

Sunset Heights Housing Cooperative

Board of Directors Meeting

Thursday, November 19, 2020

Call to Order: 7:00 pm

In Attendance:

John King

Judy Lea

Maria Dacosta

Erica Gysbers

Kenny Laing

Stephanie Manning

Guest:

Heather stated that the minutes were found from 2018 that indicated Maintenance would pay for the purchase of chairs for the common room. After discussion at the last Board Meeting Heather did purchase the chairs at a cost of \$1,500.00. It was assumed that both the Board and Maintenance were aware that the issue was resolved and Maintenance would cover the cost. Angelina received the invoice, coded to Maintenance and asked the Chair (Kevin) if he was aware that the chairs were purchased. He indicated he was not aware. Angelina stated that she is not disputing the purchase of the chairs, but that Heather should have informed Kevin that she was going out to purchase. Heather indicated she has met with Kevin and he will work with the Social Committee to cover the cost of the chairs so this discussion feels like a personal attack. Angelina responded that this is not personal, all she wants is transparency, have something in writing to approve the purchase.

Decision: Reminder that all purchases must be approved by the appropriate Chair of any committee. Contact the Chair by e-mail or phone prior to purchase.

Guest: Angelina discussed piping & windows as follows:

We need one more signature on the contract for Brighter Mechanical. Once signed Angelina will scan and send to Brighter. They can then apply for permits. The Townhouse Piping will take approximately 10 weeks and begin in the Spring. No payment to Brighter will be made until the new budget.

The CCDC 2 that was written by one of our Members has been completely changed by our Co-Op Lawyer. Angelina has sent a copy of the draft CCDC2 to Kevin, Kenny and Stephanie for review. We need to pay the deposit by the end of this month and the remaining payment will be made upon completion of the window project.

Guest: Mima as the new Finance Chair will work with Stephanie, the Co-Op Treasurer. Stephanie can then report for Finance.

Additions to Agenda:

Laundry funds

Zoom Account

Approval of Agenda with additions:

Motion: John

Second: Kenny

Carried

Approval of Minutes: October 15, 2020

Motion: John

Second: Erica

Carried

Cana Management Report: No item discussed
E-Mail/Phone Board decisions: No business by e-mail/phone

Recurring Issues:

Arrears:

Stephanie stated she is working on one Member arrear.

Move-in/Move-outs/transfers:

New Members will move in after October 28, 2020 in Unit #201. 2 “share reconciliations” for internal moves must be signed by the Board and sent to Cana.

SOT/Subsidy: Nothing new to report

Liaison Reports:

Membership: See above

Social: We had to cancel our meeting due to COVID. Zoom meetings will work for Social.

Maintenance: Kenny reported on the maintenance committee meeting from the minutes provided.

- Retaining wall replacement: We are waiting for the 3 quotes for all retaining walls.
- Fridge purchase: 13 replacement fridges have been purchased in 2 phases and will be delivered over the next 2 months. Mima asked where we are purchasing from. She indicated some Members are not happy with the fridges purchased, but Maintenance has had no complaints about any fridge.
- Alarming Doors & Parking Gate: Pending - Kevin is working on a quote for exterior door alarms. Maintenance is getting a quote and Burnaby By-Law rules for the installation of another gate at the bottom of the driveway.
- Mouse Traps (in units): The traps in units need to be serviced.
- Heater Project: Discussed at the maintenance meeting, the 2nd phase will be next year.
- Speed Limit signed for parkade: Maintenance is purchasing 5 km speed limit signs.

Landscaping: Maria was asked to follow up with Shawn regarding leaf removal. Will this be done before the end of this year’s contract in November? Shovels & salt are out for Members to use as needed.

Finance: Mima asked if we could obtain our Financial Statements earlier than we have been getting them? We are always a few months behind. Mima questioned \$10,000.00 spent by Landscaping on barrels, mulch, soil, etc. Why are these barrels empty and why is the Co-op paying to fill them if they are for Members? We should not be purchasing these items for Members patio spaces. Mima was asked to take this to Landscaping, this is not a question for the Board.

Participation: Corrie has resigned as Chair. Judy is working with another Member to take over Participation. Participation is working with Members that do not have a listed job. Judy asked about funding for an entrance door mat and power washing the parkade. John stated that these items are not Board related and Judy must take them to committees.

Old Business:

Board Course: Judy will follow up.

Letters/communication to Members:

a) John has not contacted the Member and has not heard of any other issues.

b) Judy has not written the letter to Members regarding items left in hallways

Safety & Security: Door locks are being looked at for reinforcement and all locks broken have been replaced. Can we hang a common bulletin board with “non” personal member information? Bike racks are needed. Kenny will take this back to the Maintenance Committee.

Communication with Members - Steps toward e-mail communication:

We have created a Board e-mail for Members to contact us and we have received a few e-mails from Members too. Erica has e-mail addresses from all but 9 members and still needs to hear from 2 Members. We need to be very careful when sending mass e-mails that we use bcc to keep e-mail confidentiality. Erica is going to send a “dry run” e-mail to see if we have any e-mail errors. We need to create a policy on protocols for sending Board e-mail to Members, more than just guidelines. Erica will draft a policy that we will take to the GM. A new job description has been written for Sandra H. and she will call all members with important Board information that do not have an e-mail address on file.

General Operation: The Board will schedule meetings with each Committee Chair. We need to be pro-active instead of re-active. All Committee Chair’s need to be aware of the Board expectations, but before we set up meetings we need to make decisions on the responsibilities of each Chair.

Board Insurance: Yes we have Board insurance coverage of one million dollars.

Gas Mileage: We need to create a reimbursement form. Members can begin reporting mileage for reimbursement.

Cheque Writing: Angelina to continue with cheque writing and Mima (Finance Chair) be trained as the back-up.

Expectation of Committee Chair Positions: The Board will schedule meetings with all Committee Chair’s to discuss committee expectations.

EV Charging: Judy will draft a letter of proposal for the GM.

Letter from CHFBC: We have received a request to write a letter regarding the need to keep subsidies for all Co-Ops. Judy will draft the letter.

New Business:

Zoom Account for Co-Op:

****The cost is \$200.00 per year for the 2nd Tier. Donna will follow up on the budget to be used (office). All Committee’s will have access to use the Zoom account for meetings**.**

Motion to sign up for a Zoom account, 2nd Tier which has access for 100 participants and unlimited groups.

Motion: John

Second: Erica

Carried

Budget Meeting Debrief:

The budget meeting went well for our first virtual meeting. One problem was a member put a motion on the table before discussion even started and we should not have let that happen. Every member has the right to hear or discuss our budget before any motion is put on the table even if we have a pre-draft meeting.

Update on Website: We are still on schedule for December 1. Joan will be posting minutes, policies, occupancy agreements, etc. Erica has submitted the invoice charges for the domain. Donna will follow up on the budget to take the funds from (Office)

Protocols for counting money – laundry machines: Erica will contact Judy to make sure the funds are deposited by the end of November for this year. Deposit slips are in the office. Arlene will continue to count the funds, but Judy will check on the 2nd person to count.

Piping Project – (See Above)

Chair Purchase – Common Room (See above)

Pending/Tabled Items:

Insurance Audit (May 5th)

Rules 2.0:

ADJOURNED:

8:55 pm

NEXT MEETING:

Thursday, December 17, 2020

MINUTES:

Taken by Donna Fo – Unit #309