

**Sunset Heights Housing Cooperative  
Board of Directors Meeting  
Thursday, January 18, 2024**

**Call to Order:** 7:03 pm

**In Attendance:**

Stephanie	Cristina	Bill P	Carmen
Shawn	Daniel	Ken	

**Guest:** Heather Mason

**Additions to Agenda:**

- Cana needs to know who will be remaining on the Board of Directors
- Move agenda item “complaints” to the in camera section

**Approval of Agenda with additions:**

<b>Motion:</b> Cristina	<b>Second:</b> Carmen	<b>Carried</b>
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<b>Approval of Minutes:</b>	<b>November 16, 2023</b>
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<b>Motion:</b> Cristina	<b>Second:</b> Daniel	<b>Carried</b>
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**Heather:** I have asked to come to this meeting on behalf of the Social Committee to request a Co-Op credit card to be used for our functions

**Motion to give a Co-Op credit card with a \$1,000.00 credit limit to the Social Chair.**

<b>Motion:</b> Cristina	<b>Second:</b> Bill	<b>Carried</b>
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Stephanie will follow up on the process to obtain a card.

**Recurring Issues:**

**Cana Management Report:** No issues to discuss.

<b>E-Mail/Phone Board decisions:</b>	<b>None</b>
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**Treasurer’s Report:**

- Our reserve is growing slowly.
- I have a question for parking, do we owe a Member \$10.00 for overpayment. Yes, TH #9.
- Carmen has asked Cana to keep the cheques she wrote with the additional parking charge and give her a credit.
- Bill was asked by a Member to discuss a housing charge/subsidy question with Cana and he has responded to that Member.
- There were some questions regarding the subsidy program and Stephanie will follow up with Cana.
- We will begin preparing for the upcoming Audit.

**Move-in/Move-outs/transfers:** Victor & Jessica moved in and they are very happy.

## **Liaison Reports:**

**Landscaping:** Shawn contacted the City of Burnaby to clean up the mess from their trees and they also trimmed the trees when they came. A Member has disposed of a real Christmas tree on our front lawn by the driveway. Shawn will contact the member to make sure they are having it disposed of. We do not take care of this for Members.

**Membership:** We are working on the parking and participation policies next. We are working on some rules/guidelines to allow the kids in the Co-op to use the common room for gathering. There is really no where for them to play/hang out.

**Participation:** We are working on the QR codes that Ken has created for job reporting.

**Social:** We had a successful Christmas dinner and Santa was there for the kids.

**Maintenance:** The maintenance committee is working on several items. Two items were discussed and the committee felt these should be moved to the Board for inclusion at the next GM. The items were a special request for a bathtub change and the permanent install of a chair lift in the stairwell.

## **New Business:**

**Draft policies:** To be added to the next GM agenda are as follows:

Pet (with a change for emotional support animal). Service animals must be accepted with proper documentation, but emotional support animals must fall within our current policy guidelines). Also, turtles must be removed as accepted pets. Membership will make the change and resend to the Board. We will highlight the changes in “yellow”.

Flooring, paint and conflict resolution are good to go on the agenda.

**Conflict Resolution Policy:** This policy was written using our existing Rule 25, how to handle disputes. Thank you Shawn, this is a well written policy.

**Rotation of Committee Chairs:** We have already reached out to the Membership to see if they are interested in implementing this so it will be added to the GM agenda for voting. The Chair positions will be rotated every two years if approved. Shawn pointed out that the Committee’s are an extension of the Board and we can make this decision without going to the GM. This is about participation and how we operate. If the vote is no we will then be in a bad situation. We already have some issues with a Committee Chair. Stephanie stated that we have already put this forward to the GM and we know they want input so we have to go forward with that decision. We will have to re-visit if the vote is no.

## **GM: Scheduled for February 28, 2024**

The pet, flooring, paint and conflict resolution policies will be included on the agenda. With so many policies we need to get the information out to Members by February 1<sup>st</sup>. Cristina will have them printed at Staples and an e-mail copy will also be sent to Members.

**AGM: Scheduled for March 13<sup>th</sup>, 2024 for the Auditor and Elections.** Donna will prepare the term info for the Board of Directors.

**Insurance request – TH #5:** This member has ignored several requests for proof of unit insurance which is a mandatory requirement for Membership. Shawn will ask the Co-Op Lawyer to write a request for the Members attendance at a Board Meeting.

### Special request from Member in TH #6:

TH #6 has submitted a request to change the unit bathtub to a deeper version. The existing tub is very shallow and uncomfortable for use by the Members. The original request was sent to the maintenance committee for review with all the details and specs. Tub replacement is listed for future replacement on our Co-op capital plan, but this member would like to have it done now and is willing to pay for all costs (including removal of existing tub, plumbing, fixtures, install and if the tub surround is damaged during this removal they will pay for those repairs also). The only cost Cristina will not sign off for is that when the tub is removed, if there is **existing** structural damage the Co-op will pay for those repairs. No structural change is needed. The only difference with this tub is that it is deeper than the existing tub.

Maintenance reviewed the request and it was received well, but no vote for approval was taken at this meeting.

Cristina stated she would amend her request to include:

**\*\*She will remove this tub and replace with a Co-op standard (if requested at move out by the Co-op and **ONLY** if no other tubs have been upgraded at that time)\*\*** Cristina will also provide the Co-op with Contractor details, insurance and WCB. Cristina is willing to sign a Co-op agreement listing the above details. After completion of the install, Cristina can provide invoice details so the Co-op can have estimated costs for future upgrades if requested.

**Motion to approve the request from Cristina in TH #6 after the agreement is signed by the Member. This agreement must include the statement that this member will be responsible for all cost (except any existing structural damage) and upon move out will change the unit back to Co-op standard if required. The agreement must also have the Contractor, insurance and WCB details attached.**

**Motion: Carmen**

**Second: Daniel**

**Yes 4**

**Abstain 1**

**Opposed 1**

**Chair List install – stairwell:** If we want to install a permanent chair list we need a structural engineer to write a report and give us the specs on how we will do this. If we do a permanent lift we will then have to maintain it yearly by inspection and maintenance. Cristina will get 3 quotes for an Structural Engineer and we will need 2 quotes for the actual cost of the lift to get GM approval. This will be added as an FYI to the GM agenda for April 10<sup>th</sup>, 2024 for discussion.

### In Camera Session:

**NEXT MEETING:** Thursday, February 15, 2024

**MINUTES:** Taken by Donna