: MAY 13 2022

			We are waiting for a quote of these various elements.	proceeding with work. Waiting for the next Board Meeting would probably be too late.	
12.	Quote for Cracks in Sidewalks	GMS	See above	See above	See above
13.	Sprinkler System online	GMS	The system has not been brought online yet due to the fact that the ground is still saturated.	Target is mid-June GMS will advise when this happens	Mid-June
14.	Exit Sign in Building A	Ted	This has been fixed by Ted	Ted will take another look and see if a bead of superglue will ensure that it does not come loose.	July 14 th for update
15.	Bylaw Review	Mike	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.	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	Week of May 16 th for update
16.	Insurance Briefing	GMS	The insurance briefing did not happen today and has been rescheduled.	June 3 rd at 10an at GMS with Insurance Broker.	June 3rd

LANSING POINT BOARD MEETING: MAY 13 2022

				This will result in a one pager for Owners	
17.	Reserve Study Review	GMS	An in-depth look at the Reserve Study needs to take place and confirm the maintenance/replacement schedule, next steps and cost implications for the 2023 budget	June 3 rd at GMS (10am). To take place after our meeting on our Common Interest Property Insurance	June 3 rd
18.	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 14 th for update
19.	Hot Water Tanks and Smoke/CO2 Detectors	GMS	There has been very little response to Owner's on the age of their water tanks and smoke/CO2 alarms	Heidi (GMS) will send out another note to all Owner's stressing the importance that this information is provided ... as it relates to building security.	July 14 th for update
20.	Current Elevator Inspections	GMS	All inspections are current.	Heidi (GMS) will reach out to YG to ensure that each elevator has current Inspection Certificates	July 14 for update

LANSING POINT BOARD MEETING: MAY 13 2022

21.	Bulletin Boards	Mike	An initial meeting between the parties who initiated this project has taken place.	A second meeting is planned for the end of the month.	July 14 th for update
22.	Owner Document Status e.g. insurance	GMS	Many Owners have not provided proof of insurance. This poses a risk for all as any damage within a unit that impacts another unit could pose an undue burden on the third party	Heidi (GMS) will follow-up by note and if required by phone to all Owners who have not provided proof of Insurance. If by time of our next Board meeting there are still Owners who have not provided the required documents we will need to discuss options to bring about compliance.	July 14 th for update
23.	Website	Mike	The website has been created and is live. Links to it have been sent to only the Board for their review and comment. There seems to be some Administration issues that need to be resolved before we make it available to Owners and so Board members have a chance to look at it first.	Mike to work with the site developers to resolve these issues	July 14 th for update
24.	Security Cameras	GMS	This has not been looked into as of yet.	Heidi (GMS) will follow-up and report back at the July Board Meeting with options and costs. Anything done will be considered for the 2023 fiscal year.	July 14 th for update

LANSING POINT BOARD MEETING: MAY 13 2022

25.	Humidistat Fans & Sensors	Mike	A section of the new website will be devoted to Frequent Asked Questions that Owners may have ... one section will deal with each units humidistats and Fans	Publish the website and inform all Owners and ensure this topic is included	July 14 th for update
26.	Fence	GMS	Nothing can be done to stabilize and repair the fence (facing the highway) until the ground has dried out.	Heidi is working with a contractor who will provide options for fixing the fence and costs.	July 14 th for update

DECISIONS REQUIRED

1.	Garage Sale	Mike	Issue: We should set a date and advertise for the annual garage sale
			ACTION: 2022-05-13 The Garage Sale will be June 25 th between 9am and Noon. 1. Ted will organize ... notice in paper 2. Heidi will get a notice out to all Owners
2.	Window Washing		Issue: What date should we set for the Spring window washing?
			ACTION: 2022-05-13 Window washing will be scheduled for approximately 2 weeks from now. 1. Heidi will arrange and get notice out to all Owners
2.	Sealing Parking Lot Cracks		Issue: There seems to be more cracks in the pavement and they appear to be a bit deeper and wider. The Reserve Study recommended that at the very least we should address these yearly in order to extend the life of the current pavement.

LANSING POINT BOARD MEETING: MAY 13 2022

			Options: 1. Ignore 2. Pay someone to do it 3. The Board purchases the materials and does it themselves ACTION: 2022-05-13 It was agreed that the current state of the lot is not great and that the cracks are more severe than last year and need to be addressed. It was also agreed that this is beyond what Board members should be attempting to fix. 1. As part of the work related to fixing the concrete in front of Building B and the sump hole in the lot a quote will be obtained for filling the cracks and sealing the entire lot. Heidi (GMS) will undertake this. 2. Ted provided the name of a new company in Whitehorse that does commercial sealing ... they will also be approached to provide a quote
--	--	--	---

DISCUSSIONS

1.	Spring Run-off and Highway	Board	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. Is there a responsibility that YG bears in this regard? ACTION: 2022-05-13 It is felt that YG may well bear some responsibility for the water that affects our property. 1. GMS (Heidi) will contact Highways as a first step. The contact will be in writing in order to ensure we receive a written response. 2. Depending on what we get back from YG we may have to explore other approaches to deal with the excess run off
----	----------------------------	-------	--

LANSING POINT BOARD MEETING: MAY 13 2022

3.	BBQ	Mike	Issue: Some Owners have expressed interest in having a Lansing Point Community BBQ. A means to socialize with our neighbors and create a greater sense of community. Should the Board host one this summer? And if so, when? ACTION: 2022-05-13 The Board will host a BBQ to follow immediately after the Garage Sale 1. Mike will organize 2. Check with Yukon Service Supply for a large BBQ and keep all receipts.
4.	Deep Cleaning of Interior Common Areas	Mike	Issue: We do have monthly cleaning of the interior common spaces ... this seems to only include the floors. When was the last time that baseboards, window sills and windows, door frames, light fixtures and walls were cleaned? My observation in Building B is that the above have not been done in a very long time and it shows. Should we attend to this and if so how? ACTION: 2022-05-13 Heidi (GMS) will get a quote on having each building “deep cleaned” using the above items as requirements. We will review at a meeting on June 3rd along with a review of the 1st quarter financial report.
5.	Painting of Buildings A& B – All trim		Issue: The exterior trim of both buildings is showing serious fading and in a number of cases peeling. Also, there are areas where deterioration is occurring e.g. the wood structures around the columns are coming apart. Over time this makes the property appear as if it is not being maintained.

LANSING POINT BOARD MEETING: MAY 13 2022

			How can we address this ... or should we? ACTION: 2022-05-13 As with a number of other items it was agreed that we need to attend to this ... as the property is starting to show signs of not being attended to. Possibly an assessment of what should be done this year as a priority or should it all be done – if a contractor is available 1. Heidi (GMS) will obtain a quote to be discussed June 3
2.	Snow Removal and Fence Damage		Issue: This the second year that the snow removal contractor has caused damage to the fence by pushing large amounts of snow against it. Last summer the Board fixed it. This year the damage is more severe and will require fixing again. At the very least if we go with the same company next year they will need to agree to repairing any damage they cause with their equipment. What should we do this year? ACTION: 2022-05-13 It was agreed that next winter the contractor will be instructed not to push any snow against that fence and all needs to be removed from the property. Ted pointed out that the snow melt from that location contributed to the filling of the ditch on the other side of the fence and therefore impacts the water table – which can impact Building B 1. Heidi (GMS) will ensure that next year's agreement is specific in this regard 2. The Board will undertake repair on the fence that has been damaged over the winter.

LANSING POINT BOARD MEETING: MAY 13 2022

REPORTS - FOR INFORMATION			
3.	Financials	GMS	Reporting: Review of First Quarter Report ACTION: 2022-05-13 The first quarter report was not available. 1. Heidi (GMS) will have report for our June 3rd finance meeting.
2.	Property Management Report	GMS	Reporting: Update provided by GMS in regards to property maintenance issues identified and addressed since last meeting; upcoming ACTION: 2022-05-13 The report was not ready. It will be submitted at the next Board meeting. It will comprise a list of issues, proposed remedies and actions taken over the past several months. This report will be made available to Owners and give them a better sense of what GMS does on their behalf. 1. Heidi to have a report at the next Board meeting

Upcoming Meeting Dates: July 14, 10am

Parking Lot:

1. Damage caused to the vehicle by snow from the Government shed – and the moving of that shed as it is too close to the property line.
2. Water seepage into an end unit during a strong heavy rain storm last summer