

**Sunset Heights Housing Cooperative
Board of Directors Meeting
Thursday, February 15, 2024**

Call to Order: 7:03 pm

In Attendance:

Bill P	Carmen	Shawn
Daniel	Ken	

Absent:

Stephanie	Cristina
-----------	----------

Chair: Shawn will chair this meeting in Stephanie's absence

Additions to Agenda:

- | | |
|--------------------------|---------------|
| - Preliminary audit | Tabled |
| - Board task list update | |
| - Elevator communication | |

Approval of Agenda with additions:

Motion: Shawn	Second: Bill	Carried
----------------------	---------------------	----------------

Approval of Minutes:	January 18, 2024
-----------------------------	-------------------------

Motion: Carmen	Second: Shawn	Carried
-----------------------	----------------------	----------------

Recurring Issues:

Cana Management Report: No listed arrears for housing charges, but there are 2 items for parking and 1 item for unit #305 as follows:

- Carmen has given up 1 parking stall, but does not want to re-write her cheques so her account will increase and Donna will pay Carmen at the end of year.
- Sandra I has been reimbursed for an additional \$10.00 which was charged in error by Cana.
- Donna was asked to write a cheque to Sandra H. for \$83.00 and now Cana has sent her an invoice to pay back the \$83.00 putting the Member in arrears. Donna has sent an e-mail to Brenda requesting an explanation.
- No laundry revenue has been reported or deposited.
- Cana has asked for confirmation of the Board of Directors remaining on the Board for 2024.

Bill P, and Carmen will be stepping down and Stephanie has completed her 4 year term. We have not heard from Cristina or Daniel who can run again in March.

- Bill presented a list of courses being offered by CHFBC.

E-Mail/Phone Board decisions:

At the request of the Auditor the Board discussed and decided by e-mail to change the AMG date to March 28, 2024 and to cancel the April 10, 2024 GM

Motion: Bill	Second: Cristina	Carried
---------------------	-------------------------	----------------

Treasurer's Report:

- Our reserve continues to grow slowly.

Move-in/Move-outs/transfers: Nothing to report.

Liaison Reports:**Landscaping:**

The committee did meet in January. Bartlett was here to thin/trim 5 of our very large trees. This was a recommendation from Bartlett to keep the trees healthy and as a safety concern. We have heard some good comments from members and one member who is not happy about the trimming. Shawn confirmed that the City of Burnaby will pick up "real" Christmas trees from the property during a 2 week period in January.

Membership:

We are having a "new" member coffee on Saturday morning for Victor & Jessica. Everyone is welcome to attend.

Participation:

The committee sent out a question to all Members to confirm the job they have been assigned and if they are doing the job, want to change the job, etc. We have had 30 responses from Members and sent out another request with not much response. Six members have reported injuries and can't do some jobs so we will work with those members. The Committee is asking the Board, where do we go from here with the 14 Members that will not respond?

Do we have support from the Board to single out these Members? Due to these issues we have put the QR code process on hold until we get all members willing to participate and report on jobs. The Board will fully support the committee and has asked that the names of the Members not responding be given to the Board for discussion.

Motion: Shawn

Second: Bill

Carried

Social:

Carmen did not attend the last meeting, but the committee met to remove all Christmas decorations.

Maintenance: The maintenance committee is working on the leak in the west townhouse locker area and the upcoming external unit inspections. Sandra H. will call all Members with a reminder. The parkade exhaust fan has been repaired and is working again. Elevator discussion will be moved to new business.

New Business:

Draft policies: Have been added to the GM agenda on February 28th. We should discuss in the order of small changes to the new policy, so flooring, paint, pet and conflict will be discussed before the new good neighbor policy. All documents have been e-mailed and hard copies placed in members cubbies on February 1st.

Chair List install – stairwell:

Tabled

Cristina will get 3 quotes for a Structural Engineer and we will need 2 quotes for the actual cost of the lift to get GM approval.

Elevator: We continue to have issues with the elevator and had a Member stuck in the elevator on Wednesday. The Board has received numerous questions and complaints about the issues with the elevator. Shawn has sent a new protocol for communication to the maintenance committee to copy the board on all correspondence with Metro Elevator, but has had no

response from the committee Chair. How should we follow up with maintenance? Donna will give the Board the end date of our contract with Metro. Shawn will inform Maintenance.

A motion was put on the floor to have all communication with reference to the elevator go through the maintenance coordinator and copy in the Board of Directors.

Motion: Shawn

Second: Ken

Carried

Preliminary Audit:

Tabled

Board task list: Outstanding

- Stephanie to obtain subsidy information
- Carmen: “no playing in parkade” signs
- Cristina to write letter to Unit #104 regarding leashing pets.
- Board registered letter to Member

Tabled

Pending

Pending

Pending

Board task list: Complete

- Shawn to follow up on “real” Christmas tree disposal and has confirmed that the City of Burnaby will pick up “real” Christmas trees from the property during a 2 week period in January.
- Donna to make a change to Pet policy with reference to emotional support animals.

EV ready plan:

The plan is complete, Action Electric has submitted to BC Hydro and we are waiting for the response.

Board Treasurer Role:

Bill has decided not to stay on the Board, but does wish to continue with some of the financial duties. The Board will need to discuss this in detail to see if some duties can be stripped from the Treasurer roll and be moved to a Finance position. The position could report directly to the Board and attend and report at each board meeting. Donna will send copies of current job descriptions that can be modified.

GM: February 28, 2024 – We are ready to go. Participation is creating a job for “speakers list” and will have it ready for the GM. We need to get the Members to focus on why we are creating this new policy and how it ties in to the Conflict Resolution Policy.

AGM: March 28, 2024 - Voting forms are in the office

GM: April 10, 2024 – Cancelled due to the date change for the AGM

In Camera Session: No in camera discussion.

NEXT MEETING:

Thursday, March 21, 2024

MINUTES:

Taken by Donna