

Sunset Heights Housing Cooperative

Board of Directors Meeting

Thursday, August 20, 2020

Call to Order: 7:00 pm

In Attendance:

John King	Judy Lea	Maria Dacosta
Dee Dee Sixto	Erica Gysbers	Kenny Laing
Stephanie Manning		

Additions to Agenda:

Extension Cord – EV Charging	TD Signing Authority
Safety Update/Break In	TD – Close Account
Member Letter – Dog	Window Update

Approval of Agenda:

Motion: Dee Dee	Second: Maria	Carried
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Approval of Minutes:	July 16, 2020
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Motion: Erica	Second: Dee Dee	Carried
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Recurring Issues:

Arrears:	None to report
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Move-in/Move-outs/transfers:

Working on the internal moves. Share purchase has been received from the new member

Cana Management Report:	No item discussed
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E-Mail/Phone Board decisions:	No decisions by e-mail or phone.
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Finance/Budgets: All Committees have stayed within budget at this time. Budget stats have been sent to all Committees. If they do not respond, budget amounts will be set at last years' totals. The Board had set aside funds for "appreciation" gift cards, but there were several complaints last year. Should we continue this practice? The funds will be left as a budget item, but further discussion on use will be necessary.

- Budget planning meeting – September 21, 2020. Stephanie will chair this meeting.
- Actual Budget meeting – Possibly October 22, 2020. If Cana can attend this date, John will chair this meeting.

Liaison Reports:

Membership: See above.

Maintenance:

- There have been several "window" meetings over the last few weeks. Basically we cannot come to an agreement with Robertson's so we are starting this project again. We must obtain 6 quotes (which we have) and will schedule an information meeting for the GM. Windows will be scheduled for install in the spring. We need clarification on the need for the GM to re-vote on this project. We should allow the GM the right to vote on the new contractor quote.

Landscaping:

- Railway ties are being replaced around the property.

Social: On hold. Schedule a meeting with Heather to discuss Social taking over items as follows:

- New Member welcome, congratulations on new baby, etc.

Participation:

Susie is working with Judy on participation.

Sept 19th – Job Fair. No date yet for the work party.

Old Business:**Letter to Members: (parking, plumbing, plants):**

- **Trailer:** The trailer has been moved.
- **Plumbing:** This has been sent back to Maintenance for discussion regarding the procedure for these type of charges.
- **Pet Notice – Off leash:** John sent the letter & pet policy to the Member today.

Insurance Audit: May 5, 2020. John will follow up with Heather to see what steps need to be taken.

Rules 2.0: Pending until further notice

New Business:**Board Positions:**

President:	John King	Vice President:	Judy Lea
Treasurer:	Stephanie Manning	Secretary:	Erica Gysbers
Liaison:			
Maintenance:	Kenny Laing	Participation:	Judy Lea
Social:	Erica Gysbers	Landscaping:	Maria Dacosta

New Board Paperwork: Stephanie and Kenny have completed paperwork and ID is copied.

Cheque Signers: will be as follows:

John King	Stephanie Manning
Judy Lea	Erica Gysbers

GM – September 10, 2020 (weather permitting). Erica will post the notice and the agenda will be sent out next week.

SOT/Subsidy: No new requests. We have 7 subsidies and 7 open at this time.

Windows: See Maintenance Report above. This item will be on the GM agenda.

Committee Communication: All committee minutes need to be posted in the lobby.

Exterior Door lock broken: Angie will be notified. The door latch from the parkade to the west townhouses is broken.

EV Charging: Judy has again asked Benson in Unit #209 to move his car over one space so she can access the plug. Benson does not feel comfortable moving so Judy wants to run an extension from her car to the ceiling and over Benson's stall to the pillar with the plug. Benson has asked for a Risk Assessment before he will let her run an extension over his vehicle. Judy will follow up with an Electrician.

Break-In/Security around the Co-Op: We had a break in of our mailboxes by 3 suspects who used crow bars to enter the front door and all the mailboxes. There was also a shooting across from 711 at the Hooka Lounge. Several members are feeling unsafe and have requested on site security. Is this an option? How much will it cost? Can we have the doors alarmed or do we need to upgrade the system that we have? This should be on the agenda for the upcoming budget meeting. Also, the harassment in writing to a Member by a former member is still ongoing. Kenny will work with Maintenance on security issues and Dee Dee will get information that Angelina has been collecting. It was also noted that very few members received notification of the break in. The Co-Op will be going digital. Members need to supply an e-mail address (for notifications by the Board) or be informed that there will only be 1 notice posted in the lobby. This will be presented to the GM at the meeting.

TD Bank: We have been having difficulty with the service levels at TD bank and now with the pandemic, the branch is closed indefinitely. This account is used only for our laundry funds so we will transfer to Westminster Savings and close this account.

Motion: John

Second: Dee Dee

Carried

Pending/Tabled Items:

Rules 2.0:

Tabled

ADJOURNED:

8:35 pm

NEXT MEETING:

Thursday, September 17, 2020

MINUTES:

Taken by Donna Fo – Unit #309