

**Sunset Heights Housing Cooperative  
Board of Directors  
Thursday, October 20, 2022**

**\*\*Follow up in camera session related to the business from 7:00 to 8:00 pm\*\***

**In Attendance:**

Stephanie	Maria	Daniel	Carmen
Price	Judy		

**Absent:**

Cristina	Allison
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**\*\*Board Meeting, call to order at 8:00 pm\*\***

**In Attendance:**

Stephanie	Maria	Daniel	Carmen
Price	Judy	Cristina	

**Absent:**

Allison

**Additions to Agenda:** Landscaping Committee irrigation question

**Approval of Minutes – September 15, 2022**

**Tabled**

**Recurring:**

**Can Management Report:** Nothing to follow up on.

**E-Mail/Phone Poll Decisions:** None to report

**Arrears:** No arrears to report

**SOT & Subsidy:** We have had one request for SOT with subsidy to follow. The paperwork was submitted on time and has been accepted by the Government. We will now have 5 subsidies approved.

Motion to approve the request for SOT.

**Motion:** Stephanie                      **Second:** Carmen

**Carried**

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

**Liaison Reports:**

**Tabled**

**Old Business:**

**Street Parking:**

**Remove**

**Subsidy Update:** We have been approved for 5 subsidies and are waiting for the paperwork.

**Board Course:** All Board Members have now completed the mandatory board course. There are many good courses being offered which are very beneficial to our Co-Op.

**Policies:**

Many of our policies need updating and we need to make policies one of our priorities.

**Pet Toilet:**

**Tabled**

**Cooling Stations:**

**Tabled**

**EV Charging:**

Cristina is compiling pricing information on how long it will take us to recoup our investment in EV charging stations and will bring the information to the next board meeting.

**PIPA Officer:**

Stephanie & Cristina will review the job duties and then Participation will assist in writing the job description.

**Associate Member – Unit Priority:**

Cristina is drafting the new policy and will send to the board for review.

**Garden Boxes:** Judy has provided all financial information to Shawn. Judy will continue to collect funds from Members that wish to have a garden box. The funds used from Maintenance will be paid back and a new gl account will be created for garden boxes under Landscaping.

**Member items – extending from patios to common areas:**

We need to review the policy. Heather will be asked to attend a meeting to discuss this item that she initially brought up.

**Retaining Wall – update:**

Things are going well with the retaining wall project and they are on schedule.

**Leak – update:**

The Engineer has postponed again and will be on site the middle of November.

**Chair Position jobs:**

**Table**

**Board Positions on Committees:**

**Table**

**Townhouse insulation – TH #3, #4 and #5:**

We will receive the mold remediation report tomorrow and then move forward with the removal of mold and then begin the repairs. There is no air flow in the unit attic which will be addressed. Depending on the mold report, we will then discuss the next steps.

**Camera in Unit:** No Member can install a camera that will point to another unit front door.

We have received information that one unit has what looks like a doorbell, but could be a camera. Maintenance will be asked to remove this doorbell and give the Member the option to have a standard doorbell installed or nothing at all.

**New Business:****Aging in Place – Member requesting additions/alterations to accommodate disabilities:**

We have had a request for permission to install a wheel in shower in Unit #211. A discussion will be scheduled with the Member to discuss all items that need to be checked and in place before this can be considered. The building needs to be assessed to see if we can accommodate this and the Member will need complete insurance to cover any water damage.

**General meeting & Board meetings – voting via Zoom:**

Judy has received information/instructions from CHFBC regarding the set up of voting by Zoom.

**Landscaping/Irrigation Question:**

We have had questions about some trees that will be affected by the retaining wall project. Cristina will meet with Shawn to discuss. Are we keeping the irrigation system and will the system be fixed by TH #1 through #7? Yes we are keeping the system but any repairs or upgrades must be done after the retaining walls are complete.

**In Camera:** Donna left the meeting for additional “In Camera” discussions.

**Next Meeting:** Thursday, November 17, 2022

**Minutes:** Donna