

# **Sunset Heights Housing Cooperative Board of Directors Meeting Thursday, June 20, 2024**

**Call to Order:** 7:04 pm

**In Attendance:**

Cristina	Bill P	Ken	Shawn
Daniel	Julianne	Johnny	

**Absent:**

Noah

**Additions to Agenda:**

- Voting rules of the Board President
- PIPA Officer
- Subsidy audit requirements

**Approval of Agenda with addition:**

**Motion:** Cristina                      **Second:** Julianne                      **Carried**

**Approval of Minutes:**                      **May 16, 2024**

**Motion:** Cristina                      **Second:** Daniel                      **Carried**

**Recurring Issues:**

**Cana Management Report:**

We need to schedule the upcoming draft budget presentation and the actual budget meeting.

Bill has received the following dates from Cana:

- September 18                      – Draft budget presentation
- October 16                      - Actual budget meeting

An email will be sent to Members informing them that the line by line budget review on September 18<sup>th</sup> will be the only opportunity to discuss and make changes to the budget. If Members do not attend the draft meeting, there will be no discussion or changes made at the actual budget meeting on October 16<sup>th</sup>.

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

The following items were discussed and approved via e-mail by the Board of Directors. All decisions made were carried unanimously.

- Approval of letter from our Co-Op Lawyer
- Approval to sign the contract for the stairlift
- Update on stairlift installation and elevator maintenance
- Response to Heather Mason's letter
- Inform the GM of the upcoming meeting on June 12<sup>th</sup>
- Approved meeting date of June 6<sup>th</sup> (this meeting was cancelled)
- Approval request from #103 for posters and information to GM regarding development (Shawn will reply)

**Treasurer's Report:** Nothing new to report

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

The Board signed off on the share refund to Naushina Kiely who moved out of Unit #208. There was a few issues with the cleaning in the unit. Donna will get pricing to possibly have Halstead Inspections assist with our move-out inspections.

**Liaison Reports:**

**Maintenance:**

Noah did not attend this meeting so the report for Maintenance will be tabled.

**Landscaping:**

Everything is looking great around the property. We received a soil delivery and the beds are looking much better.

**Membership:**

Nothing new to report after the move out in Unit #208.

**Participation:**

The meeting was postponed until July 3, 2024.

**Social:**

The committee hosted a family pancake breakfast. Approximately 11 people attended.

**Old Business:**

**Rain Barrel request:**

Maintenance is still working on this request. Noah is into the questions raised for maintenance.

**New Business:**

**Chair Lift:**

The deposit cheque was mailed after we were cleared of all fire safety regulations in the stairwell. Action Electric is scheduled for an on-site visit on Friday to review lighting and electrical outlet requirements.

**Subsidy:**

The decision to move the subsidy responsibility from Stephanie (who is no longer a Board Member) to the Board Treasurer will stand as there will be a lot more responsibility with subsidy audits, etc. We will inform the GM of this decision at the next meeting.

Bill reported that we have some issues with 'non-disclosure' by several members on subsidy. He is working with Lisa at Cana to resolve these issues and if we do not comply, we are in jeopardy of losing all our subsidies. Letters will be sent to all Members on subsidy.

At this time we have 5 active subsidies and have received a request for a 6<sup>th</sup> subsidy. Lisa asked the Board to discuss and approve this request before the application can be forwarded on.

**Motion to approve a request to increase our allotment from 5 to 6 active subsidies.**

**Motion:** Bill

**Second:** Cristina

**Carried**

**The Co-Op should write a “subsidy policy” which will describe how we will deal with the possibly end of the subsidy program in 2028.**

**PIPA Role**

The change of PIPA Officer from Stephanie will be added to the next GM agenda. The decision to have Stephanie as our Co-Op PIPA Officer was discussed and voted on at a GM so we will take this decision back to the GM for discussion and decision.

**Co-Op Website:**

**Tabled**

**In Camera Session:**

**Adjourned:**

8:04 pm

**NEXT MEETING:**

Thursday, July 18, 2024

**MINUTES:**

Taken by Donna