

# **Sunset Heights Housing Cooperative Board of Directors Meeting Thursday, March 11, 2021**

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

**In Attendance:**

Judy Lea	Maria Dacosta	Erica Gysbers
Kenny Laing	Stephanie Manning	

**Absent:**

**Additions to Agenda:**

- **Proper Security at the Front Door of the main building.** Stephanie witnessed an Amazon driver being buzzed into the building and then she followed him in. This is a security issue with Members buzzing in delivery drivers that will not stop others from entering with them. This needs further discussion.

**Approval of Agenda with additions:**

<b>Motion:</b> Kenny	<b>Second:</b> Judy	<b>Carried</b>
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**Approval of Minutes:** February 11, 2021

<b>Motion:</b> Erica	<b>Second:</b> Judy	<b>Carried</b>
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**Recurring Issues:**

**Can Management Report:** We are still down from the 7 subsidized unit we would like to maintain. Membership continues to work on this.

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

**Arrears & SOT Applications:** No arrears to report or SOT/Subsidy applications received.

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

- Unit #102 has vacated the unit. TH 12 will move to Unit #102, effective March 15<sup>th</sup>.
- TH #12 has been filled for April 1, 2021.

**Liaison Reports:**

**Membership:** Rules 2.0 binders have been created. Donna has a few Members that will start working on the process.

**Maintenance:**

Bike hooks have been installed in each parking stall for Members to lock up bikes.

The City of Burnaby has responded no to our request to install a gate at the bottom of the driveway. We can apply for a City variance, but there is no guarantee that we would be successful. Stephanie stated that we should apply for the variance, we have nothing to lose.

Kenny will take the following questions to the Maintenance Committee Meeting next week.

- Can we start the process to apply for the variance?
- Can we take 2 guest parking spots for EV Charging stations? Do we have to apply to the city for this?

**Landscaping:** Ecco Terra's new year began March 1, 2021. They have been given a map by Shawn of all areas that he is requesting they focus on. The lawn has been aerated.

**Social:** Social has not scheduled any meetings yet so there is nothing to report. Erica has e-mailed Heather to see if Social is doing anything for Easter. Erica will contact Heather again, but the Board feels that we should at least purchase Easter chocolates for the kids. We will budget \$150.00 maximum, but Donna will get an accurate count of the kids in the Co-Op.

**Motion:** Stephanie

**Second:** Erica

**Carried**

**Participation:** The Participation Committee met on Monday and Judy reported that it was a great meeting with 6 Members in attendance. The Committee will be looking at some restructuring and will be moving forward with self-reporting of jobs. Members who refuse to select a job will be assigned. It was mentioned that we seem to be more hourly driven than task driven. Self-reporting seems like it will be more work for Members. Are we planning to get this reporting function on the website?

**Finance:** The Finance Committee hosted a session with Lisa Berting. The process for creating our financial reports was reviewed. It was a good session.

## **Old Business:**

**Board Course:**

**Pending**

**Website:**

Erica will follow up with Joan to add the Board e-mail to the website. All Board Members were asked to take a look at the website to see if we want any changes or additions. Joan has still not changed the front door names to occupied. We still need a new photo of the main building after it is cleaned.

**Safety & Security:**

- Bike hooks are done
- Replacement doors – quotes coming into Maintenance

**General Operation:**

Judy will “pretty up” the protocols or all Committee Chair positions and send back to the Board for review and approval. We need to include a date.

**EV Charging – Guest Paking:**

Kenny will take this back to Maintenance. Judy will send the quotes to Kenny prior to the meeting. If we all approve using guest parking spaces for EV charging, it still needs to be taken back to the GM.

**Insurance Audit:** May 5<sup>th</sup> last year. Judy will follow up with Brenda at Cana.

**Dishwashers:** Members need to read the booklets that came with the dishwashers for proper care.

**Committee Minutes:** Donna is working on this item.

**Follow up - #105:** Should we schedule another meeting to see if what we asked is being done? Table until our next Board meeting.

**Table**

## **New Business:**

**Debrief GM Meeting:** The meeting went well, but we must continue to be diligent. Erica handled the chat and that went well. We were also able to keep to the speakers list. The Board

