

**Sunset Heights Housing Cooperative
Board of Directors Meeting
Thursday, September 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: Carmen **Second:** Bill **Carried**

Approval of Minutes: **August 17, 2023**

Motion: Shawn **Second:** Carmen **Carried**

Recurring Issues:

Canam Management Report:

Bill will follow up with Canam with regard questions on the “record of assessment”.

E-Mail/Phone Board decisions:

Ken asked for permission to have 2 cats (conflict with our pet policy) stay in his unit while the owners were on vacation. This request was approved by the Board via e-mail.

Treasurer’s Report:

- The outstanding \$530.00 cheque was made payable to Karen Tuckwood. Donna will re-issue the cheque and send by registered mail to Dania House for Karen after confirming with Canam that this cheque is still outstanding.
- The rush payment for CHF Canada for 2023 dues was sent. This payment was not missed, it was the first time we had seen the invoice.
- The draft budget meeting has been set for September 25th at 7:00. Bill reported that the maintenance committee and the landscaping committee are both over budget.
- The annual budget meeting has been set for October 19 at 7:00. Canam will be in attendance and will provide a budget outlining a 4%, 6% and 8% housing charge increase.
- Bill and Ken attended several classes and reported on items we may want to look into.
 - Board monthly newsletter
 - Creating a vision statement
 - Investment Plan for RR
 - Participation change to “meaningful member engagement”
 - Security Committee

****Meeting stopped for “In Camera Discussion” from 7:30 to 7:56 pm****

Board Meeting resumed – 8:00 pm

Move-in/Move-outs/transfers:

We have received an Associate Member application from Angelo Khoshaba who resides in Unit #204 with Juliane Tenuta. Motion to approve this application.

Motion: Stephanie

Second: Cristina

Carried

Liaison Reports:

Landscaping: Nothing to report, this meeting was cancelled.

Maintenance: Maintenance is working on the following items.

- Bill will do the walk around with the Engineer for code requirements. Stephanie asked to be notified of the date and time. There will be a meeting with Kevin, Bill, Mima and Derek to review questions to ask the Engineer, but only Bill will do the walk around.
- Trinity is doing the seismic upgrade today.
- Hole beside steps outside TH #7. Cristina asked that we have it filled with foam, not gravel.
- Notice will be sent to all Members to stop using over the counter plumbing items, such as liquid plumber and draino. Members will be asked to contact Maintenance for slow moving or plugged drains.
- Maintenance is scheduling a “hydro flush” for the main building from the roof and individual units.
- The Capital Plan needs to be reviewed more frequently.
- Central Air for the Co-Op common room and office is being reviewed.

Membership: We have drafted policies that we will forward to the Board for review and have them included on the next GM agenda. Shawn attended the meeting and we have also begun working on the Member Relations Policy (possible name change to Conflict Resolution Policy). This policy already follows the Occupancy Agreement and we can't change the process, we need to follow the process when dealing with member complaints.

Participation: We are reviewing the participation policy for any changes. Ken is still working on the QR code system.

Social: The BBQ was a success. 14 people were in attendance.

Old Business:

EV Ready Plan: Bill has obtained 3 quotes for the EV ready plan that we can take to the GM for discussion as follows:

- | | |
|-------------------|------------|
| - Action Electric | \$6,250.00 |
| - Mott Electric | \$4,200.00 |
| - MJR Electric | \$3,885.00 |

Good Neighbor Policy: We have a short and long version of this new policy. The Board feels that long version is all inclusive. This draft should be sent to the Lawyer for review before being sent to the GM.

Motion to send the draft to the Co-Op Lawyer for review:

Motion: Cristina

Second: Bill

Carried

Parking Policy: The parking policy is being reviewed to see if we have room for any changes that do not conflict with the occupancy agreement.

New Business:

GM Schedule: Bill has created a calendar schedule for general meeting that will not conflict with committee meetings. We need to hold regular scheduled GM's.

Motion to adopt this schedule

Motion: Cristina

Second: Carmen

Carried

Car Theft – Unit #208:

Table

E-Mail list to Committee Chairs: The e-mail contact to Members from all committees has created a lot of extra work for Shawn. Can Committee Chairs be given Member e-mail addresses and send out the committee correspondence without going through the Board?

Motion to give this responsibility to each Committee Chair for their committee.

Motion: Cristina

Second: Bill

Carried

In Camera Session:

ADJOURNED:

9:00 pm

NEXT MEETING:

Thursday, October 18, 2023

MINUTES:

Taken by Donna