

**Sunset Heights Housing Cooperative
Special General Membership
Meeting
Wednesday, February 5, 2020**

Call to Order: 7:05 pm

Total members	60
Members needed for quorum	18
Members in attendance	32

Additions to Agenda:

- Quotes for window project
- Recycling
- Thank you from Liz

Approval of Agenda with additions:

Motion: Heather **Second:** Cristina **Carried**

Approval of minutes – April 25, 2019

Motion: John **Second:** Renee **Carried**

Committee Reports:

Board of Directors: Horia has resigned his position on the Board. The Board is starting work on rule 2.0.

Membership: We have no move/in or move/outs at this time. We would like to welcome our newest Members since our last meeting as follows:

Kenneth Laing and Angela Wu

TH #12

Leon and Yalik Dunn

Unit #304

Social: Corrie has stepped down as the Chair of Social and we would like to thank her for all her hard work. Anyone interested in joining Social please come to the next meeting.

Participation: We will be holding a job fair after the next long weekend. Please come and join us if you are looking for a new Co-Op job.

Landscaping: The contract for Ecco Terra has been signed and they will start monthly service soon. The letter is being drafted to all Members on the first floor regarding their patio space.

Maintenance: We are beginning work on the window project and piping for townhouses.

Budget: John has reviewed spending for all Committee's and spending is aligned with budgets.

Financial Statements: Why are financial statements not hung in the lobby for access? What is the procedure for gaining access to the report? John is working on getting copies to hang in the lobby, but if you would like an e-mail copy please send a note to the Board of Directors.

Recycling Presentation: The City of Burnaby, Solid Waste Division was invited to present a demonstration “how to recycle” which included a short video.

Elevator Update: The elevator is finally up and running. There is a bit of clean up to do and keys to return. Thank you to the Maintenance Committee and everyone who was involved.

Rules 2.0:

What is Rule 2.0? Is this right for our Co-Op? What is the end game? Do we want to implement “joint membership” versus “associate membership”? Angelina contacted CHFBC today and this is a long process, not as easy as some think. We need to start a “rules committee” to review the 2.0 changes which need to align with our occupancy agreement.

Motion to have the Board of Directors put a rules committee in place to begin “step 1” of the process.

Motion: Angie

Second: Sandra I.

Carried

Year End Audit: The audit is underway.

AGM:

Selection of Auditor

Election Night – if you can’t be at the AGM and wish to run for the Board of Directors, please send your letter of intent to the Board as soon as possible.

Board Course: Does it only run in the spring. No we can schedule it whenever we want. We have a few Board Members that must take the course.

Break-In: We had a break in of our underground parking area and the west storage locker area. The locks have been replaced and we have an open RCMP file. Reminder to all Members please be aware when in the underground and if you are unsure or feel unsafe, please call 911. Also, please stop when going in or out of the garage and wait for the gate. We have several members that do not wait. Can we look into the cost for a Security Contract or an alarm system? Does the RCMP do site visits for presentations on security?

Exterior Lighting: Can we please have additional lighting on the stairwell from the east locker area. Maintenance will take care of this.

Window Quotes/Townhouse Piping:

We have quotes for review for doing the lower floors of the main building and either TH #1-7 or TH#8-14. These decisions were discussed at the maintenance committee and aligned with the Capital Plan. We will flip a coin (the only fair way) and the townhouses that are not selected for windows, will have piping done and then next year

when we do round 2 of the windows, the 2nd and 3rd floor of the main building along with the remaining townhouses windows and piping.

What would be the cost of all lower level of townhouses? Approximately \$35,000.00. Can we do the top half of the townhouse windows? They are in worse shape than the lower levels?

Townhouse members voted as follows:

Top floor windows first: 4

Bottom floor windows first 8

A few townhouse members complained that they have mold because of the windows.

Can we just do all townhouse windows at the same time?

Cristina asked why we are not hiring an Engineer and indicated that we must have a CCDC2 in place. She has volunteered to take care of that.

Motion to have Robertson Windows do the lower level of the main building and top and bottom floors of the townhouses for an approximate cost of \$124,000.00. Piping will not be included at this time. Cristina will help with the CCDC2.

Motion: Kevin

Second: Heather

Carried

Thank you to Members: During the elevator down time Liz wanted to thank everyone who helped out members with picking up garbage and recycling.

ADJOURNED:

9:00 pm

MINUTES:

Taken by Donna Fo, #309