

**Sunset Heights Housing Cooperative
Board of Directors
Thursday, June 17,, 2022**

Call to Order: 7:15 pm

In Attendance:

Stephanie	Heather	Allison	Judy
Maria	Cristina	Daniel	Carmen
Price			

Additions to Agenda:

- Cana Budget Prep
- Sign in Sheet
- PIPA Officer

Approval of agenda with additions:

Motion: Stephanie **Second:** Cristina **Carried**

Approval of Minutes – May 19, 2022 – In Camera

Motion: Cristina **Second:** Stephanie **Carried**

Approval of Minutes – “Special Meeting” May 13, 2022

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

Decisions made via E-mail:

Acceptance of new Members in Unit #105 effective July 1, 2022. Noah Escobar & Emily Primerano.

Motion: Stephanie **Second:** Cristina **Carried**

Notice to accept less than 60 days notice to vacate from Renee Garba in Unit #205. She is moving to an assisted living facility June 20, 2022.

Motion: Stephanie **Second:** Cristina **Carried**

Acceptance of new Members in Unit #205 effective August 1, 2022. John Hume and Cheri Zaruk.

Motion: Stephanie **Second:** Cristina **Carried**

Membership will be asked to send a brief summary of interview notes for the candidates put forward for acceptance to the Board for review.

Motion: Stephanie **Second:** Heather **Carried**

Old Business:

Board Paperwork: All the Board paperwork has been completed and sent to Cana.

Street Parking Letter: Judy has sent the letter to the City requesting permit parking on Laurel Street. We need to find out the cost per Member.

Subsidy Update: Heather has reviewed the documents on the new subsidy program. We must have our intention to join in our minutes and the signed form must be sent to Cana before July 4th, 2022. There is a one-time charge of \$150.00 to join the program. We will be applying for 8 subsidies for 2022/2023 and this number will be adjusted yearly based on the needs of our members.

“BE IT RESOLVED that Sunset Heights Housing Co-Op agrees to opt-in of Phase 2 of the CMHC FCHI program”.

Moved: Heather, Board President
Second: Stephanie Manning, Treasurer
Results: Carried

SOT: Cristina will draft a letter to Members informing them that we have SOT (Security of Tenure) available and provide details about subsidy eligibility.

Transfer of \$7,747.49 from Reserve: Motion to move this amount to cover the budget deficit by Maintenance in the 2020/2021 fiscal year.

Motion: Stephanie **Second:** Heather **Carried**

We need to do some training for any Member that is interested in learning the Co-op financials and how our GL works. A binder will be created on GL codes.

Board Course: Reminder to all Board Members that the deadline to complete this course is six months from the date you were elected.

Pet Toilet Issues: The letter to TH #12 has been issued. Stephanie will contact TH #12 with the name of the Company she used to clean her patio. We will ask Maintenance to contact the Company about cleaning our secured parking area.

Noise Complaint – Unit #110/#210: An e-mail was sent to the Member in Unit #110 in response to her complaint. She was not satisfied with our decision and was invited to come to a Board Meeting for further discussion. She has not ask to attend.

Policy (Stephanie)	Table
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BOD Policy: Heather is working on the BOD Policy and will have it ready for review at the next meeting.

New Business:

Cooling Station: A decision was made to have the common room serve as a cooling station if we have another heat event this summer. Kevin and Judy will obtain quotes on different types of air conditioning to include built in a/c.

Motion: Stephanie **Second:** Cristina **Carried**

New Info – Board Course: Cristina will contact Brenda regarding Board of Director Insurance. Please remember confidentiality for Board Members is imperative. When decisions are made, even if you don't agree we must stand together as a Board. Board decisions cannot be overruled by the General Membership. E-mail decisions are not legal and binding and any decision made by e-mail/phone poll must be brought to the next meeting to be included in the minutes.

Follow Up – EV Charging: There are hydro rebates available for EV charging at the Co-op. Judy will bring the information to the next meeting. Motion to obtain 3 quotes on a dual charging station to be place in the guest parking area.

Motion: Stephanie

Second: Cristina

Carried

Cana Budget Prep: Cana has asked if we will want them to do our budget prep again this year. The cost will be \$1,275.00 for the 2022/2023 fiscal year. Motion to have Cana do our budget prep this year

Motion: Stephanie

Second: Cristina

Carried

Daniel will review the budget worksheet and see if we can take over the prep for next year.

Sign in List: Our sign in sheet for General Meetings is being updated to indicate Principle Member and Associate Members. We need to be sure people voting have the authority to do so. We will inform the GM of the procedure for non members attending any general meeting.

PIPA Officer: Stephanie attended the course and will send the power point for review.

Participation will be asked to draft a job description for the PIPA Officer back up position. A decision needs to be made by the GM to create a back up PIPA Officer position and the GM will decide who can hold the position.

Associate Member unit priority: There is a need to ensure that Associate Members or Members children will be given unit priority (if they reside in the unit) in the event of a Principle Member's death. Cristina will draft a policy that will include the requirements for acceptance.

Donna left the meeting for “In Camera” discussions.