

**Sunset Heights Housing Cooperative
Board of Directors Meeting
Thursday, January 2, 2021**

Call to Order: 7:00 pm

In Attendance:

| | | |
|---------------|-------------|-------------------|
| John King | Judy Lea | Maria Dacosta |
| Erica Gysbers | Kenny Laing | Stephanie Manning |

Absent:

Additions to Agenda:

- Associate Member Application

Approval of Agenda with additions:

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

Approval of Minutes: December 14, 2020

Motion: Kenny **Second:** Stephanie **Carried**

Cana Management Report:

E-Mail/Phone Board decisions:

No business by e-mail/phone poll

Recurring Issues:

Arrears:

Stephanie is working on 1 item

Move-in/Move-outs/transfers:

Liz Smith of Unit #204 has been accepted to an Assisted Living Facility and will move out the end of January. Motion to remove the requirement for 2 month notice to vacate for Liz who has been on a wait list for some time. We will fill the unit for March 1, 2021.

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

Liaison Reports:

Membership: Unit #204: (See above). Unit #102 had given 2 month notice to vacate effective March 15, 2021. Townhouse #12 has requested an internal move to Unit #102 (3 bedroom). Motion to minute the internal move request and approve.

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

Maintenance: Maintenance is obtaining pricing for recovering the fabric on the benches in the Common Room. The fridge replacement project is ongoing.

Windows: We have been billed \$8300.00 for J-Channel around the windows and \$1,200.00 for painting the new wood trim around windows. The Board of Directors has discussed and approve going forward.

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

Landscaping: Members are raking leaves, we need to start salting.

Social: No report given.

Participation: Iris has resigned and Lynn will take the Chair position. We now have 2 Members refusing to take a Co-Op job.

Finance: We are over spending on administration, printing and Maintenance. We need to discuss with Kevin, the Maintenance Chair.

Old Business:

Board Course:

John, Judy and Maria completed the 2 hour session on “What makes a good Board”. They still need to schedule “What makes a good Director”. Kenny needs to complete the first session. John will send out a link for sign up or we can have CHFBC do the course at the Co-Op.

Letters/communication to Members:

We have installed “speed” limit signage in the parking garage. Judy will follow up with 1 Member regarding storage in hallways. Motion to remove from the next Agenda.

Motion: John **Second:** Judy

Carried

Maintenance Related Issues:

Safety & Security:

- We do not have any space for bike racks, but will wait to see if we can install bike racks in guest parking once the second gate is approved. We will also consider EV Charging if we get the 2nd gate.
- Secondary gate at the bottom of the driveway. We received the quote of \$13,000.00. If we install this gate we will need to upgrade the FOB system.
- Maintenance is looking into replacing the front door and painting/staining the exterior fencing.

Website:

Passwords will only be given to Members. Any other person living with the Member can use that Members password. Some of our policies are old and outdated, should they be posted? Ask the question at the next GM. No birthday list will be put on the website. The calendar on the website will list ongoing items like meeting dates. Minutes will be posted, but no agenda's. Should we post the Member phone list? We will wait for the GM for a decision.

General Operation:

John has created a document of protocols for all Committee Chair's. This document will be reviewed with all Committee Chair's for sign off. The document will come back to the Board for approval before implementation. Committees will be reviewed for structure. John will send the invite to all Committee Chair's to attend a board meeting.

Gas Mileage: The mileage form has been approved and will be posted on the Member section of the website. Remove this item from future agenda.

Letter from CHFBC: Remove from agenda, request no longer necessary.

Zoom Account for Co-Op: Maintenance did use the Zoom account at the last meeting. John can assist any Committee that needs help.

Rules 2.0:

This item will be tabled by the Board of Directors. Membership will take a look at the process.

Dishwasher – Memo: Maria has raised a question about the instructions on dish washer care and maintenance. We will investigate further before any letter is issued.

Committee Minutes: Donna is working on this item.

New Business:

Application for Associate Member: Unit #201, Andrew DaSilva has submitted the application and fee. Motion to approve the Associate Member application.

Motion: Stephanie

Second: John

Carried

Follow up - #105 communication: Stephanie is working with the Member's family.

Complaint – smoking in unit: Unit has been reminded about the policy of no smoking.

Upcoming GM: The GM will be scheduled for February 24, 2021. We will change our Board Meeting to February 11, 2021 instead of February 18th to prepare. John will organize the Zoom and start working on the Agenda. Maria will send Board invites to place in calendar.

Auditor for 2021: Brenda sent a package to the Auditor. We have not been contacted at this time. John will e-mail Brenda for requests.

AGM: The AGM will be held on March 31, 2021.

Pending/Tabled Items:

Insurance Audit (May 5th)

Rules 2.0 – To Membership Committee

ADJOURNED:

8:40 pm

NEXT MEETING:

Thursday, February 11, 2021

MINUTES:

Taken by Donna Fo – Unit #309