

Sunset Heights Housing Cooperative

Board of Directors Meeting

Thursday, January 20, 2022

Call to Order: 7:09 pm

In Attendance:

| | | | |
|---------|-----------|-------|--------|
| Judy | Kenny | Erica | Carmen |
| Allison | Stephanie | Price | |

Absent:

Maria

Additions to Agenda:

- Townhouse #13 – Plumbing invoice

Approval of Agenda with additions:

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| Motion: Stephanie | Second: Erica | Carried |
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| Approval of Minutes: | December 16, 2021 |
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| Motion: Stephanie | Second: Erica | Carried |
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Recurring Issues:

Canal Management Report:

1. Provide confirmation of who will remain on the Board. Donna will send term information to the Board.
2. **Treasurer's Report:** This will be a new item going forward as we do not have a Finance Committee.

E-Mail/Phone Board decisions: None

Arrears & SOT Applications: Nothing serious to report, only a question with possible parking overpayments.

Move-in/Move-outs/transfers: Unit #307: The unit will be ready for move in January 31.

Liaison Reports:

Membership: Working on move in for #307. Organizing Rules 2.0.

Maintenance: Kevin will follow up on the BC Hydro Rebate with townhouse Members. Pest control will be on site every second week. We did not purchase a snow blower (too expensive. Meeting in early February is being scheduled for the “mini retaining walls” project. Let Stephanie know the date.

Landscaping:

Landscaping has submitted a new policy for review by the Board, then added to the GM Agenda. This request was sent to us with only 1 week for review so it was not added to the GM agenda. All committees need to understand that we need 2 to 4 weeks to review what they send in.

Social: Erica cannot attend most Social committee meetings as the liaison, but has asked to still receive communication from the committee. Not much correspondence has been received so

Erica does not have much to report. Allison stated the Christmas events went very well. We want to thank everyone for coming and volunteering .

Participation: We are working to update the job lists and finding jobs for all Members.

Old Business:

Follow up - #105: Richard stated that Karen will be placed at the end of January in a facility. We will wait for confirmation and then move forward with the 1 month notice to vacate.

Key Holder Role:

Tabled

Street Parking Limits: The letter needs a little revision and then will be sent for review.

Scheduled GM: GM to be scheduled for January 24, 2022.

EV Charging: Judy would like to send a survey to all Members to see if we should move forward with quotes for EV charging. Our quotes are outdated now so we would need new quotes. There are rebates available.

Subsidy Update: Stephanie and Angelina are working with Lisa of Cana to obtain information on the Federal Subsidy Program. We need to know if we qualify.

New Business:

Proposed Landscaping Policy: We received a proposed landscaping policy from Shawn earlier this week. There is not enough time for us to review and get it on the GM agenda. Some of us have a problem with the November deadline for clearing gardens as some Members plant winter items. Dennis did not clear his garden box before he left. It is unclear who owns the planted items in common areas. Kenny will e-mail Shawn to possibly attend the next Board meeting. We should create a policy that requires 30 days review of any policy revision, deletion or creation.

Risk Assessment Survey: Follow up with Kevin to complete the survey.

PIPA Officer: This will be added to the GM agenda to discuss the need for a PIPA Officer.

Snow Removal: We need to inform Members that snow removal is everyone's job. Also, should we hire a snow removal company?

Upgrade of Office Programs: We need to update our office computer program at a cost of \$750.00. This includes windows 10 and adobe. Motion to approve:

Motion: Stephanie

Second: Kenny

Carried

Cannabis Smoking in Units: Remind all Members of the existing policy.

Plumbing Invoice – Townhouse #13: We have received an invoice copy and e-mail from Maintenance asking us to send a letter to Townhouse #13 requesting payment for an invoice from Trinity. Maintenance stated that the Member removed the toilet trying to fix a leak and caused additional damage after Trinity was on site and then Trinity had to be recalled. We can't see anything in the invoice that suggest the member caused additional damage. We need clarification from Kevin before we can determine if the Member made this issue worse and should pay the invoice.

ADJOURNED:

8:30 pm

NEXT MEETING:

Thursday, February 17, 2022

MINUTES:

Taken by Donna