

# **Sunset Heights Housing Cooperative**

## **Board of Directors Meeting**

### **Thursday, October 15, 2020**

**Call to Order:** 7:00 pm

**In Attendance:**

John King

Judy Lea

Maria Dacosta

Erica Gysbers

Kenny Laing

Stephanie Manning

**Board Resignation:**

Dee Dee Sixto submitted her resignation effective immediately.

**Guest Chair:** Heather Mason, Chair of the Social Committee would like to speak on Social Committee responsibilities and the purchase of chairs for the common room. Heather felt there was some confusion at the budget prep meeting about the purchase of chairs.

- An additional \$500.00 was approved for Social to purchase chairs in 2018/2019. Corrie, the Chair at the time informed the Board that a projector was needed instead of chairs. The Board approved the purchase of a screen and projector by Social and asked the Maintenance Committee to purchase the chairs. At the time Social asked to keep the additional \$500.00 in the budget for events like work parties, the Board Courses and the committee needs to purchase new dishes. Donna will look into the Board approval for the projector and maintenance to purchase chairs.
- An accusation was made that the Social Committee was going ahead with preparation for a wake to be held for a member that has passed, using Co-Op funds. If Social was planning any event like this it would be by Member donation, not paid for by the Co-Op. Stephanie & Judy both agree that the Co-Op should be contributing some funds.
- Social has been informed that they will send cards (of all kinds) and or flowers/gifts at the expense of the Social Committee. Heather indicated she does not mind doing this, but must take it to her committee. A conversation should be had, not instructions of what this committee should do. We are open to discussion. If we are going to start this process, we must be consistent and create a plan so no Member is missed.
- Social Committee will be allowed to ask for \$1,500.00 but we will want a breakdown of what the intension is for the funds.

**Additions to Agenda:**

Credit Cards

Board Insurance

New Member Acceptance

**Approval of Agenda:**

**Motion:** John

**Second:** Kenny

**Carried**

**Approval of Minutes:** September 17, 2020

**Motion:** John

**Second:** Stephanie

**Carried**

**Approval of Minutes:** September 17, 2020

**Motion:** John

**Second:** Stephanie

**Carried**

**Cana Management Report:** No item discussed

**E-Mail/Phone Board decisions:** New Member selection for Unit #201 - approved

**Recurring Issues:**

**Arrears:** None to report

**Move-in/Move-outs/transfers:**

Zarina of Unit #201 passed away and Membership is working with the family to empty the unit. The family will have possession until October 31, 2020. Membership has already interviewed and selected new Members for this unit. They will move in December 1, 2020. Board approval received by e-mail poll.

**Motion to approve new Members in minutes -- Andrew DaSilva & Bill Upton.**

**Motion:** Stephanie

**Second:** Judy

**Carried**

**SOT/Subsidy:** Nothing new to report

**Liaison Reports:**

**Membership:** See above

**Social:** See above

**Maintenance:** Kenny reported on the maintenance committee meeting as follows:

- Mailboxes should be received in a few weeks.

- Sprinklers are not possible based on current piping bringing water into the townhouses.

Permits for townhouse piping are about 4 to 5 months behind so the project will begin in the spring.

- All Telus fibre optics is complete (with the exception of 1 unit that refused entry).

- Maintenance has approximately \$40,000.00 left in the current budget and have plans to purchase 13 replacement fridges, 10 balcony doors (not included in the window project) and a flat screen tv for the common room (zoom meetings).

- The recycling area is a mess and needs to be dealt with. Judy will take care of this.

- Waiting for a quote to replace the front door and garage doors after the Crime Prevention Report.

- Looking into upgraded FOB system at all doors & garage.

- Townhouse #14 requested a sensor light be installed and Donna reported that it was installed in the wrong place (on the side of the building lighting the sidewalk only). Stephanie does not want this light moved, we need lighting. Townhouse #14 purchased an additional light for the patio area. Should we reimburse them for the light and have it installed? Kenny will follow up with Angelina.

**Motion for the Co-Op to pay for additional lighting to cover TH #12, TH #13 and TH #14 patio areas.**

**Motion:** Stephanie

**Second:** Kenny

**Carried**

- Kevin is working on a quote for exterior door alarms. Maintenance is getting a quote and Burnaby By-Law rules for the installation of another gate at the bottom of the driveway.

- Windows meeting is being held on Friday night. The selection of a window contractor will be made at that meeting. After the contractor is selected we need Board approval so we can send the CCDC2 to the Lawyer for review. Can we have this done by Monday?

**Motion to give Board Members at the meeting for windows the authority of the Board to approve the selection of contractor.**

**Motion:** Stephanie

**Second:** Kenny

**Carried**

**Landscaping:** Ecco Terra is doing a great job and the property looks good.

**Finance:** Mima has taken the Chair position to start the Finance Committee. Our finances are looking good.

**Participation:** Corrie has agreed to take the Chair position again.

**Business:**

**Board Paperwork: Signing Authority:** All forms are complete. Dee Dee has been removed from signing authority.

**Board Course:** The course is not available due to COVID, not even on line. We have 4 Board Members that need to take the course as soon as possible. Judy will follow up.

**Preparing for Budget Meeting:** A “code of conduct” has been written and given to all Members.

1. We need to get a Co-Op Zoom account. One account will be \$250.00 per year.
2. Erica will look into a Google account
3. E-mail will be sent to Members encouraging them to stay home and log into the meeting.
4. Voting will be monitored. John & Erica will count votes in the room and Lisa will work with Erica to count all Members that are voting on-line.
5. Ask Lisa for clearly written sign on instructions
6. Three (3) budget workbooks have been created by Cana and given to Members as follows:
  - 4.89% includes \$25,000.00 for security.
  - 2.06% includes \$10,000.00 for security.
  - 1.06% no security included.

**Motion for the Board of Directors to recommend to Membership a 2.06% increase.**

**Motion:** Stephanie

**Second:** Erica

**Carried**

**Communication with Members - Steps toward e-mail communication:** Member move in documents will be amended to include mandatory e-mail requirements at move in. We will continue to try and obtain e-mail addresses from Members. Joan will be contacted about the Co-Op website.

**Letters to Members:**

The Board has reviewed the camera footage pertaining to the wreckless driving/verbal threatening complaint that was received from a Member. After review of the footage, the Board feels there is not enough evidence to show wreckless driving or verbal threatening between members. **Motion to offer mediation to both parties involved.**

**Motion:** Erica

**Second:** Judy

**Carried**

Motion to send a memo to remind Members that due to fire regulations there can be nothing stored at your front door, including mats.

**Motion:** Erica

**Second:** Judy

**Carried**

**Security:** Erica met with the RCMP Crime Prevention Unit for an assessment and the following items were detailed.

Remove all Member information from the lobby like meeting minutes, birthday lists and job listing by name. Change “buzzer” information at front door to occupied only, not names of Members. Fix/adjust all entry doors to allow for NO gaps. Fencing is looking very weathered so we should possibly have it stained or painted. Look into bike racks (out of site). Post “no entry without key” signs. Look into starting a block watch program. See if we can install another security gate at the bottom of the driveway. Clean up the area out back (behind unit #104) at the bottom of the stairs and install a locking gate to that exit. Make sure all patio doors on the main floor have secondary locks.

**Motion to implement the above:**

**Motion:** Stephanie

**Second:** Erica

**Carried**

**Board Insurance:** John will follow up with Brenda at Cana

**Gas Mileage:** A motion was put forward to reimburse Members doing Co-Op business at a rate of 62 cents a kilometer. These funds will come from whatever committee the Member is doing business for. A reimbursement form will be created.

**Motion:** Stephanie

**Second:** John

**Carried**

**Cheque Writing:** Angelina has been writing the cheques for over a year. Dee Dee was her back up, but now Dee Dee is leaving the Co-Op. A decision was made at a Board Meeting in August of 2019 to have Lynn and Fabian as back up to Angelina. There were some documented issues with Lynn.

**Motion to allow Angelina to continue with cheque writing and Mima (Finance Chair) be trained as the back-up.**

**Motion:** John

**Second:** Stephanie

**Carried**

**Expectation of Committee Chair Positions:** The Board will schedule meetings with all Committee Chair’s to discuss committee expectations.

**EV Charging:** Judy has received a \$4,000.00 quote for electrical work to be done in the garage for EV charging which would most likely be eligible for a 50% grant from BC Hydro. Judy will draft a letter of proposal for the GM.

**Credit Card Application:** A Co-Op visa card has been applied for listing the following Members as card holders. This card will allow for special purchases and the Members will not have to use their own credit card and wait from re-imbursement. Committee Chair positions must sign off on all credit card purchases.

Angelina Clish

Donna Fo

Stephanie Manning

**Motion to allow the card issuance:**

**Motion:** Stephanie

**Second:** Judy

**Carried**

**Letter from CHFBC:** We have received a request to write a letter regarding the need to keep subsidies for all Co-Ops. Judy will draft the letter.

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**Pending/Tabled Items:**

**Unit Inspections**

**Insurance Audit (May 5<sup>th</sup>)**

**Rules 2.0:**

**ADJOURNED:**  
**NEXT MEETING:**  
**MINUTES:**

9:55 pm  
Thursday, November 19, 2020  
Taken by Donna Fo – Unit #309