

**Sunset Heights Housing Cooperative
Special General Membership
Meeting
Thursday, September 10, 2020**

Call to Order: 7:05 pm

Total members	60
Members needed for quorum	18
Members in attendance	20

Additions to Agenda:

Delivery people (package & food)

Approval of Agenda with additions:

Motion: John	Second: Cristina	Carried
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Approval of minutes – February 5, 2020

Motion: John	Second: Cristina	Carried
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Committee Reports:

Board of Directors:

Board Positions have been selected as follows:

President: John King

Vice President: Judy Lea

Secretary: Eric Gysbers

Treasurer: Stephanie Manning

All other Board positions are “Members at Large”. The Board of Directors would like to welcome our newest Members, Kenny Laing and Stephanie Manning.

Membership:

Membership worked on the move-out of Kosta Balikoev in Unit #310. Razia Jiwa internally moved from #311 to #310 and we are in the process of moving John & Heather King from #110 to #311. Interviewing is complete and new Members were selected for unit #110 effective October 1, 2020.

Social: During the pandemic all social activities have been on hold. We are in the early stages of planning the Christmas Party.

Participation: The job fair is scheduled and all jobs are being made available. If you can’t attend or have reasons why you wish to keep your job, please contact Judy. The committee needs a new Chair so if you are interested please let me know.

Landscaping:

Shawn is monitoring the work being done by our Landscaper. They are doing site visits twice per month.

Maintenance: We finally have a new handy-man (Rick). If you feel comfortable Rick will be sent to complete any outstanding maintenance requisitions.

New Business:

Windows project update:

The project is being moved to Spring of 2021. We need 6 quotes and have changed the scope of work from the original quote request (ground floor apartments and ground floor townhouses). The quotes will include the entire property. We are reviewing the Capital Plan to see if we can shift some other items around.

Safety & Security in the Co-op:

We have not contacted the RCMP yet for a site visit. We are receiving quotes for on-site security. Should we update our FOB system to alarm doors? Kimberly will obtain block watch information. The Board will meet with the RCMP when it is scheduled. We should have new security signs placed around the building.

Some Members have noticed non-residents of our property hanging out in the guest parking area, using our plugs to charge phones. Motion to disconnect the plugs in the guest parking area.

Motion: Cheryl

Second: Heather

Carried: 15

Opposed: 3

Abstain: 2

Communication with Members:

Effective December 1, 2020 the Board will communicate with Members by e-mail. One notice will be hung in the lobby and all Members that do not submit an e-mail address will be responsible to check the lobby for important information.

Upcoming Budget Meeting:

The budget planning meeting will be held on September 21, 2020. The actual budget meeting is scheduled for October 19, 2020. John will follow up on a virtual chat with Cana.

Recycling:

Please flatten all your cardboard, even in the big bin. This is the Members responsibility.

Delivery People:

Should we allow delivery drivers in our building? Judy will create signs for all delivery drivers, masks are mandatory upon entry.

Motion: Cheryl

Second: Cristina

Carried: 15

Opposed: 3

Abstain: 2

Rules 2.0:

Work Party:

Pending

Pending

Motion to Adjourn:

7:58 pm

Motion: Dee Dee

Second: Heather **Carried**

MINUTES:

Taken by Donna Fo, #309