

**Sunset Heights Housing Cooperative
Board of Directors Meeting
Thursday, May 21, 2020**

Call to Order: 7:00 pm

In Attendance:

Erica Gysbers	John King	Judy Lea
Dee Dee Sixto	Maria Dacosta	Mima Moulechkova

Additions to Agenda: None

Approval of Agenda:

Motion: Erica **Second:** Dee Dee **Carried**

Approval of Minutes: April 16, 2020

Motion: Dee Dee **Second:** Erica **Carried**

Special:

Elevator Contract: The maintenance committee has sent the monthly contract to the Board for sign off. This is a 5 year contract for approximately \$180.00 per month. The contract has a cancellation clause by us with 30 day notice to Metro and Metro can also cancel this contract for non-payment of billing with 60 day notice. The maintenance committee has reviewed the contract.

Motion to approve the monthly Metro Elevator contract.

Motion: Judy **Second:** Mima **Carried**

Recurring Issues:

Arrears: None to report

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

Cana Management Report: No item discussed

E-Mail/Phone Board decisions: No decisions by e-mail or phone.

Finance/Budgets: Not too much spending going on at the moment.

Laison Reports:

Membership: Nothing new to report

Maintenance: Change Order #2 – Kevin & Angelina participated in an online meeting to discuss the items in question. Kevin reported at the maintenance meeting that all items have been explained and we will pay the change order #2 invoice. We have taken a holdback until all deficiencies are complete.

Concrete Quote: Has been received for concrete and epoxy work in several areas (parking & locker areas). A copy will be sent to Mima.

Windows: The window project is moving forward with possible final measurements being done between July and August. We will be ordering windows for the entire property, not just the townhouses and 1st floor of main building.

Landscaping: Several of the Co-Op tools are missing from the yard room. Landscaping may send a letter to Members or post a notice on the yard room door to return all items as soon as possible. Shawn is planning an inventory count. Shawn and Aaron will begin to mow the front

and back property again so Eco Terra can concentrate on other things. Several members have commented that the property looks great.

Social: On hold

Participation: Thank you to the 3 members that are still sanitizing the inside of the main building.

Finance: The numbers are looking good. All committees are staying within budget.

Old Business:

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

- **Trailer:** The parking letter has been sent to the Members. He said he is working on the removal.
- **Plumbing:** Erica has received a response from the Member. Another letter will be sent to the Member showing no indication by Trinity that there was a problem with the toilet. Motion to follow the clear documentation, with photos from Trinity:

Motion: John

Second: Dee Dee

Carried

All documents & photos will be added to Member file.

Audit & Taxes: Deadline was March 31, 2020 and we missed it. We signed off this morning and the documents have been sent to the Agency. Filing in Victoria will be complete soon

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

New Business:

COVID Positive Test: What will be the procedure if a Member tests positive for COVID? We will take direction from the Health Authority.

Property Tax Forms: We have almost completed the sign off.

SOT/Subsidy: No new applications

Windows: See Maintenance Report above

Complaint from Member: Dog off leash

We have received 2 complaints about a dog running off leash on the property and a member finding dog poop near their patio area. This Member will be sent a reminder from the Board about our Pet Policy with reference to off leash rules on our property.

GM/AGM – Are we ready for Zoom Meeting:

How many members have e-mail accounts? Are our Members up to a Zoom meeting?

The Co-Op would need to create a Zoom account and draft “Zoom Etiquette” for meetings

We need to take a poll of Members to see if they are interested.

Telus Internet: Has been installed in the office. Should work fine in the common room.

Pending/Tabled Items:

Rules 2.0:

Tabled

ADJOURNED:

8:45 pm

NEXT MEETING:

Thursday, June 18, 2020

MINUTES:

Taken by Donna Fo – Unit #309