

Lancaster Gate Leaseholders

Annual Meeting October 10, 2023 - Minutes

1. **Meeting began** by welcome and defining role of committee: advisory, advocacy, not authoritative. Committee introduced: John Ayerbe, Vicki Joss, Doug Mesley, Frank Wallbank, Fred Foster, Perry Abby, George Christensen. Committee takes a modest view of its work. As it has no “powers,” it has tried to approach management in cordial spirit, not making acrimonious demands/harsh criticism; goal is to be heard with interest and respect. Has also adopted an informal protocol for discussions – not focusing on formal ‘rules of order.’ Since appointed in June 2022, have met five times. For over six months, acted without a designated chair; January 2023, George asked to care for that responsibility. Meetings are productive; at times there is a frank exchange of views. At first meeting since appointed June 2022, adopted a statement of purpose (attached). Michael Henson, of Pacific Quorum, attended one; took notes, asked questions, agreed to several proposals. Committee agreed best if one member serve as spokesperson – for committee – with Mr Henson. Works well; conversations over phone, emails
2. **Suggestion** to dispense with reading of minutes from 2022 AM, as will discuss most of the items in moment.
Agreed
3. **Report** on work of committee and building projects:
 - a) Permanent building manager: Discussed as committee with Michael Henson. It was pointed out that there would likely be additional cost. Also, would mean losing Paula Mija, who is a resident manager across the street. We all agreed that she does good work and it would be a shame to lose her. One reason for the proposal last year (minutes) was to do with preventative maintenance and emergencies (see f) below). No action taken
 - b) Engineering firm to assess building condition/depreciation. Firm has been hired; focus is on balconies
 - c) Washers/dryers to have CC input and timers. Sounds good – until discovered would result in substantial increase in charge. No action taken

Over past year, other initiatives pursued by committee (some subject of discussion last year) include:

- a) Changing lobby bench upholstery, new floor mat. Completed
- b) Updating lobby and main floor hallways: proposal submitted to management, with budget for new wall covering, lighting, paint. Declined. However, new paint is possible
- c) Renovate main floor hallway bathroom (described as “disgusting”). Budgeted and approved: new toilet, vanity, floor, lighting, mirror, paint. Paula’s husband, Florian engaged
- d) Power wash exterior of building, sidewalks, retaining walls, parkade and stairwells: Sidewalks, walls, stairwells approved, completed. Building declined (reason given is lessor’s aversion to swing stage), but still being pursued. Parkade declined, although budget was very reasonable
- e) Zone valves/thermostats: agreed by management, posted in mail room and on website – zone valves now responsibility of Urban Plumbing; thermostats responsibility of lessees.
- f) Emergencies: revised protocols proposed/adopted/posted
Water leaks – call Paula, PQ emergency number. Perry Abbey, George Christensen have keys to boiler room, diagram of shut-offs. Suggestion was made by attendee that there should be additional backup
- g) Plumber: now Urban Plumbing, for work within walls. Lessees can replace a tap, etc.
- h) Parcels: Letter received – no parcels left in lobby. Consideration given to Canada Post parcel locker in lobby. No suitable place. What about Amazon, UPS, FedEx, etc.? Not practical this time
- i) Lancaster Gate Website (www.lancastergateresidents.com): Thanks to K.Z. for designing and maintaining website. Useful information posted by previous committee (thanks expressed), and recent posts. Can use to communicate with committee

- j) Building rules: edits proposed/mostly declined. Should have name of plumber
 - a. Urban now designated plumber
 - k) Contingency: \$95K September 2022
 - l) Elevators: could be replaced, or reconfigured with digital controls. Very high cost - \$600K several years ago. Certainly would involve special assessment – possibly \$7K/unit. Better maintenance might suffice. Current maintenance contractor performing better work than previous company. However, there are still problems. Suggestion: possibly order some failure-prone parts for inventory. **Various comments from attendees about whether they should be replaced**
 - m) Garbage cans/lane: dirty, asphalt broken, water pooling. Put to C of V by M Henson, committee member. Work order created. “We’ll get to it”
 - n) Window replacement: previous letter said conversion from single-to-double pane not permitted. Now, is permitted – if it can be done from bosun’s chair, not swing stage
 - o) Building cleaning – refused due to issue in (n). Contractors have said do not use swing stage. To be pursued further
 - p) Pets: M Henson: would be greater number complaining if DO have pets than complain now. No action taken
 - q) Garbage/recycling: lessees reminded to follow proper protocols – flatten cardboard, organic in biodegradable bags. Inform any tenants
 - r) Security: committee discussed with M Henson installing working cameras in parkade (declined). Discussed recording front door activity (being done). Main floor back doors not closing properly: new closer W door; E door may need replacement
 - s) Additional painting; possible to have some done in connection with washroom renovation. Other areas needing paint (parkade floors, green doors throughout building) declined
 - t) Spalling concrete in parkade: no action taken
 - u) Emergency generator – suggestion to take up with management. Power shut down for several days some years ago left elderly stranded. **To be discussed in future by committee**
4. Volunteer works: possibility of doing some by individuals. Raised tentatively, as there is no wish to create an expectation when we are paying maintenance. However, offered to perform some basic services for two reasons:
 - a) Demonstrate good will to management > lessor/owner
 - b) Some works would be relatively simple to perform: pressure wash parkade, clean garbage cans, possibly help repair planters, more painting, etc. Several members of committee have offered to help. Anyone wishing to volunteer could leave name. No names submitted
 5. Financial report – Perry. **\$145 donated today. Total of \$532 in account**
 6. English Bay Leaseholders Association – report by Vicki. LG has more favorable lease than many other buildings. Others are paying rising maintenance, as lessors are using legal counsel for management and dispute resolution, and charging legal fees back to lessees.
 7. Further comments by committee/Questions/Suggestions by others
 - a) Attendee asked if it would be cheaper to hire Paula/husband for management. Some feel Paula’s work is not extensive enough. **Tabled for future consideration**
 - b) How to finance major renovations (Douglas): Next year building 50 yrs. \$1.5 M for analysis purposes for renovations. Methods: 1) special assessment \$18K, 2) prepay into maintenance additional \$200/month. **Deferred for future committee discussion**
 8. Election of Committee (coordinated by Perry): Fred Foster retired. **Relected: Victoria, Perry, George, Douglas, John. New committee members elected: Leanne Fedje, Deanna Berry**
 9. Adjournment