

LANSING POINT – GMS BOARD MEETING

Date: March 24, 2025

Present: Bill Greer, Mike McCann – Lansing Point

Denali Gaetz – GMS

BUDGET / FINANCE

1. QUARTERLY REPORTS	Quarterly report will be available mid-April	To be reviewed and discussed at our May meeting
2. SIGNING AUTHORITIES	Bill is now able to sign cheques etc.	GMS to send all invoices and requests for payment to Ted, Mike and Bill. All that will be required is that two of us sign off.
3. BILL PAYMENT	Invoices and requests for payment should come in a timely manner to the Board for review and approval. The Board wants to ensure that vendors are paid in a timely manner	GMS to see if there are any outstanding invoices.

NEW BUSINESS

TOPIC	DISCUSSION	ACTION
1. COMMON PROPERTY	A discussion around what Common Property and Exclusive Use Common Property needs to occur and the results communicated with all owners. Any changes/recommendations will need to be codified in our Bylaws	It was agreed that we will continue this discussion once Ted is back. The major take-away from our discussion was: 1. All work undertaken on common property elements, exclusive use common property elements (whether owner's responsibility or not) will be undertaken by GMS e.g. if an owner wanted to have their windows washed separately from our planned cleanings, the contractor is hired through GMS and not the owner. This is to ensure contractors on Lansing Point property are properly insured and certified –

		and to ensure that property standards are maintained.
2. INTERCOM SYSTEM	The Intercom system is relatively old and was initially designed to work with landlines. The introduction of cell phones and in particular iPhone has created issues as it is felt that the “tone” length is not long enough for the user to open the door using their phone.	GMS will explore more fully if there is a work around that would allow newer phones to work with the intercom/door opening system To be discussed further at our next meeting
3. SPRING WINDOW WASHING	A date needs to be set for this to happen	We have set a date of the week of May 15 th ... to take place after the lot is swept.
4. PARKING LOT SWEEPING	Each year we have had the lot swept as soon as the snow is gone. This was done as a “freebie” by Norcope. Norcope is no longer our “snow removal” vendor.	GMS will see if Norcope will sweep this year and if not then quotes will be sought.
5. PAINTING OF 2 ND FLOOR OF BUILDING A&B	The dates set for this are	The work will commence April 10 th ... the request to paint a lighter shade was determined not to be feasible as it would have doubled the costs. It is hoped that the fresh paint job will in fact result in the halls being perceived as light as the current paint has aged and darkened over time
6. GARAGE SALE	The date set for the garage sale	Saturday June 7 th has been set for the garage sale.
7. ATTIC INSPECTION	A brief discussion took place regarding the inspection of our attics for mold and other issues.	It was agreed that we would get a quote from a qualified vendor who can inspect and determine if there are any issues.
8. MONTHLY & ANNUAL PROPERTY INSPECTIONS	We had a brief discussion about the monthly and yearly property inspections that GMS undertakes. GMS has a checklist (of sorts) on Buildium that they use for their inspections.	1. GMS will inform the Board after any inspection as to any property issues the Board needs to be aware of. 2. GMS will develop for the Board a checklist of items that should be part of an annual inspection.
9. SNOW REMOVAL	Bill suggested that there be a final snow clearing so that the lot clears and dries faster	GMS to arrange with Little Rivers for a clearing at the end of the month-first week of April.

OLD BUSINESS

10. FIRE ALARM TESTING & COST	There had been some confusion as to the actual cost of inspection and testing of the fire alarm system in both buildings. This unfortunately led to that line item being underfunded.	Status: 1. The Board approved the \$3,050 amount for the annual inspection and testing. 2. At this point it is anticipated that the \$1,200 over expenditure for the above will be offset by savings in the snow removal budget
11. KEYS & LOCKS	Agreed upon action from last meeting: GMS will get a quote on re-keying the above noted doors. 1. GMS will create a log book for keys held by Board Members. Those keys need to be numbered and signed for. 2. A Board Member leaving the Board will be required to return those keys that they have signed for. 3. 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”. 4. Ted and Mike will need to take their keys in to get them identified and recorded and signed for, 5. Each Board member to have the following: Electrical, Water, Elevator, Janitorial and the lock box	Status: 1. Awaiting a quote from Locksmith Services 2. Once the Board approves the work GMS will create a log 3. The rekeying of the entrance door into the Lobby will result in new entrance keys for all owners. These actions are necessitated by not knowing who has keys to the building and to the important utility rooms.
12. HUMIDISTATS	Agreed upon action from last meeting: 1. Bill has agreed to write up information that can be shared with all owners regarding the use of their humidistats. 2. Mike will send a note to Bill, Ted and Denali asking what they think should be topics covered as a “Did You Know” section.	Status: 1. This is in progress
13. NOTIFICATION OF INCREASE	Agreed upon action from last meeting: 1. GMS to get out notice by Feb11	Status: 1. This is completed

		2. There are only 2 units that have not provided the “catch-up” amount
16. BOLLARDS	Agreed upon action at the last meeting: 1. It has been agreed that we will look at them this coming spring.	Status: 1. This is in progress
17. WINDOWS	Agreed upon action at last meeting: 1. GMS will have the two units inspected and make recommendations regarding remediation	Status: 1. It was determined that only one unit requires repair. The quote was approx. \$350 2. Board has given approval for this work to be done.
18. MECHANICAL DRAWINGS	Agreed upon action at last meeting: 1. Bill will make some enquiries in an attempt to track down either the contractor and/or the drawings	Status: 1. In progress
19. RESERVE FUND STUDY	Agreed upon action at last meeting: 1. GMS to obtain quote and inform the Board	Status: 1. The Board approved a quote for \$2,900 +GST 2. The assessment will happen in the summer 3. The Board will meet with the assessor prior to commencing the work