

**Sunset Heights Housing Cooperative
Board of Directors Meeting
Thursday, April 20, 2023**

Call to Order: 7:00 pm

In Attendance:

Stephanie	Carmen	Cristina	Daniel
Shawn	Ken	Bill P	

Guest: Heather

Heather attended this meeting to discuss the motion she made at the last GM regarding the quote for the landscaping work to be done around the property. The quote stated that we can go forward if the funds can be shared between the contingency, maintenance and replacement reserve. If we can't find the funds then we must go back to the GM and have maintenance and landscaping in attendance before attempting to use any of these budgets. Cristina will speak to Kevin about maintenance sharing in this cost.

Additions to Agenda:

In Camera items
Board Positions
Liaison Positions
On line Calendar

Approval of Agenda: No Agenda Presented

Approval of Minutes: March 9, 2023 **Tabled**

Recurring Issues:

Canva Management Report: Nothing unusual to report

E-Mail/Phone Board decisions: No items to report

Treasurer's Report: No items to report

Move-in/Move-outs/transfers: Nothing to report.

Liaison Reports: **Tabled**

Old Business:

Retaining Wall Project:

Cristina reported that the project is pretty much complete with a few deficiencies that she is working on. The hand railings installed on all the steps are too wide to grab onto. The area behind TH #10 will have to have a safety rail installed.

Landscaping/Garden Box Expenses:

Judy has asked for additional boxes and Shawn reminded her that the quote that was approved was for 6 boxes only and there will be no additional boxes approved by the Board. Shawn will send an e-mail to Judy.

Irrigation:

Stephanie reported that there is only 1 sprinkler head behind TH #10 and that is less than was originally there. Shawn will follow up. We will schedule a walk through the property when this work is complete.

On Line Calendar: Donna will ask Joan to change the Board Meeting time from 7:15 to 7:00 p.m.

New Business:

Board Course: All other Board Members need to complete this course within 6 months.

Board Positions: Board positions are as follows:

- | | |
|-----------------------|-----------|
| - President | Stephanie |
| - Vice President | Cristina |
| - Treasurer | Bill P |
| - Secretary | Shawn |
| - Maintenance Liaison | Cristina |
| - Membership | Daniel |
| - Participation | Ken |
| - Landscaping | Shawn |
| - Social | ? |

Cheque Signers:

- | | |
|-------------|----------|
| - Stephanie | Cristina |
| - Shawn | Bill P |

Motion to accept the positions as above:

Motion: Carmen **Second:** Ken

Carried
Opposed 0
Abstain 0

Board E-Mail box:

Shawn asked who reviews and responds to the Board e-mail box? Cristina and Stephanie review and send all board items to the rest of the Board. Shawn discussed the new flow chart created by the maintenance committee and he has volunteered to create a similar work flow chart for Members to contact the Board. He will bring a draft to the next meeting.

In Camera Session:

ADJOURNED: 8:30 pm
NEXT MEETING: Thursday, May 18, 2023
MINUTES: Taken by Donna