

**Sunset Heights Housing Cooperative  
Board of Directors  
Thursday, March 9, 2023**

**In Attendance:**

Stephanie  
Judy

Cristina  
Price

Maria  
Allison

Daniel  
Carmen

**Call to order: 7:00 pm**

**Additions to Agenda:**

- Heather was asked to attend for a discussion on the use of unit patios

**Approval of Agenda – with additions:**

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

**Approval of Minutes – February 16, 2023**

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

**Guest: Heather Mason – Member items on patios:**

Heather was asked to attend to discuss an item that she placed on the Board agenda when she was on the Board a few months ago. The landscaping policy clearly states that Members can't expand patios, but we have several Members that are using more and more of the common space to extend unit patios. If this will now be acceptable, we need to update the landscaping policy and keep clear records. If the Board wishes to be allowed to give permission outside the policy, then the Board policy needs to be revised and approved by the GM to allow for this. Without these revised policies, the Board is not allowed to give special permissions.

**Recurring:**

**Canva Management Report:** Question why there have been no laundry deposits made.

Deposit of all funds was made after this report was created in late February.

**E-Mail/Phone Poll Decisions:** 3 Member Letters were done. One was taped to the Members door and the other 2 will be sent by registered mail. In future all Member correspondence will be sent registered mail.

**Arrears:** No arrears to report

**SOT & Subsidy:** No applications received

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

**Liaison Reports:**

**Landscaping:** The Landscaping Committee has chosen Tierra Design to replace Ecco Terra (who has decided not to re-sign their contract with us). Everything remains the same in the contract.

**Membership:** The Membership Committee is working on updating Co-Op policies. The Member Succession policy is complete. The next policies are flooring and painting.

**Maintenance:** The final payment for Premium has been written and we have taken a 10% holdback to cover any deficiencies. The Landscaping Committee has been asked to obtain quotes for the irrigation system. The envelope leak will be discussed at the upcoming GM.

**Participation:** An indoor work party is being planned to clean all light fixtures and base boards. Notice has been given to the board to send out.

**Social:** An Easter party is being planned for next month.

### **Old Business:**

#### **Cooling Stations:**

**Table**

**EV Charging:** The information on an EV Ready Plan has been send to Members and is on the GM Agenda.

**PIPA:** As the privacy officer for the Co-op, Stephanie must be in attendance anytime the camera footage is viewed.

**Retaining Wall – update:** See Maintenance above.

**Leak:** The information on the leak has been sent to Members and is on the GM Agenda.

**Legal Matters:** Stephanie is in discussions with the Co-Op Lawyer. Cristina will contact our Insurance Company regarding this claim by a Member.

**GM & Board Meeting via zoom:** Judy is reviewing the instructions.

We will have a test run on Monday.

**Aging in Place:** No information has been received.

**Table**

### **New Business:**

#### **Add/update security camera system:**

**Table**

**Good/Bad Neighbor:** The draft good neighbor policy is almost ready to be taken to the GM for review. Etiquette and respect will be discussed at the GM.

**Pets on the property:** We have had a complaint about dogs using our common areas as a toilet. Judy had posted notices about this. Should we send out an e-mail reminder about our Pet Policy?

**AGM/GM Agenda:** We may have to table a few items on the agenda as the meeting will be very long. We will schedule a separate meeting to discuss and vote on the envelope leak. We will move the policy discussions to the top of the agenda. The Auditor is still not ready so we may have to postpone the AGM.

**Garden Boxes:** Judy discussed the garden box area and a new plan that has been submitted by Walid in Unit #207. This plan is for Members to re-build the boxes. This item is on the GM agenda.

**In Camera:** None

**Next Meeting:** Thursday, April 20, 2023

**Minutes:** Donna