

**Sunset Heights Housing Cooperative  
Board of Directors Meeting  
Monday, December 14, 2020**

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

**In Attendance:**

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

**Absent:**

John King

**Guest:** Heather Mason

**Additions to Agenda:**

- Dishwashers - Old Minutes

**Approval of Agenda with additions:**

|                          |                      |                |
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| <b>Motion:</b> Stephanie | <b>Second:</b> Kenny | <b>Carried</b> |
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**Approval of Minutes:** November 19, 2020

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| <b>Motion:</b> Judy | <b>Second:</b> Erica | <b>Carried</b> |
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**Cana Management Report:**

**E-Mail/Phone Board decisions:**

No business by e-mail/phone

**Recurring Issues:**

**Arrears:**

Nothing to report at this time

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

Nothing to report at this time

**SOT/Subsidy:**

No new applications have been received. We have fallen below our required minimum subsidy numbers based on BC Housing guidelines. Members should be informed that we have subsidies available if they qualify. Membership will be asked to look into filling the next available unit with a subsidy.

**Liaison Reports:**

All liaison reports will be tabled until the next meeting.

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| <b>Motion:</b> Kenny | <b>Second:</b> Stephanie | <b>Carried</b> |
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**Old Business:**

**Board Course:**

There is a Board Course being offered on Thursday night from 6:00 to 8:00. Judy, John and Maria will be attending this course. Course is fully paid by the Co-Op. Judy will follow up to see if Kenny can attend partial or when the next course will be offered.

## **Letters/communication to Members:**

### **a) Reckless driving:**

**Tabled**

**b) Storage in hallways:** Judy will follow up with a few members who have not complied with the request for removal. This is a Fire Department Regulation.

## **Maintenance Related Issues:**

**Safety & Security:** Some of the recommendations from RCMP Crime Prevention have been put in place. The Board is asking that Maintenance put bike racks back on a priority purchase. We have not heard from the City of Burnaby about putting an additional gate at the bottom of the driveway and then installing bike racks in guest parking. Maintenance Committee is meeting tomorrow night.

## **Communication with Members - Steps toward e-mail communication:**

Sandra H. will call the 9 members that have not given us an e-mail address when applicable. Erica and John will monitor the Board E-mail for questions or comments from Members.

## **General Operation:**

The Board will schedule meetings with each Committee Chair. All Committee Chair's need to be aware of the Board's expectations. The Board will draft Communication protocols and Committee structure. Committees will be reviewed for structure. Kenny has been attending the Maintenance Meetings as the Liaison and does not see obvious problems. The Board has received several e-mails and the tone is very demanding. This will be addressed with the Committee Chair's.

Motion for Judy, John and Maria to attend the Board Course on Thursday and bring back any recommendations regarding Committee protocol.

**Motion:** Judy

**Second:** Stephanie

**Carried**

**Gas Mileage:** Stephanie will send a draft form to the Board for review.

**EV Charging:** Tabled until we find out about the additional gate.

**Letter from CHFBC:** Judy will draft the letter.

## **Zoom Account for Co-Op:**

We are now using our new Zoom account. All Committee's will be advised to include Zoom in monthly meetings. Members will be informed that we have a Zoom account and they can send a request to any Committee requesting sign in information. John can assist any Committee that needs help.

**Motion:** Stephanie

**Second:** Judy

**Carried**

**Update on Website:** The website is ready to go. Joan and Erica will be testing, then launch.

**Protocols for counting money – laundry machines:** Deposit slips are in the office. Arlene will continue to count the funds with Sandra H.

## **New Business:**

### **Member e-mail – condition of unit: Unit #110:**

Most of the issues with this unit have been dealt with by the Maintenance Committee. New oven racks have been ordered and the member was reimbursed for some cleaning supplies. The grab bars have been installed in the shower. She has requested the painting of her ceiling in the dining room and living room as moist dust is stuck to the popcorn ceiling. Motion to have the ceiling painted in this unit.

**Motion:** Erica

**Second:** Stephanie:

**Carried**

**Recind this motion:**

Motion to send back to maintenance for a quote on painting the ceiling:

**Motion:** Stephanie

**Second:** Erica

**Carried**

**Member e-mail – complaint to landscaping committee:**

A concern has been raised by a Member about planting barrels and why the Co-op is paying for these items to be placed for the use of Members on the ground floor. This Member feels that we are wasting money on these items which could be put to better use. Shawn (Landscaping Chair) has had several conversations with this Member and she does not accept the response. She wants to take this to the GM for decision. Kenny indicated that we support Shawn as all committee protocols were followed. The issue was voted on and approved by the Committee. Maria has had a discussion with the Member and she is still not happy. Shawn has been advised by the Board that he has responded to this Member and does not have to continue to explain himself. Maria will call Shawn for further information.

**Official “thank you” – from Board of Directors:**

The Board discussed the purchase of thank you gift cards for Committee Chairs and Angelina for all the work (over and above) during the past year. So much work is being done around here and there is more to come. The Board would like to show appreciation for all the work done. Maria can pick up the gift cards.

**Motion:** Stephanie

**Second:** Kenny

**Carried**

**Participation – non-compliance:** We have 4 members with no jobs and that will not respond to any request by Participation. Judy will have jobs assigned to these members and they will be told that Non Participating Members will be considered “Members Not In-Good Standing” and the rules for that will apply. (No unit upgrades, no extra parking spaces, no use of common room, etc.).

**Maintenance of dishwashers:** Letters will be sent to Members with instructions that dishes must be rinsed before placing in the dishwashers. If Members do not follow these steps, the Co-op will not pay for repairs or replacement dishwasher. The Members will be billed directly by the Company.

**Motion:** Stephanie

**Second:** Judy

**Carried**

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**Pending/Tabled Items:**

**Insurance Audit (May 5<sup>th</sup>)**

**Rules 2.0**

**ADJOURNED:**

9:04 pm

**NEXT MEETING:**

Thursday, January 21, 2021

**MINUTES:**

Taken by Donna Fo – Unit #309