

**Sunset Heights Housing Cooperative
Board of Directors Meeting
Thursday, April 21, 2022**

Call to Order: 7:10 pm

In Attendance:

Stephanie	Heather	Erica	Carmen
Allison	Maria	Price	Cristina
Daniel	Judy		

Judy will be late so Erica will Chair this meeting in Judy's absence.

Guest: Brenda from Cana Management.

Brenda sent an e-mail to Judy with copies of all documents that need to be signed by the new Board Members as follows:

- Directors Code of Conduct
- Privacy
- Avoiding Conflict of Interest

Brenda also requested e-mail contact information for the new Board Members and confirmation of Co-Op cheque signers. Cristina will take this task. Judy will forward the e-mail from Brenda to Cristina. Brenda will send the Board Report to the new Board Members.

Additions to Agenda: RCMP Safety Report

Approval of Agenda (with additions):

Motion: Heather **Second:** Carmen **Carried**

Approval of Minutes: **March 24, 2022**

Motion: Heather **Second:** Carmen **Carried**

Recurring Issues:

Cana Management Report: Board Report:

- Youth Camp information
- CHFBC Notice

E-Mail/Phone Board decisions: The draft letter to Karen (Unit #105) was approved by e-mail.

Treasurer's Report:

- No arrears to report.
- Angelina and Stephanie will attend the on line info session for the new subsidy program.

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

Liaison Reports:

Membership: Unit #105 will remain untouched until we can take possession.

Maintenance: The meeting is scheduled for May 3rd.

Landscaping: Waiting for the review of the landscaping policy at the GM

Social: Easter party was a success. We had about 9 kids attend.

Participation: Organization is ongoing. Meeting is next Wednesday to discuss a work party.

Old Business:

Follow up - #105: Judy explained the background of this unit to the new Members. We will not touch the unit until after April 30th which was the 30 day deadline. We may place her items in storage for 3 months and then place an ad in the paper for any family.

Street Parking Limits: Judy drafted the letter and will send it to the City of Burnaby.

Subsidy: Pending - See above regarding the on line info session.

Guidelines for Board Communication: We must follow the guidelines set out by the GM for communication by e-mail to Members. Judy and Erica have access to the Board e-mail. The password will be changed after this meeting.

New Business:

Board Positions: Board positions are as follows:

- **President** **Heather**
- **Vice President** **Cristina**
- **Treasurer** **Stephanie**
- **Secretary** **Judy**
- **Maintenance Liaison** **Cristina**
- **Social Liaison** **Allison**
- **Landscaping Liaison** **Maria**

Cheque Signers:

- **Heather** **Cristina**
- **Stephanie** **Judy**

Board of Directors Policy – 8 or 9 sitting Members: The Board reviewed the occupancy agreement and we are in line with 9 Members, but our internal Board Policy only allows for 8 sitting Board Members. We will take this issue to the GM for a decision.

Documentation to sign from Cana: See Brenda's request above.

Vote – transfer \$7,747.49 to the replacement reserve: Cristina will contact Lisa at Cana for additional information on this.

CHFBC conference: Gloria will attend this conference on the 23rd. We will reimburse her for the cost of the course and parking.

Reminder – kids riding bikes in the secured parking area: We will post no bike riding signs in the area.

Reminder – visitor parking limits: Heather will follow up on signs for this.

RCMP Safety: Erica will e-mail the documents we received after the RCMP did an onsite safety review of our property.

Board Course: The Board course was completed by Maria, Heather, Carmen and Stephanie. All other Board Members need to complete this course within 6 months.

Patio pet toilets: We have received notice from the Maintenance Committee about a complaint from contractors where patios are being used as pet toilets. These patios should be inspected for odor and slippery conditions. Heather will draft a letter to several members.

ADJOURNED: 8:30 pm

NEXT MEETING: Thursday May 2022

MINUTES: Taken by Donna