

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

Call to Order: 7:00 pm

In Attendance:

Judy Lea	Maria Dacosta	Erica Gysbers
Kenny Laing	Stephanie Manning	

Absent:

John King has resigned from the Board of Directors effective immediately.

Additions to Agenda:

- Mask Policy

Approval of Agenda with additions:

Motion: Stephanie **Second:** Judy

Carried

Approval of Minutes: January 2, 2021

Revision on Page #2 – Website: Last sentence should read we will “inform the GM before posting the phone list on the website”. Motion to approve minutes with revision.

Motion: Stephanie **Second:** Erica

Carried

Cana Management Report:

E-Mail/Phone Board decisions:

No business by e-mail/phone poll

Recurring Issues:

Arrears:

No arrears to report.

Move-in/Move-outs/transfers:

- Unit #204 has been filled for February 28.
- Unit #102 will vacate by March 15th
- TH #12 will move to Unit #102 on March 15th

Liaison Reports:

Membership: We are working on updating the unit binders and we have agreed to review Rules 2.0.

Maintenance: Maintenance is working on the bike rack issue. The RCMP indicated that bikes should not be visible from the gate area. The window project will now start in the main building as the TH piping is starting at the same time. How long will piping take in each unit? Letters will be sent to Members regarding clearing the patios.

Landscaping: Shawn has been doing some raking and Members did join in shoveling snow and salting walkways.

Social: Nothing to report, but there may be some activities coming for Easter or in the summer.

Participation: The Committee has no Chair at the moment. Judy will oversee and bring it up at the GM.

Finance: Property Tax forms have arrived and we need to coordinate the Member signatures and return to Cana. We will try to get signatures at the GM.

Board President Position: John has resigned his position. Motion to elect Judy as the Acting President until the AGM elections.

Motion: Stephanie

Second: Erica

Carried

Old Business:

Board Course:

Kenny and Maria have completed the 2nd session. Judy needs to complete the 2nd session. Kenny needs to take the 1st session.

Website:

It has been slow getting Members to sign up for passwords. Where should we post the Board e-mail? Erica will follow up with Joan to inquire about including the board e-mail address on the secure part of the website.

General Operation:

Attached are draft protocols for Committee Chairs. All Chair positions must be reminded to be the face of the committee, follow up, answer calls and e-mails in a timely manner. Judy will send the draft protocols to all Board Members for review prior to contacting the Committee Chair's. Once approved at a Board level, Committee Chair's will be contacted.

Dishwasher – Memo: This can be discussed at the GM. This policy needs to be revised so will be sent back to Maintenance.

Committee Minutes: Donna is working on this item.

Safety & Security: Bike Racks – See Maintenance above.

Follow up - #105: We need to schedule a follow up with Unit #105.

Complaint – smoking in Unit: Okay at this time.

New Business:

Upcoming GM-Agenda:

Committee reports	Windows
Piping	Landscaping
Covid Protocol	Maintenance
Safety & Security	

Board E-Mail:

Erica & John have been monitoring the e-mail. Erica will have the password changed.

Auditor for 2021: Stephanie will sign & send the documents.

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

Election

Appoint Auditor

Donna will send the minutes from last year to the Board for review.

Insurance Audit: Judy will follow up with John.

Rules 2.0: The Membership Committee is going to take a look at this and report back to the Board.

Mask Policy: Motion to create a temporary mask policy as follows:

During the course of the Pandemic, everyone (over the age of 12 years) must be wearing a mask while in the indoor common areas of the property.

Motion: Stephanie

Second: Kenny

Carried

Brighter Mechanical: Angelina has forms for the Board to sign and return. Stephanie will review.

ADJOURNED:

8:13 pm

NEXT MEETING:

Thursday, March 11, 2021

MINUTES:

Taken by Donna Fo – Unit #309