

**Sunset Heights Housing Cooperative
Board of Directors - Revised
Thursday, January 19, 2023**

In Attendance:

Stephanie	Cristina	Maria	Price
Allison	Daniel	Judy	Carmen

Call to order: 7:04 pm

Additions to Agenda:

City of Burnaby Waiver

Approval of Agenda – with additions:

Motion: Stephanie	Second: Maria	Carried
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Approval of Minutes – November 17, 2022

Motion: Cristina	Second: Carmen	Carried
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Recurring:

Cana Management Report: Nothing to follow up on.

E-Mail/Phone Poll Decisions: None to report

Arrears: No arrears to report

SOT & Subsidy: No applications received

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

Liaison Reports:

Landscaping: Eco Terra completed the contract year for fall of 2022. They have informed us that they will not be signing another contract for 2023. They will only be servicing the Fraser Valley area. The committee has voted to have them do one final clean up of all the leaves and some tree trimming. We will obtain quotes for a new landscaping company.

Social: The Christmas dinner was a success, but the attendance was smaller than usual. We will be clearing all the Christmas decorations at our meeting this month.

Membership: Our meeting was disrupted by a member that had several complaints about her neighbor. We informed her that this was not the place to bring this up and that she may need to ask the Board for a meeting and include an arbitrator. The final copy of the approved landscaping policy will be distributed to all Members for the handbook. We are working on the carpet policy next and will send to the Board after the draft is complete. We are also hosting a “new member coffee” on Feb 11th so if any Board Member would like to attend and discuss the Co-Op you are welcome.

Maintenance: The retaining wall project is ongoing and we are waiting for the report from the Engineer on the leak.

Old Business:

Subsidy Update: The new program started December 1, 2022.

Policies: The Member Succession policy is finalized and will be added to the GM agenda. If the Membership Committee completes the carpet policy in time we will also add that policy to the agenda.

Cooling Stations:

Tabled

EV Charging: Cristina has been gathering the information to take to the General Meeting. The cost of the 2 charging stations will be \$21,000.00 with a \$4,000.00 rebate available. We can possibly recoup our investment in 10 years.

PIPA Officer: Participation will draft the job description and send to the Board.

Retaining Wall – update: We should be done in approximately 2 weeks. We are within the original budget, but have spent some of the contingency. The contractor has submitted a quote to rebuild the garden boxes at approximately \$4,000.00 and then \$9,000.00 for the soil. Kevin will not approve this and has asked that it be sent back to the GM.

Leak – update: We are waiting for the written report. He has indicated that this is not an emergency fix and we could inject again.

Townhouse insulation – TH #3, #4 and #5: Painting of ceiling and any walls has been done.

Camera in Unit: Maintenance will have the door bell/camera removed outside of Unit #107 immediately.

Aging in Place: The member has not submitted any request so this will be tabled.

New Business:

Legal Matter: After discussion a motion was put on the table as follows: Motion to contact the Co-Op Lawyer for next steps.

Motion: Cristina

Second: Stephanie

Carried

Board President: Effective immediately, Stephanie will take the role of President.

General meeting & Board meetings/voting via Zoom: Judy is reviewing the instructions.

Next GM: Date will be set for February 23, 2023. All items must be sent to Members by February 8, 2023.

Next Board Meeting: February 16, 2023

Add/update security camera system: Cristina and Donna will review the camera placement and then request a quote.

City of Burnaby Waiver: Stephanie signed the waiver for the City to trim trees.

Letter from Member: We have received a letter from a Member requesting help in dealing with the harassment she is experiencing from her neighbor below. Before we make any decision to mediate we will visit each member to determine the level of noise. Donna will set it up.

Co-Op Emails: We tried to change the passwords on all Co-Op emails, but they have been set up with Angelina's e-mail & password. She will be asked to either give us her password or have her attend to sign in so we can change the Co-Op passwords. Donna will follow up with Angelina.

In Camera: Follow up

Next Meeting: Thursday, February 16, 2023

Minutes: Donna