

**Sunset Heights Housing Cooperative  
Board of Directors Meeting  
Thursday, June 17, 2021**

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

**In Attendance:**

Judy	Maria	Erica	Kenny
Stephanie	Price	Alison	Carmen

**Absent:**

**Additions to Agenda:** None

**Approval of Agenda:**

**Motion:** Carmen      **Second:** Allison      **Carried**

**Approval of Minutes:** May 20, 2021

**Motion:** Carmen      **Second:** Kenny      **Carried**

**Recurring Issues:**

**Cana Management Report:**

**Home Owners Grant:** We have received a request from Cana to note in our Board Minutes, the process for disbursement of the home owners grant money when received.

- A cheque for \$250.00 is written to each Member that qualifies for the grant money. A decision was made years ago to not give the additional \$25.00 for larger square footage (3 bedroom apartments). The funds not given to Members are held in a special account account for the Co-Op.

**E-Mail/Phone Board decisions:** No decisions.

**Arrears & SOT Applications:** Nothing to report. Questions was raised about the process for subsidy applications. Applications are sent to our Treasurer for review and then to Cana for compliance check. Cana sends all applications to BC Housing for approval.

**Move-in/Move-outs/transfers:** Nothing to report

**Liaison Reports:**

**Membership:** The Master Member of TH #4 (Richard N.) has moved out and submitted a request to transfer the “master member” status to the Associate Member (Hiro N). The Membership Committee approves this request and now requires Board approval.

**Motion to accept the transfer of shares & Master Member status from Richard Nakamura to Hiro Nakamura effective immediately.**

**Motion:** Stephanie      **Second:** Erica      **Carried**

**Maintenance:** No new projects have been scheduled. General maintenance is ongoing. They are buying a new hot water tank for TH #13 and having Trinity check the toilet in the common room. The white board from Brighter Mechanical is updated weekly so check it out. Angelina is working on the rebate for windows. The fencing around unit #102 is approximately 8 weeks out.

**Landscaping:** Maria has met with Shawn and everything is running smoothly. Maria did indicate that she is happy with all the trimming being done.

**Social:** Social had a brief meeting last month. They are planning something for September, but no details yet.

**Participation:** Participation had a brief meeting this month. There is a Participation Course available through CHFBC and the committee is interested.

**Finance:** Stephanie has left a message for Arlene regarding the collection of laundry money.

**Old Business:**

**General Operations of Co-Op Committees:** Each Committee now has an e-mail for Member use. Joan is working on Zoom links for recurring meeting for committees.

**Follow up - #105: Table until September**

**Liability Insurance for Key Holders:** Erica has checked with our Insurance Company and our Members would be covered for key holder positions. They will need additional coverage through WorkSafe. Erica is following up on this. We have this documented and it will be kept in the office files.

**Unit #104 - Dog Complaint:** Judy received a noise complaint about the dog barking in unit #104. Judy has followed up with all Members living around unit #104, this situation will be monitored.

**City Complaint – garbage at the bus stop:** We have no proof this is one of our members. Judy will follow up with the City of Burnaby.

**Proposal – Canada Post Parcel Box:** Canada Post has offered us a lock box for parcels on site as there will no longer be pick up at 711. Motion to install parcel lock box in the lobby by the mailboxes.

**Motion:** Stephanie

**Second:** Maria

**Carried**

**Storage request:** A Member has requested approval to store a dingy behind the shed (back of unit #108) temporarily (September). Motion to approve this temporary request.

**Motion:** Kenny

**Second:** Carmen

**Carried**

We will review before September if we receive any complaints from Members.

**New Business:**

**EV Charging:** The dual charging station quote is approximately \$14,000.00 to \$16,000.00. Judy is forwarding all information to Maintenance with a suggestion to have 2 stations instead of a dual station.

**Board Course:** Judy will follow up to see when the next Board Course will be offered. We have 2 members that have not complete the course and new Board Members that need to schedule it.

**Budget Prep Meeting:** The Board will meet on September 16th so the budget prep meeting will be September 22 or September 29<sup>th</sup>.

**Budget Meeting:** Scheduled for November 3<sup>rd</sup>, 2021.

**Board Break for Summer:** We will break until September 16, but if there is an emergency we will schedule a meeting.

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**ADJOURNED:**

8:00 pm

**NEXT MEETING:**

Thursday, September 16, 2021

**MINUTES:**

Taken by Donna