

**Sunset Heights Housing Cooperative
Board of Directors Meeting
Thursday, April 15, 2021**

Call to Order: 7:10 pm

In Attendance:

Judy Lea	Maria Dacosta	Erica Gysbers
Kenny Laing	Stephanie Manning	Price Morgan
Alison Kelba	Carmen Rius	

Absent:

Additions to Agenda:

- Letter from TH #3

Approval of Agenda with additions:

Motion: Carmen	Second: Alison	Carried
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Approval of Minutes: March 11, 2021

Motion: Erica	Second: Kenny	Carried
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Board Positions:

President:	Judy Lea
Vice President:	Kenny Laing
Secretary:	Erica Gysbers
Treasurer:	Stephanie Manning

Liaison Positions:

Membership:	Carmen Rius	Maintenance:	Alison Kelba
Participation:	Maria Dacosta	Landscaping:	Price Morgan
Social:	Erica Gysbers	Finance:	Stephanie Manning

Motion to accept the Board positions as presented for the year 2021/2022.

Motion: Stephanie	Second: Erica	Carried
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Recurring Issues:

Canva Management Report: No issues to discuss

E-Mail/Phone Board decisions: No decisions.

Arrears & SOT Applications: Nothing to report.

Move-in/Move-outs/transfers: Nothing to report

Liaison Reports:

Membership: Rules 2.0 binders have been created. Four (4) Members have volunteered to take a look at Rules 2.0.

Maintenance: Maintenance is working on the following:

- Quotes for retaining walls.
- Quotes for the purchase of a new front door.

- Quotes for power washing & staining the exterior fencing.
- Rodent survey sent to all Members
- Common room bench seating being recovered.
- Fencing around Unit #102 – we have quotes between \$1500.00 and \$2500.00. Kenny will send the quotes to the Board for review before putting on a GM Agenda.
- EV Charging is being looked at for install in guest parking. Judy is working on getting the required quotes. We need a permit from the City. The Board has been asked to take this to the GM for approval before we apply for a permit.
- Gutter replacement is scheduled for June or July (after the windows are complete).
- Fascia painting under balcony's is complete.
- Quote for wood tie replacement around Unit #105 is \$1,100.00
- Piping replacement for all 14 Townhouses is scheduled to start mid-May. We are waiting for permits from the City.
- Gate at bottom of driveway. Maintenance has a quote of \$13,000.00. Maintenance states that they have completed their part and want this passed to the Board. The Board can take this to the GM and if approved we can apply for the variance. Question from the Board is why would Maintenance wish to pass this job to the Board, it is a Maintenance project and if additional quotes are required it will be the responsibility of the Maintenance Committee.

Landscaping: Ecco Terra has done some planting and fertilization. An Arborist is coming tomorrow to check on the 2 large trees in front of Unit #102. Bartlett is going to work on several shrubs that are not doing well. They will be fertilizing and trimming.

Social: Social continues to not schedule meetings or functions during the pandemic.

Participation: The Participation Committee met on Monday and Judy reported that it was a great meeting with 6 Members in attendance. Only 9 members returned the survey that was sent so we are looking at other ways to engage the Membership. We are also going to re-vamp some jobs.

Finance: Going forward Stephanie will be reporting on Finance as the Co-Op Treasurer in charge of Finance.

Old Business:

Board Course:

Pending

Safety & Security: See Maintenance Liaison report above.

General Operation: The Committee protocols will be reviewed by the Board and the Chair's will be invited to our next Board Meeting. The protocols will be discussed with the Chair's and we will welcome any input. These protocols can be used if needed for accountability.

Insurance Audit: May 5th last year. Judy will follow up with Brenda at Cana.

Follow up - #105: Judy updated our new Board Members on the meeting that we had previously with Unit #105. The Member's son will be allowed to continue staying in the unit for now, as he is the listed caregiver at this time. We do need to follow up to see what the next step are. Donna and Carmen will contact the Members son for a discussion.

Window Project: A-1 has completed the first floor of the main building and are now working on the 2nd and 3rd floors. We do have some issue with the existing blinds. This will be discussed at the maintenance meeting.

Piping Project – Townhouses: A meeting was held last night to discuss the piping project for all 14 townhouses. After discussion regarding allowing Members to view the piping contract the Board has decided to hold a small meeting to allow these Members to review the contract. No copies or photographs will be allowed. A Board Member must be present at this meeting. Judy has the explanation/reasons why no contract copy can be given to Members and will inform them of the reasons.

Debrief on Easter Treats: All the kids liked the Easter treats that were given from the Board of Directors. The Social Committee was kept informed, but did not want to participate in this event due to Covid-19.

Laundry Money Collections: A decision was made to allow the Member that is collecting laundry funds to continue to do so with the help of another Member. This will be reviewed again and if necessary there will be changes to the procedure.

Key holder role: We need to do some research before making any decision to try and pay Members for key holder roles. Erica will follow up on the rules for insurance & WCB coverage for Members.

Cheque Requests - Expectations: Judy has spoken to the Member that is currently writing our cheques and informed her of the procedures that must be followed.

New Business:

Debrief AGM Meeting: The meeting went well considering it was our first “vote” by Zoom. The microphone does not seem to help much. All speakers must be facing the computer to be heard.

Schedule GM: Scheduled for April 28, 2021. Agenda must be sent 1 week prior to the meeting. Items for the agenda will be the fencing outside Unit #102. We will set up a Zoom reminder a few days prior.

Cost of Security Locks: These locks are not security locks they are key locks so a Member can enter the unit from the patio. The charge for Members will be \$50.00 per unit if they wish to purchase.

Email to Board – Unit #104: E-mail from Unit #104 on the handling of preparation for window install was discussed. The Member felt the requests were completely unreasonable. Kenny assisted in moving items away from the windows and felt that the way the communication was handled with this Member was not necessary and could have been avoided.

Email to Board - TH #3: Request for information and a list of concerns were sent to the Board on the handling/communication of the upcoming piping project for the Townhouses. This will be reviewed.

Board Communications: The final draft for Committee Chair’s is almost ready to send out. We have a few concerns with the communications coming from Maintenance. Should we advise Kevin of our concerns and then meet with him first? Members must be reminded to respect everyone’s time with e-mails and phone calls.

Vote – sharing contracts with Members: (See Piping Project above) Judy has done a lot of research on allowing Members access to signed contracts. There are very good reasons why we

should not let contracts get into anyone's hands, but we can let Members read and ask questions. Should we invite a Townhouse representative to a meeting with a Board Member to review the contract, but take no photos or the actual document? Motion to allow "view" only of contracts by Members.

Motion: Erica

Second: Carmen

Carried

Board Member – Signing of documents: signing and identification copy requirements will be done after this meeting.

ADJOURNED:

9:15 pm

NEXT MEETING:

Thursday, May 20, 2021

MINUTES:

Taken by Donna Fo – Unit #309