

**Sunset Heights Housing Cooperative  
Board of Directors Meeting  
Thursday, September 17, 2020**

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

**In Attendance:**

John King

Judy Lea

Maria Dacosta

Erica Gysbers

Kenny Laing

Stephanie Manning

**Absent:**

Dee Dee Sixto

**Additions to Agenda:**

Security

Reimbursement by cheque to Member

**Approval of Agenda:**

**Motion:** Erica                      **Second:** Kenny

**Carried**

**Approval of Minutes: August 20, 2020 (with revision)**

- Liaison Report - "Maintenance" We must obtain 6 quotes (which we have). Remove the bracket section (which we have), not all quotes received.

**Motion:** John                      **Second:** Stephanie

**Carried**

**Approval of Minutes: September 9, 2020 (Share Refund).**

**Do not post in lobby (confidential)**

**Motion:** Stephanie                      **Second:** Maria

**Carried**

**Recurring Issues:**

**Arrears:** None to report

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

Member vacated unit #310 – Internal move from Unit #311 to #310 complete.

Internal move from Unit #110 to #311 complete. Motion to approve both internal move requests.

**Motion:** John                      **Second:** Stephanie

**Carried**

**Canam Management Report:** No item discussed

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

**Finance/Budgets:**

- Finances look good. All notices for the draft budget meeting have been posted for Monday and Stephanie will chair this meeting.

**Liaison Reports:**

**Membership:** See above for unit transfers. Committee preparing budget information for meeting.

**Maintenance:**

- **Telus Fibre Optic:** The wiring into the building has been completed. Unit wiring is being scheduled and a notice will be posted. This unit wiring is mandatory.
- **Gutter cleaning:** complete

- **Power washing:** some re-work has to be done.
- **Townhouse Piping:** Waiting for quotes on piping and asking for a quote on sprinklers.
- **Windows:** Compiling the 6 quotes for review. Should be end of week.
- **Dryer Vent & Carpet Cleaning:** On hold due to COVID. There were questions about the carpet cleaning policy with warranty. Should the Co-Op be paying for unit carpet cleaning and adjusting the carpet policy?
- **Retaining Walls:** This will be a “special project” and will require an Engineer.
- **Co-Op Insurance Policy:** Angelina is getting a copy of our insurance policy. Maintenance would like to confirm we are covered in all areas and not paying for something we do not need.

### **Landscaping:**

- No report given

**Social:** On hold. Meeting with Heather to discuss Social taking over greeting/congratulation items has not been scheduled.

**Participation:** Notice is ready to be posted for job fair – September 26th. It will also be e-mailed to everyone who has given us an e-mail. Phone calls will be done to remind everyone.

### **Old Business:**

**Insurance Audit:** May 5, 2020?

**Pending**

**Board Course:** Still Pending due to COVID

**Pending**

**Rules 2.0:** This is a larger project than anticipated. Should we create a rules committee? Should we contact CHFBC for assistance and guidance? Most Co-Ops have already adopted Rules 2.0.

**Pending**

**Board Paperwork: Signing Authority:** Judy will sign tonight. Stephanie will meet with John later to sign.

**TD Bank:** Account is now closed – remove from minutes

### **New Business:**

**Preparing for Budget Planning Meeting:** John and Judy will test run the set-up of the projector. All Committee Chairs must attend the meeting or inform and prepare their Board liaison

**Complaint Letters to Member:** Discussion regarding the process for Board involvement in Member disputes.

**SOT/Subsidy:** No new SOT requests. We have had 1 request for subsidy. If approved, it will bring our total to 8 subsidies in use.

**Windows: (See Maintenance above)**

**Communication with Members - Steps toward e-mail communication:** Donna will send Erica a soft copy of the phone/e-mail list for additions. Member move in documents will be amended to include mandatory e-mail requirements at move in. Erica will communicate with Members to obtain additional e-mail addresses. Members will be informed that after December 1, the Board will communicate by e-mail only. If Members refuse to supply an e-mail they will be responsible to check the lobby for any important information. E-mail will only be used for information being sent by the Board.

**Security:** We have received quotes for on-site security from Fusion and Blackstone. The Fusion quote is approximately \$25,000.00 per year for 3 visits per night. Blackstone is

approximately \$16,000.00 for 3 visits per night. The quote received from Paladin is for alarming our exterior doors and having them monitor the alarms at approximately \$40.00 per month plus the cost to install all the equipment. For this to be presented to the GM we will have to include it in the budget prep and will need at least a 3% housing charge increase to cover the cost of security. Erica has received documentation from “Neighborhood Watch” which will be reviewed. We are also scheduling a security assessment of the property from the Crime Prevention Unit. Details to follow.

**Reimbursement by Cheque – to Members:** When cheques are issued to Members by the Co-Op and placed in the mail box cubby, we must call and let the Member know. A Member’s cheque was in the cubby and stolen when we had the mail box break-in. The Member was not aware the cheque had been issued. John will discuss this with Angelina (who writes the cheques).

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**Pending/Tabled Items:**

**Rules 2.0:**

**Tabled**

**ADJOURNED:**

8:35 pm

**NEXT MEETING:**

Thursday, October 15, 2020

**MINUTES:**

Taken by Donna Fo – Unit #309