

MEETING: GMS – LANSING POINT

Date: January 2, 2026
Time: 1:30 pm
Location: GMS
Present: Ted Staffen, Bill Greer, Danali Gaetz, Mike McCann

MAINTENANCE

1. BUILDING A, UNIT HOT WATER ISSUE

Issue: Hot water stopped flowing to the kitchen sink.

Action/Discussion:

- 1) Heat via a heating blanket was applied to the kitchen floor, and after a period of time, hot water was available at the sink. Upon inspection, hot water was not interrupted at any time in the two bathrooms. It is unknown at this time why the hot water stopped flowing. One assumption is that the garage immediately below the unit was not heated, causing the hot water line to freeze. This is speculation at this time.
- 2) Cost has not been assigned yet for the work. The exact cause needs to be determined. The corporation will bear any initial costs. If the cause is determined to be an owner issue, the cost will be recovered.

Next Step:

- 1) Monitor at this time.
- 2) Also, the owner of the garage immediately below has said (January 2nd) that they see water dripping from their garage ceiling. This will be inspected, and an assessment will be made of whether the garage temperature is set to the level required by the bylaws.
- 3) Review at next meeting for update.

2. BUILDING B, UNIT 202, BALCONY DOOR

Issue: Owner was concerned that cool air entering from their balcony may be due to building movement affecting the door frame. In addition, they felt that interior flooring not flush with the door frame may also be a cause.

Action/Discussion:

- 1) An examination suggested that there were no visible signs of any building movement causing the issues that had been raised.
- 2) All interior, e.g. flooring and balcony door issues are the responsibility of the owner, as set out in the Bylaws.
- 3) The Owners have been provided with the names of contractors they could call to assist them.

Next steps:

- 1) Inform the Owners that we have assessed that the issue of cool air entering at their balcony door is not a corporation issue – cite the relevant section of the bylaw.

3. TKE CONTRACT

Issue: TKE has failed to respond to correspondence dated the 18th of November and the 8th of December. The correspondence of the 8th of December brought to their attention that the current agreement's termination clause is in contravention of Section 189 of the Yukon Condominium Act 2015 and needs to be amended.

Action:

- 1) A letter to be sent to TKE, giving them until January 9, 2026, to respond. Failure to respond will result in a 60-day notice to terminate as per Yukon legislation.

Next Steps:

1. Review the situation on the 9th of January.

4. GMS RENEGOTIATION OF THE AGREEMENT

Issue: A new Agreement needs to be put in place for 2026. Issues to be discussed include the 12% increase in property management fees and the 16% increase in bookkeeping fees. Additionally, a discussion of the administration fee percentage (currently 15%) and the contract threshold to which it applies. Finally, ensure the termination clause complies with Yukon legislation.

Action/Discussion:

- 1) GMS to send draft of contract for review
- 2) Board to review, discuss and send a response.

Next Steps:

- 1) Provide feedback within a week of receiving the new agreement and arrange a meeting.

5. Snow Removal

Issue: There have been several issues with the current contractor. The quality and completeness of their work have been a concern, as well as their responsiveness. In addition, they have caused some damage to the back fence.

Action:

- 1) Ensure the current contractor completes the lot clearing and addresses the damage.

Next Steps:

- 1) Arrange a meeting with AA Contracting to discuss lot clearing.
- 2) Continue with having a fixed price and an “on request” arrangement. This provides us with budget certainty.
- 3) Ensure “scope of work” is contained within an “agreement”.

6. FIREPLACES

Issue: Should the Corporation establish a bylaw/rule regarding unattended propane fireplaces?

Action/Discussion:

- 1) After some discussion on a draft paper proposing a course of action, the document will be amended to more clearly indicate what is meant by unattended and what is meant by non-operating.
- 2) It was agreed that because the propane fireplaces were not installed as a primary heat source, they are integrated into the common property infrastructure and can pose a safety risk to the common property to which the Board has a fiduciary responsibility.

Next Steps:

- 1) Mike will redraft the proposed “rule” and resubmit it to the Board

7. Single Family Residence

Issue: There is a need to be more definitive in our interpretation of what a single-family residence means in the context of our Declaration and bylaws that recognise more recent tribunal and court rulings, and the ancillary issue of occupancy.

Action/Discussion:

- 1) A draft discussion paper has been distributed to Board members for review and comment.

Next Steps:

- 1) Mike to draft a “rule/bylaw” that addresses these two connected issues for Board members to consider.
- 2) The intent is to have something that can go out with the AGM notice.

8. Quotes required for:

Issue: To complete the 2026 budget, we need quotes from the following: Fire Alarm Maintenance, Landscaping, Sprinkler System, Waste Removal, and Window Washing

Action/Discussion:

- 1) There was some concern that the company that does our landscaping would not provide a quote. The problem with this is that it is hard to control the budget; for example, we went over budget this year. The Board reserves the right and authority to decide if we go over budget, not the contractor.
- 2) We will have to estimate what residual waste removal will cost, as they base their cost on the City's increase in tipping fees at the landfill.
- 3) Window washing will be dependent upon whether Yukon Clean continues to exist.

Next steps:

- 1) GMS will look for alternatives to JATS
- 2) If Yukon Clean ceases to exist, then we may be restricted to just one cleaning a year, unless Owners are prepared to accept a cost that may double what we have previously been paying.

9. AGREEMENTS / CONTRACTS SETTING OUT THE SCOPE OF WORK

Issue: We need to have in place agreements with all our contractors that set out the scope of work (deliverables), the duration of the agreement, and costs.

Action/Discussion:

- 1) They are: Snow Removal (Lot); Snow Removal (sidewalk); Landscaping, Sprinkler System, Janitorial, Fire Alarm Maintenance, and Elevator.

Next Steps:

1. The Board to provide direction, and GMS to initiate.

FINANCIAL REVIEW

1. VARIANCE REPORT¹

At this point, the indication is that the year-end variance could result in a surplus of \$9,445. This could go down when the final numbers for 2025 are in by mid-January.

As per a motion passed at the last AGM, the surplus will be allocated to the 2026 reserve fund contribution. In this case, it could mean that instead of \$55,000 being required, it would be \$45,555.

2. DRAFT 2026 BUDGET- ESTIMATE

There were three points of discussion.

- Reserve Fund Contribution
- Projects to put forward to be funded from the reserve
- Information to Owners on the budget before the AGM notice

1) RESERVE FUND CONTRIBUTION

It was agreed that Owners would be given a choice about how they contribute to the reserve fund.

- a) As part of their monthly condominium fee; or
- b) Lump sum payment

As a lump sum payment, the cost would be approximately. \$2,300² . In this scenario, the monthly condominium fee would be approximately \$570.

If part of the monthly condominium fee, it would be approximately \$770.

¹ Appendix 1 4th Quarter Variance Report

² Final amount to be determined when year-end financials are complete

2) PROJECTS TO PUT FORWARD

We reviewed several potential projects to be funded from the Reserve Fund for 2026. There will have to be motions at the AGM to approve these projects. We will need quotes or sound cost estimates, as this must be part of the motion.

They are:

- A. Examine all columns for safety and replace base millwork as required.
- B. Cleaning Dryer Vents
- C. Attic Inspection
- D. Painting 3rd floor
- E. Washing Buildings
- F. Fence repair
- G. Rekeying Entrance and Utility Rooms
- H. Deck Inspections (glass and railings) and Repair
- I. Further exploration in electrical usage.
- J. Parking lot patching
- K. Level/slope the pavement leading to the north rock pit

3) INFORMATION TO OWNERS

An information package to all owners has been prepared, explaining the factors affecting the 2026 budget. It would be part of the information package for the AGM

It was tentatively agreed that the AGM will be held on February 10th

APPENDIX 1: DRAFT 4TH QUARTER VARIANCE REPORT

Please review and comment

Fourth Quarter Variance					
Income	Budget	Actual	Variance	Projected to Year End	Projected Year End Variance
Condo Fees	\$158,546	\$158,546	\$0	\$158,546	\$0
Fines / Penalties	\$0	\$50	-\$50	\$50	\$50
Interest from Bank Account	\$2,500	\$7,509	-\$5,009	\$7,969	\$5,469
Total for Income	\$161,046	\$166,105	-\$5,059	\$166,565	-\$5,519
Expenditures	Budget	Actual	Variance	Projected to Year End	Projected Year End Variance
Accounting	\$4,763	\$4,366	\$397	\$4,366	-\$397
Bank Fees	\$212	\$216	-\$4	\$216	\$4
Board Expenses/Meetings	\$200	\$184	\$16	\$184	-\$16
Condo Management	\$16,330	\$16,329	\$1	\$16,329	-\$1
 Electricity	 \$11,325	 \$10,495	 \$830	 \$10,495	 -\$830
Elevator Maintenance	\$10,822	\$11,337	-\$515	\$11,337	\$515
Elevator Maintenance After Hours	\$500	\$0	\$500	\$0	-\$500
 Fire Alarm Maintenance	 \$2,100	 \$5,232	 -\$3,132	 \$5,232	 \$3,132
Fire Alarm Minor Repair	\$300	\$0	\$300	\$0	-\$300
 Insurance	 \$35,420	 \$37,054	 -\$1,634	 \$37,054	 \$1,634
Janitorial	\$6,180	\$6,615	-\$435	\$6,615	\$435
Landscaping	\$6,000	\$6,691	-\$691	\$6,691	\$691
Organics	\$502	\$456	\$46	\$456	-\$46
Repairs and Maintenance	\$13,000	\$8,053	\$4,947	\$8,053	-\$4,947
 Snow Removal	 \$7,500	 \$4,000	 \$3,500	 \$4,000	 -\$3,500
 Snow Removal- Sidewalks	 \$4,500	 \$3,000	 \$1,500	 \$3,000	 -\$1,500
Telephone	\$2,209	\$2,138	\$71	\$2,138	-\$71
Waste Removal	\$4,366	\$4,158	\$208	\$4,158	-\$208
Water/Sewer	\$4,410	\$3,501	\$909	\$3,501	-\$909
Website & Digital Media	\$0	\$0	\$0	\$0	\$0
Window Washing	\$4,000	\$3,570	\$430	\$3,570	-\$430
Total for Expense	\$134,639	\$127,395	\$7,244	\$127,395	\$7,244
 Net Operating Income	 \$26,407			 \$39,170	
 Non-operating Expense					
Extraordinary Expenses					
Reserve Fund Study	\$3,000	\$3,045	-\$45	\$3,045	\$45
Special Project	\$0	\$5,560	-\$5,560	\$5,560	\$5,560
Total for Extraordinary Expenses					
Reserve Fund Contribution	\$21,120	\$21,120	\$0	\$21,120	\$0
Total for Non-operating Expense	\$24,120	\$29,725	-\$5,605	\$29,725	\$5,605
 Net Non-operating Income					
 Net Income				 -\$9,445	

APPENDIX 2: DRAFT 2026 BUDGET

Please review and comment.

				If \$2,300 reserve contribution paid separately	
		Condo Fee	\$770.50	\$578.83	
2026 ESTIMATE BUDGET	2026 BUDGET ESTIMATE	2025 ESTIMATE	2025 ACTUAL	% Increase / Decrease from 2025 Actuals	Comments
Condo Fees	\$184,918.80	\$158,546.00	\$158,546.00		
Other Income	\$0.00	\$0.00	\$0.00		
Fines / Penalties	\$0.00	\$0.00	\$0.00		
Interest from Bank Account	\$7,000.00	\$2,500.00	\$7,509.00		
Total for Income	\$191,918.80	\$161,046.00	\$166,055.00		
Expenditures					
Accounting	\$5,817.00	\$4,763.00	\$4,763.00	22%	Rate raised by GMS \$5,540 + \$277 GST = \$5,817
Bank Fees	\$226.80	\$212.00	\$216.00	5%	Banks typically do not publish estimated percentage increases but based on historical patterns they are typically within a 3% to 6% range.
Board Expenses/Meetings	\$200.00	\$200.00	\$180.00	N/A	The 2026 estimate will be based on the 2025 estimate
Condo Management	\$18,270.00	\$16,330.00	\$16,330.00	11.80%	Rate raised by GMS \$17400 + \$870 GST = \$18,270
Electricity	\$12,180.00	\$11,325.00	\$10,495.00	16%	Potential 16% increase in 2026 by ATC/Yukon Energy.
Elevator Maintenance	\$6,050.00	\$10,822.00	\$11,337.00	-46.50%	Based two months TKE = \$1,890 & 10 months Venture at \$4,160
Elevator Maintenance After Hours	\$500.00	\$500.00	\$0.00	0%	
Fire Alarm Maintenance	\$4,200.00	\$2,100.00	\$5,232.00	-19%	Two factors affect the estimate. The quote we got last year was for one building, not two. Some additional repair work was required after the yearly maintenance was completed. -19% decrease based on 2025 Actuals
Fire Alarm Minor Repair	\$300.00	\$300.00	\$0.00	0%	
Insurance	\$32,500.00	\$35,420.00	\$37,054.00	-12.30%	Insurance rates decreased by 12.3% in 2026 compared to 2025 Actuals. 2025 Actuals exceeded Estimate as a result of addition administrative fees where not included in quote. For 2026 we ensured the quote captured all costs.
Janitorial	\$6,615.00	\$6,180.00	\$6,615.00	7%	The 7% 2025 discrepancy between the Estimate and the Actual was that the quote did not capture GST. No increase in 2026, and GST is captured.
Landscaping	\$6,300.00	\$6,000.00	\$6,691.00		The 2025 Estimate included the cost of Sprinkler Maintenance (\$500), performed by a separate contractor. This cost is separated in 2026. For 2026, looking for a contractor who will stay within budget. Try to establish a flat rate for the year. The 2026 Estimate represents a 5% increase over the 2025 Estimate.
Sprinkler System	\$500.00	\$0.00	\$0.00		This is a new line item and separates the cost of turning the sprinkler system on in the spring and closing out the lines and turning the water off in the fall.
Organics	\$527.00	\$502.00	\$456.00	5%	Projecting a 5% increase from City over 2025 Estimate
Repairs and Maintenance	\$13,000.00	\$13,000.00	\$8,053.00	0%	Lansing Point is an ageing property. Though underspent this year it would be wise to maintain a healthy maintenance budget
Snow Removal - Lot	\$11,250.00	\$7,500.00	\$4,000.00	50%	A review of snow removal costs shows that prices have jumped dramatically over the past two years. Two years ago, the cost was \$1,500 a clearing. Now it has increased to between \$2,250 and \$2,750. Predicting the number of times we have to call for a clearing is dependent upon snow falls and the past two years it has been once or twice, but this snow year can be significantly more. This budget is based on 5 clearing in 2026 at \$2,250 each.
Snow Removal- Sidewalks	\$4,500.00	\$4,500.00	\$3,000.00	0%	We have confirmation that the cost of \$85 a clearing in 2025 will remain the same in 2026
Telephone	\$2,320.00	\$2,209.00	\$2,138.00	5%	Estimating a 5% increase in 2026
Waste Removal	\$4,583.00	\$4,366.00	\$4,158.00	5%	Estimating a 5% increase in 2026
Water/Sewer	\$4,630.00	\$4,410.00	\$3,501.00	5%	Estimating a 5% increase in 2026
Website & Digital Media	\$450.00	\$0.00	\$0.00		Renewal of website - next renewal in 2028
Window Washing	\$4,000.00	\$4,000.00	\$3,570.00	0%	Caveat... if Yukon Clean continues. If they cease to exist, then the cost could double, and we may be able to afford only one cleaning.
Total for Expense	\$138,918.80	\$134,639.00	\$127,789.00	3.2%	3.2% Increase in Expenditures over 2025 Estimates
Net Operating Income					
NON-OPERATING EXPENSES					
Extraordinary Expenses					
Special Projects	\$0.00	\$0.00	\$0.00		
Total for Extraordinary Expenses	\$0.00	\$0.00	\$0.00		
Reserve Fund Contribution		\$46,000.00			
Reserve Fund Contribution		\$46,000.00			
TOTAL NON-OPERATING EXPENSES		\$46,000.00			
Net Non-operating Income					
Net Income			\$7,000.00		