

**Sunset Heights Housing Cooperative
Board of Directors Meeting
Thursday, June 25, 2020**

Call to Order: 7:00 pm

In Attendance:

Erica Gysbers	John King	Judy Lea
Maria Dacosta	Mima Moulechkova	

Absent:

Dee Dee Sixto

Additions to Agenda:

Storage Insurance - vehicles

Approval of Agenda:

Motion: Maria	Second: Erica	Carried
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Approval of Minutes: May 21, 2020	
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Motion: Erica	Second: Judy	Carried
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Special:

Recurring Issues:

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

1. **Move out** – Kosta Balikoev of Unit #310 has given notice to vacate effective August 31, 2020.
2. **Internal Move** – Razia Jiwa of Unit #311 has requested an internal move to #310.
3. **Internal Move** – John King of Unit #110 has requested an internal move to #311.
4. **Vacant Unit to fill** – Unit #110 effective October 1, 2020.

Motion to approve the internal move requests above:

Motion: Erica	Second: Maria	Carried
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Canva 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:	We are on track with spending.
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Liaison Reports:

Membership: See move-in/move-out/transfers above.

Maintenance:

Windows: Maintenance has requested information/quotes regarding hiring a “project manager” to oversee the window project. Robertson’s will be coming in sometime in July to measure the 2nd and 3rd floors of the main building and then the order can be placed. A meeting will be scheduled with Robertson’s to discuss the project and then we can make a decision on the need for a project manager. Maintenance feels that this is window replacement, not a window project.

Landscaping: No report at this time

Social: On hold

Participation: We have had a request by a Member to have teams of people doing the sanitizing. How responsible are we to sanitize constantly? There needs to be Member responsibility to want to sanitize, not have these type of tasks assigned.

Judy is working on a job fair (Sandra can't participate at this time) and Judy needs some help. Maria offered to work with Judy. Job list and descriptions need to be printed.

Finance: All cheques have been mailed and copies sent to Cana. Stale dates cheques have been returned and cancelled. Mima has a payment question but will send it by e-mail.

Old Business:

Letter to Members: (parking, plumbing, plants):

- **Trailer:** A new letter will be sent to this Member to remove the trailer by August 31 or we will have it towed.
- **Plumbing:** Discussion with the Member and failure by Maintenance to follow up with Trinity in a timely manner has created an issue with collection from this Member. Erica will respond to the Member about her refusal to pay and will ask Maintenance for additional documentation before we send this item to Cana for collection. Maintenance must instruct all contractors regarding our policies and the proof of documentation required.
- **Pet Notice – Off leash:** John has verified the information regarding the off leash dog, but in doing so has identified another member with their dog off leash coming out of the elevator. Both Members will be sent a letter regarding the "pet policy".
- **Vehicle Insurance: Reference to the Add to Agenda:** Donna is sending letters to several Members for proof of storage insurance.

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

New Business:

COVID Positive Test: None that we are aware of.

Property Tax Forms: Completed. John will drop these off at Cana.

SOT/Subsidy: No new applications

Windows: See Maintenance Report above

AGM – We have scheduled a meeting for July 30th, 2020 at 7:00 pm. Judy will coordinate the zoom part of the meeting. We will hold the AGM outside the common room. Notices and Agenda must be sent to Members 2 weeks prior to the meeting. This is our "March" AGM so we will hold the missed election.

Pending/Tabled Items:

Rules 2.0:

Tabled

ADJOURNED: 8:41 pm

NEXT MEETING: Thursday, July 23, 2020

MINUTES: Taken by Donna Fo – Unit #309