

Sunset Heights Housing Cooperative

Board of Directors Meeting

Thursday, August 17, 2023

Call to Order: 7:34 pm

In Attendance:

Stephanie	Cristina	Shawn	Ken
Bill P	Carmen		
Absent:	Daniel		

Additions to Agenda:

Approval of Agenda:

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

Approval of Minutes: **July 20, 2023**

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

Recurring Issues:

Cana Management Report:

Stephanie will contact Brenda regarding a new request for subsidy.

E-Mail/Phone Board decisions: None

E-mail only contact from Board of Directors to Members:

We have 5 Members that do not want information or notification from the Board by e-mail, but 3 of these Members do use e-mail to contact the Board. If a Member is using e-mail to contact the Board we should put them on the list for e-mail contact.

Motion to inform all Co-Op Members that going forward we will only use e-mail as a point of contact, no paper notices will be sent out. If any Member has technology limitations they can contact the Board directly for exception to this rule.

Motion: Bill **Second:** Cristina **Carried**

Treasurer's Report:

- The reserve is still very health.
- We have no SOT requests or arrears.
- No laundry deposits have been made for months. Stephanie stated that a deposit was made on July 8th, which is not listed on the current financial statement. Stephanie and Sandra will now collect the laundry funds monthly and Bill will take the deposit to the bank.
- Maintenance is the only committee that has not submitted a budget request for the upcoming year.
- The draft budget meeting has been set for September 25th at 7:00. Bill will confirm if Cana will be in attendance.
- The actual budget meeting has been set for October 19 at 7:00. Cana will be in attendance.
- There are several new workshops available in September. Bill will send the list to all Board Members.
- We have an un-cashed cheque for \$530.00. Donna will try to find the payment info.

Move-in/Move-outs/transfers:

The share refund reconciliation has been complete for Erica Gysbers for a total of \$2,637.00. This includes half of August housing charges (\$617.00), parking refund (\$10.00), share refund (\$2,000.00) and associate member refund (\$10.00). Donna will forward forms to Cana.

Motion to approve payment for Erica Gysbers.

Motion: Bill

Second: Cristina

Carried

Liaison Reports:

Landscaping: Cana has received a complaint from the City of Burnaby on our sprinkler system. Shawn has been working with the City of Burnaby, but we have turned off the sprinklers for now. Tierra will be asked to adjust some sprinkler heads to ensure they are watering trees only. Now that Aaron has moved we will need to find another Member to mow the back of the property. No planting has been done as we are waiting for the final Engineers report on code issues.

Maintenance: Maintenance is working on the following items.

-Walk around with the Engineer for code requirements and the charges will be paid by Maintenance.

- Scheduling unit and common area carpet cleaning.

- Looking into upgrading all exterior doors.

- Replacement of the “man door” next to the garage gate.

- Spreadsheet being created for unit painting. An e-mail signup sheet will be sent to Members that have not been painted in over 10 years.

- Unit #203 needs a new dishwasher

- Trinity has been scheduled to do a seismic upgrade on our hot water tanks

- Shawn & Kevin will remove some old steps on the roof that were noted as rotting on the Agency Inspection Report.

- A notice will be sent to all trades and signs will be created for “no parking” on our ramp.

- Maintenance has created a form letter for any trade to sign if they will be issued keys to our property stating that they take full responsibility for the keys. The Board has been asked to review the form and have it reviewed by the Co-Op Lawyer before being issued.

Motion to agree to have this form approved by our Lawyer.

Motion: Cristina

Second: Carmen

Carried

Membership: Working on internal moves and new Member move in. Also working on policy updates and we have received the application from #107 for her guest. An interview will be scheduled.

Participation: Updating the participation policy and Ken is working on a QR code system for easy reporting of job completion.

Social: Our meeting is next week so nothing to report at this time.

Old Business:

Lawn Mower – Landscaping: We have approved the purchase of a new lawnmower for Landscaping, but have not decided where the funds will be taken from. After much discussion the Board has agreed to spend the \$1,500.00 they have available in the Board budget.

Question: What is the spending amount that the Board can approve? Is it up to \$5,000.00?

TH #10 – Greenhouse: This item is pending. Maintenance must determine if the greenhouse fits on the patio slab, not blocking any exit.

New Business:

Parking request – TH #3: We have received a request from TH#3 for a parking space for a work vehicle. A review was done of our “Schedule A” rules of the Occupancy Agreement and rule 3.01 clearly states that all vehicles must be owned by a Member or person residing with the Member. This rule also covers our “parking policy” for guest parking. The Member will be notified that we can’t approve this request.

Parking request – Unit #211: We have received a request from Unit #211 regarding moving a member to the left of her vehicle and allow her to have these 2 spots back as “handicapped” parking. At this time we do not have anywhere to move the Member to her left, but we have tried to accommodate this member with a full empty spot to the right of her vehicle. She has indicated that she can’t back into her spot so this is not acceptable. The Members will be informed that this request can’t be accommodate at this time.

Member relations workflow: Shawn is working with the Membership Committee on it. Possible name change for this policy will be “Conflict Resolution Policy”

Committee Budgets: Committee’s need to manage budgets on a monthly basis. There is overspending in some areas and incorrect coding when payments are generated. This is the responsibility of each Committee Chair. Bill will help design a worksheet for each committee to track spending and align with budgets.

In Camera Session:

ADJOURNED: 8:50 pm

NEXT MEETING: Thursday, September 21, 2023

MINUTES: Taken by Donna