

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

**Call to Order:** 7:00 pm

**In Attendance:**

Stephanie	Cristina	Shawn	Ken
Bill P	Carmen	Daniel	

**Additions to Agenda:**

**Approval of Agenda:**

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

**Approval of Minutes:**                      **June 15, 2023**

**Motion:** Bill                      **Second:** Daniel                      **Carried**

**Recurring Issues:**

**Cana Management Report:**

-Uncashed cheques – Bill has contacted Brenda at Cana for details

**E-Mail/Phone Board decisions:**

The Board approved the following move-in, move-outs and unit transfers by e-mail.

- Aaron & Erica Gysbers will vacate unit #203 on August 8, 2023. The Board has agreed that ½ months housing charges (\$617.00) for August will be refunded to them if the unit is left in good order.
- Leon & Yalik Dunn were approved for an internal move from Unit #304 (2 bedroom) to Unit #203 (3 bedroom) before August 31, 2023.
- Emily & Noah Escobar were approved for an internal move from Unit #105 (1 bedroom) to Unit #304 (2 bedroom) before August 31, 2023.
- Kevin Mrazek has passed all interview requirements and will be the new Member in Unit #105, effective September 1, 2023.

**Motion to have these approvals documented in the minutes. Shawn Mrazek did not voted on the last item concerning Kevin Mrazek.**

**Motion:** Cristina                      **Second:** Carmen                      **Carried**  
**Abstain 1**

**Treasurer's Report:**

Bill reported that we continue to have a healthy reserve. Bill is working with all committees to submit budget requests.

**Move-in/Move-outs/transfers: See Above**

**Liaison Reports:**

**Landscaping:** The meeting has been scheduled for tomorrow night so nothing new to report. We are still waiting for the report on code issues so planting is not finalized. Shawn has asked for a quote on safety hedging from Tierra. Stephanie reported that the soil behind TH #10 is very loose with no planting to hold the dirt in place. She is going to move some large rocks

around to try and hold in the soil.

**Maintenance:** Working on the capital plan and looking into air conditioning in the common room and office.

**Membership:** Working on the move out and internal moves indicated above.

**Participation:** Nothing new to report.

**Social:** The kid's video night was a success. We are planning a bbq in September.

### **Old Business:**

**Dog complaints:** We have received new complaints about dogs using our property as a toilet and being off leash on the property. Pet policy reminders will be sent to Members. The Board will ask the Members from Unit #107, TH #1 and TH #9 to attend a meeting with the Board for discussion.

**Maintenance Meeting:** Stephanie chaired the last Maintenance meeting and stated there were a few members showing some animosity towards each other. There was also some aggression from the committee chair. Shawn discussed behavior like sarcasm and slander that are unacceptable and can't be overlooked. There are ways to respond to unruly members. Shawn is working on the Member Relations Policy and should have a draft ready for the next GM.

**Unit Insurance:** The Membership Committee contact for unit insurance is Brenda.

**Garden Box letter & loan forgiveness:** Decision made at the GM.

**Remove**

### **New Business:**

**TH #9 – request for artificial grass:** We have received a decision from the Maintenance Committee and they have denied this request due to the Member allowing her pet to use this area as a toilet. Maintenance has received another complaint about the smell. This is against Co-Op policy and the Board will contact the Member directly.

**TH #10 – request to install temporary greenhouse:** The greenhouse request is under review by the Maintenance Committee.

**Rotation of Committee Chairs:** Take to the next GM

**Table**

**Lawn Mower:** The Landscaping Committee would like to purchase a new electric lawnmower. The current mower has needed to be serviced. We can purchase a new mower for approximately \$2,000.00.

**Motion to allow the purchase of a new mower for up to \$2,000.00, including tax. Purchase needs to wait until we decide where the funds will come from.**

**Motion:** Cristina

**Second:** Carmen

**Carried**

**Dryer broken in laundry room:** This item will be forwarded to Maintenance.

**Property Inspection Report:** We have received the Agency inspection report and there are a few items that need to be addressed. This report will be sent to Maintenance for follow up.

**Member relations workflow:** Shawn is working on it. Draft will be available before the next GM.

**In Camera Session:**

**ADJOURNED:**

9:00 pm

**NEXT MEETING:**

Thursday, August 17, 2023

**MINUTES:**

Taken by Donna