

LANSING POINT – GMS BOARD MEETING

Date: May 9, 2025

Present: Bill Greer, Mike McCann – Lansing Point

Denali Gaetz – GMS

BUDGET / FINANCE

1. QUARTERLY REPORTS

We reviewed the quarterly report:

- i. Three budget lines were missing and need to be added
- ii. Some miscommunication and unexpected cost increases has resulted in some concern regarding budget surplus or deficit at year end. Given that these have been identified very early in the year some course correction can be made

- i. GMS will add to the budget:
 - a. Board Expenses/Meetings - \$200
 - b. Elevator After Hours Repair - \$500
 - c. Fire Alarm Minor repair - \$300
- ii. Common Property Insurance ... final invoice exceeded what we thought was the final amount (quoted). Issues around number of directors resulted in the insurer thinking we had only 2 directors when in fact we had three ... at this point we are projecting to be \$1,634 over budget
- iii. Fire Alarm Maintenance will be \$1,350 over budget as we failed to recognize that the quote was per building
- iv. Janitorial will be over by approx. \$433 ... we failed to include GST
- v. Electricity is a wild card ... its too early to estimate year end as the quarterly report covers Jan – March. If usage stays at those levels for the full-year we would be \$3,100 over budget. However, it will be the next two quarters that will give us a true picture. Two things came out of our discussion: controlling the heat in the stairwells; and the cost of the gate. It could be contributing up to \$1000 a year. We will try and see if a timer could be added to have it open in the morning remain open until 6pm. If not then we will have to do it manually
- vi. Snow removal may result in a savings of \$4,500

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 and that invoices come to the Board in a timely manner

IN PROGRESS

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. As noted above a robust discussion needs to take place. In addition the document that Bill provided that set out some parameters will be reviewed.
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 21st ... 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.	Completed. Norcope did it at no cost

5. PAINTING OF 2 ND FLOOR OF BUILDING A&B	The dates set for this are	Completed ... invoice approx. \$4,500. Therefore, only that amount needs to be drawn from the Reserve Fund to pay it The Special Resolution at the AGM had approved up to \$10,000
6. GARAGE SALE	The date set for the garage sale	Saturday June 14 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.	GMS is having some difficulty finding a contractor. We'll revisit this at our next meeting
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	This was not required as the snow melted from the lot much faster than anticipated
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.	This has been completed
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	A quote has been received of approx. \$1,500. This quote provides 2 entrance keys per unit. We will review at the end of the next quarter when we may have a better sense of projected year-end position.

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.	This is in progress ... Bill has written some information regarding the usage. This should forward at the next meeting so as to finalize. In addition have a more robust discussion on what information should be on the website for owners
13. NOTIFICATION OF INCREASE	Agreed upon action from last meeting: 1. GMS to get out notice by Feb11	Done
16. BOLLARDS	Agreed upon action at the last meeting: 1. It has been agreed that we will look at them this coming spring.	Bill and Mike will take apart ne of the bollards at the north end of building b and assess. To be a topic at our next meeting
17. WINDOWS	Agreed upon action at last meeting: 1. GMS will have the two units inspected and make recommendations regarding remediation	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. The direct approved above seems to have gone in a different direction. The interior framing around the window was not pulled. Rather a contractor looked at the exterior and has given a quote of \$800. This needs to come back to the next meeting as we were under the impression that the issue had been resolved.
18. MECHANICAL DRAWINGS	Agreed upon action at last meeting: Bill will make some enquiries in an attempt to track down either the contractor and/or the drawings	Bill will check with the City
19. RESERVE FUND STUDY	Agreed upon action at last meeting: 1. GMS to obtain quote and inform the Board	The assessor will be here on the 16 th . GMS will arrange a meeting with the Board and Assessor in advance.
NEW BUSINESS		
1. FENCING	Bill feels that the fencing that faces Seine Square is in jeopardy of falling down due to rotting posts.	To be discussed further at our next meeting.