LANSING POINT – GMS BOARD MEETING

Date: February 10, 2025

Present: Ted Staffen, Bill Greer, Mike McCann – Lansing Point

Denali Gaetz – GMS

NEW BUSINESS

TOPIC	DISCUSSION	ACTION
1. ON-BOARDING FOR NEW BOARD	1. Denali gave an overview of what GMS does for Lansing 2. Contact numbers were confirmed and who is to be contacted 3. GMS has started the bank approval process for Bill so he has signing authority 4. An overview of Buildium (Resident Centre) was provided 5. The invoice process through the Resident Centre was described	Ted and Mike will continue with invoice/payment approvals until Spring at which time we will reassess
6. BOARD POSITIONS	As required under our bylaws a new board has to meet within 14 days of being elected and decide on who will assume the position of President, Vice-president, Secretary/Treasurer etc.	President … Ted Staffen Vice-President … Bill Greer Secretary/Treasurer … Mike McCann
7. MEETING SCHEDULE	A brief discussion took place as to when we want hold meeting. Our bylaws under Article VI Sections 13-18 speak to Boad meetings happening “from time to time” and/or as needed.	We agreed that the Board should meet at least quarterly and also on an as required basis. Email will be used, as required, to formalize decisions that are required outside of formal board meetings. Our next scheduled formal meeting with by in May at a time and date to be determined.
8. CODE OF ETHICS	Our bylaws require that each member of the Board signs the Director’s Code of Ethics	Code of Ethics signed by all three board members and held on file by GMS.

9. REVIEW OF RESERVE FUND SCHEDULE	We undertook a brief review the current repair/replacement scheduled under the current Reserve Fund Study.	It is understood that some items may be brought forward as a result of events
10. SCHEDULING OF NEW RESERVE FUND STUDY	We have budgeted for a new Reserve Study to take place in 2025.	GMS to obtain quotes and inform Board
11. MECHANICAL DRAWINGS	The issue of mechanical drawings that will show us where the various "vents" go is an ongoing one.	Bill will make some enquiries in an attempt to track down either the contractor and/or the drawings
12. WINDOWS – DRAFT ISSUES	An inspection took place in two units to assess possible leakage around windows.	Unit 105 appears to be a responsibility of the Corporations & Unit 210 an Owner's responsibility. GMS will advise Board as to cost of the fix for Unit 105
13. NOTIFICATION OF INCREASE	Notification of the new condo fees needs to go out within two-weeks of the budget being approved.	GMS to get out notice by Tuesday (February 11 2025)
14. "Instructions/Information" for Owners	A discussion between Bill and GMS regarding the usage of unit humidistats lead to a larger discussion of hat information is available to all owners regarding the various systems, policies etc. that are not covered in bylaws. The webpage does have a section dedicated to this sort of information but much work has to be done to make it truly a useful took for owners.	Bill has agreed to write up information that can be shared with all owners regarding the use of their humidistats. Mike will send a note to Bill, Ted and Denali asking what they think should be topics covered as a "Did You Know" section.
15. KEYS & LOCKS	A brief discussion around locks and keys took place as a result of needing to provide Bill with a set of keys to the: Electrical Room, Janitorial Room, Elevator Room and Water Room. Contained in the Elevator Room is a lock box that has keys to each unit (to be used in an emergency and as allowed under the bylaws). A key to this box is also required.	We need to have better control of keys. GMS will get a quote on re-keying the above noted doors. GMS will create a log book for keys held by Board Members. Those keys need to be numbered and signed for.

	It is also the case that we have no idea who has keys to any of these rooms and what keys may be floating around to the front door.	A Board Member leaving the Board will be required to return those keys that they have signed for. If we rekey the entrance doors we will need to get a quote for providing replacement keys to all residents and the keys need to be identified as “do not copy”. Ted and Mike will need to take their keys in to get them identified and recorded and signed for, Each Board member to have the following: Electrical, Water, Elevator, Janitorial and the lock box
OLD BUSINESS		
16. FIRE ALARM TESTING	The alarm system will be tested in March	GMS will notify us once its complete and the results
17. GARAGE HEATING ISSUE – 206	This was inspected and the cause appears to have been thermostat needed replacement	Owner paid for the replacement and cost of inspection.
18. SIDING ISSUE BUILDING B	This was addressed by the Owner	Owner paid the cost of repair
19. DRYWALL	An update was provided to the Board.	At this point no further action is required. GMS will advise if circumstances change
20. BOLLARDS	The conditions of the bollards is an issue	It has been agreed that we will look at them this coming spring.
21. GARBAGE	The issue of recyclables vs. residual garbage has been discussed and decisions reached	Our onsite bin is intended for Residual garbage only (as defined in the City’s Waste Management Bylaw). Each owner is responsible for removing their recyclables from the property. The on-property bin has been labelled as to what is not allowed to go into it.