

**Sunset Heights Housing Cooperative  
Board of Directors  
Thursday, August 19, 2022**

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

**In Attendance:**

Stephanie	Heather	Allison	Judy
Maria	Cristina	Daniel	Carmen

**Absent:**

Price

**Amendment to Agenda:**

CHFBC Website – responsibility changed to Heather, not Donna

**Additions to Agenda:**

- Share Refund – Unit #205

**Approval of agenda with additions:**

**Motion:** Stephanie                      **Second:** Carmen                      **Carried**

**Approval of Minutes – July 21 & June 17 , 2022**

**Motion:** Carmen                      **Second:** Stephanie                      **Carried**

**Recurring:**

**Cana Management Report:** Nothing to discuss

**E-Mail/Phone Poll Decisions:** None to report

**Arrears & SOT Applications:** We had one request for SOT. Motion to approve this request for three (3) months.

**Motion:** Cristina                      **Second:** Carmen                      **Carried**

**\*\*This approval has been cancelled. Information received from Brenda at Cana after this meeting informing the Board that this Member does not meet the requirements for SOT or subsidy.\*\***

**Move-In/Move Out/Transfers:** None to report

**Liaison Reports:** Table to September                      **Tabled**

**Old Business:**

**Street Parking:** An e-mail request has been sent to the City of Burnaby. Judy will follow up in September.

**Subsidy Update:** We have no new information.

**Board Course:** The Board course will be available in September and any Board Member who has not completed the course “**must**” do so in September.

**Pet Toilet:** Heather will follow up with the Member.

**BOD Policy:** Heather will scan and send the policy to the Board for review.

**Cooling Stations:** Cristina has reached out to a contractor for quotes on installing air conditioning in the office and common room.

**EV Charging:** Judy has three (3) quotes for the install of a dual charging station in our guest parking area for \$15,000.00 to \$22,000.00 (not including electrical). There is a rebate available. This charging service will only be offered to our Members. Judy will need an electrician quote before taking this to the GM.

**Cana Budget Prep:** The Social and Membership Committees have responded and will keep both budget requests the same for next fiscal year. The Landscaping and Maintenance Committees have not responded to the request for budget information. Heather will contact Shawn and Kevin.

**Sign in Sheet:** The final draft will be available next week.

**PIPA Officer:** The Board will decide on the job duties and then we will write the job descriptions. We want a primary PIPA Officer (to include all financial info) and a secondary position which will not include any financial items. A Member will need to apply for the positions and the candidate will be selected by appointment only.

**Associate Member – Unit Priority:** Cristina is working on a draft policy for the Membership Committee that will include the requirements for acceptance.

**CHFBC Website update:** Heather will follow up on this.

**Garden Boxes:** A policy needs to be written regarding the funds collected for the use of garden boxes. When the spaces were originally created the Maintenance committee had to assist with the cost (\$500.00) and these funds were voted on at a GM to be reimbursed to the Maintenance Committee. These funds have not been returned.

**Next GM:**

**New Business:**

**Retaining Wall/Leak – update:** After a yes vote during the last Maintenance Committee meeting, the retaining wall quote has been sent to the Board to determine if we agree and if we will add this to the GM agenda. Information has been sent to members about the size of the potential leak and the GM will have to decide if they are comfortable moving forward with the retaining walls without any cost confirmation of the leak. The sprinkler system is not included in the retaining wall quote. Can we take these funds from the contingency if needed?

**Motion for the Board to fully support this project.**

<b>Motion:</b> Judy	<b>Second:</b> Stephanie	<b>Yes</b>	<b>6</b>
		<b>No</b>	<b>0</b>
		<b>Abstain</b>	<b>2</b>

**Townhouse Insulation – TH #3,4 & 5:** This work has been approved by the Maintenance Committee but has been sent to the Board for approval as an unbudgeted item.

**Motion to remove, replace and re-install insulation in TH #3, TH #4, and TH #5**

<b>Motion:</b> Stephanie	<b>Second:</b> Cristina	<b>Carried</b>
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**Share Reconciliation – Renee Garba:** The repairs needed in unit #205 came to a total of approximately \$3,000.00 including flooring replacement and painting.

**Motion to use the shares of this member to help cover the cost of repairs.**

<b>Motion:</b> Cristina	<b>Second:</b> Stephanie	<b>Carried</b>
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**Auditor Letter:** We have 2 letters to approve and sign after this meeting. One to remove our old Auditor and one to accept the new appointed Auditor.

**Member items – extending from patios to common areas:** We need to review the new policy voted on by the GM regarding ground floor patio space and common areas. Members living on the ground level are moving personal items further in to the common areas. The policy will be reviewed before discussion.

**In Camera:** Donna left the meeting for “In Camera” discussions.

**Adjourned:**

**Next Meeting:** Thursday, September 15, 2022

**Minutes:** Donna