

**Sunset Heights Housing Cooperative  
General Membership Meeting  
Minutes  
April 25, 2022**

**Call to Order:** 7:01 p.m.

Members in Attendance: 11

Members in Attendance by Zoom: 19

**Additions to Agenda:**

Board of Directors Policy (number of Members)

Election Process

**Approval of Agenda – with additions:**

**Motion:** Donna                      **Second:** Lynn                      **Carried**

**Approval of Minutes - January 20, 2022:**

**Motion:** Theresa                      **Second:** Shawn                      **Carried**

**Report by Board of Directors:**

**The Board of Directors positions are as follows:**

President	Heather
Vice President	Cristina
Treasurer	Stephanie
Secretary	Judy
Social Liaison	Allison
Maintenance Liaison	Cristina
Landscaping Liaison	Maria

**Liaison Reports:**

**Membership:** We are waiting for the release of unit #105.

**Maintenance:** General maintenance is progressing.

**Landscaping:** Trinity has turned on the hose bibs. The irrigation system is ready to go. Ecco Terra is back on the property and Bartlett has been trimming trees and shrubs from TH #8 – TH #14.

**Social:** The Easter party was a success and we have very good feedback on the treats, crafts and entertainment.

**New Business:**

**Draft – Landscaping Policy:** The landscaping policy being discussed was created and approved by the Landscaping Committee. It was sent to the

Board of Directors and with a few revisions the Board of Directors does support this draft. We have never had a Landscaping Policy so we needed to start somewhere. After much discussion, the policy will stand as drafted with one change to #7 – Wire Fencing. This will change to include all types of fencing unless approved by the General Membership. There was a question regarding our fencing not being uniform for the front and back of the property and is this fair to all ground floor Members? It was pointed out that our fencing in the front is uniform and our fencing in the back is uniform as safety concerns are very different in the front of the building.

**Motion to approve the policy with the change to #7:**

**Motion:** Joan

**Second:** Theresa

**In Room:**

**Yes: 8**

**Zoom:**

**Yes: 11**

**Opposed:**

**2**

**Abstain:**

**3**

**Quotes for cleaning & staining exterior fencing:** The maintenance committee has submitted three (3) quotes for review with regard to cleaning and staining our exterior fencing (excluding the laneway and Smith Street fencing). The maintenance committee is asking for approval of the quote from The Deck Guy at \$14,985.00.

**Comment:** This is very expensive and we should do the power washing ourselves during a work party.

**Question:** Most of our fencing is sitting against shrubs and hedges so how will this be done? It is not clear in the quotes or photos.

**Answer:** Susie will follow up with them for clarity on the outside panels, but all inside panels will be cleaned and stained. We need this to be defined exactly as it is unclear in the quote.

**Motion to approve the fencing quote from The Deck Guy as proposed to the General Membership:**

**Motion:** Joan

**Second:** Lynn

**In Room:**

**Yes: 8**

**Zoom;**

**Yes: 13**

**Opposed:**

**1**

**Abstain:**

**4**

**Updates/Reminders about Website, Committee contacts and Member directory:**

**Website:** Donna and Susie will be the back-up for Joan on the website.

**Committee Contacts:** All Committee e-mail addresses are posted in the lobby.

**Members Directory:** Has been sent to all Members by e-mail. Donna has distributed to Members not on e-mail.

**Board of Directors Policy:** The Occupancy Agreement allows for maximum 9 Board Members, but our internal Board policy indicates a maximum number of 8 sitting Board Members. We can make a motion for an internal amendment to allow 9 Board Members and when 1 Board Member leaves we will not fill that position until our policy is reviewed.

**Motion:** Cristina

**Second:** Shannon

**In room:**

**Yes: 10**

**Zoom:**

**Yes: 14**

**Opposed:**

**0**

**Abstain:**

**0**

**AGM Election Process:** A process needs to be put in place for confidential in person voting and confidential Zoom voting. The Board of Directors will review and create the process for discussion at our next meeting.

**Adjourned:**

8:33 pm

**NEXT MEETING:**

No date set

**Minutes:**

Taken by Donna