

**Sunset Heights Housing Cooperative
Board of Directors Meeting
Thursday, November 16, 2023**

Call to Order: 7:00 pm

In Attendance:

Stephanie	Cristina	Bill P	Carmen
Shawn			

Absent:

Daniel	Ken
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Additions to Agenda:

- Review Job Duties of Secretary **Table**
Should we create a job for posting notices?
- GM Agenda (EV Charging & Landscaping shut down for winter)

**** Remove “Old Business” from the agenda, already completed ****

Approval of Agenda with additions & removal:

Motion: Cristina	Second: Carmen	Carried
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Approval of Minutes: October 18, 2023

Motion: Cristina	Second: Carmen	Carried
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Recurring Issues:

Cana Management Report:

Our reserve is looking really healthy at over a million dollars.

Who receives the Prospera bank statements? Bill will follow up with Brenda.

Bill has received a retro subsidy statement from Brenda and needs a cheque written to the Member.

E-Mail/Phone Board decisions:

New Members Victor and Jessica De Sa in Unit #101 were approved by the Board via e-mail.

Treasurer’s Report:

We have not received the October financials yet.

Laundry deposits will be made on Saturday. Bill is creating a document for the new deposit process.

Bill will ask Sean at Cana what the Action Plan is for rental agreements.

We will begin preparing for the upcoming Audit.

AGM: Tentative schedule will be as follows:

- March 11 or 13th, 2024 for the Auditor and Elections

Move-in/Move-outs/transfers: Victor & Jessica De Sa will move into Unit #101 effective January 1, 2024.

Liaison Reports:

Landscaping: Landscaping is shut down for winter and Tierra has been working hard this month to get us ready. We purchased the new lawnmower and it is great. The salt is out and ready for Members to use. A big thank you to Otis for doing some mowing.

Maintenance: We received the Engineers report and it looks like we need guard rails everywhere. Shawn is contacting the Engineer with all our questions.

Membership: Continuing work on policies

Participation:

Table

Social: We had a successful Halloween party. Kids were dressed up in great costumes and the hot dogs were a hit.

New Business:

Conflict Resolution Policy: Membership is working on the draft.

Good Neighbor Policy: We received feedback from the Co-Op Lawyer and our new policy looks good, but cannot trump the Occupancy Agreement. This is a new policy and our Members are not aware of how to be a good neighbor or what it means. Shawn asked that we give the Members the long version with all the examples. All of these things have happened here.

Motion: Cristina

Second: Carmen

Carried

GM: Policies:

We will give the GM the long version of the Good Neighbor Policy. We will also put the flooring, pet and painting policies on the agenda.

Distribution of Board Responsibilities:

Shawn feels that the Board Secretary is dealing with a substantial amount of communication to Members and minutes for all in camera sessions. Can some of these items be distributed among the Board? Carmen volunteered to take the Board agenda and posting all notices.

Rules 2.0:

Bill will follow up with CHFBC and Cana to prepare for rules 2.0 discussions.

GM- November:

- Winterize property
- Rules 2.0 information to Members
- Co-Op Christmas party
- Chocolates for all kids under the age of 15. Donna will give Steph a count and Steph will purchase.
- EV Charging ready plan – Inform Members of the grants available

Parking Question:

Shawn will respond to the Member who asked a parking question.

In Camera Session:

ADJOURNED:

9:00 pm

NEXT MEETING:

Thursday, December 21, 2023

MINUTES:

Taken by Donna