

Sunset Heights Housing Cooperative

Board of Directors Meeting

Thursday, May 16, 2024

Call to Order: 7:04 pm

In Attendance:

Cristina	Bill P	Ken	Shawn
Daniel	Julianne	Noah	Johnny

Additions to Agenda:

- Request for approval to allow an oversized dog that already lives on premise.
- Request for rain barrel & cutting hole in gutter to allow rain water in barrel.

Approval of Agenda with addition:

Motion: Cristina **Second:** Bill **Carried**

Approval of Minutes: **April 18, 2024**

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

Guest: A member requested attendance at this meeting, but had to cancel. The Member sent a letter instead with questions about permission to attend Board Meetings which is allowable according to the blue pages in our Member binders. There has been some confusion regarding the “blue” pages in our Member binders. It has been determined that these pages are guidelines and information only, they are not policy or rules. Shawn stated that he unknowingly used a passage from these pages when drafting the Landscaping policy and this will be corrected. All Members should receive a copy of the Co-Op Act to insert in the Members binders. We have been referencing the Co-Op Act, the Co-Op Rules and the Occupancy Agreement for all discussions and decisions so we are compliant. The Board will draft a letter in response to the Members question.

Recurring Issues:

Canam Management Report:

- A CHFBC survey has been received for all Board Members to complete. The Board will review and decide if the GM should be included in the survey response.
- We seem to have a deficit for the amount we collect back from the Federal Subsidy Program. All Members on subsidy should be paying 30% of total income, but somehow Canam has calculated at 25% so we have been under charging Members. Bill is working with Lisa at Canam and she will contact all Members on subsidy.
- SOT: We will send out information on the SOT program in case we have any Member that is in need, but unaware of the program.
- No arrears reported.
- Petty Cash - \$3,000.00 has been received from BC Hydro for the EV grant.
- Laundry funds have been deposited - \$780.00.

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.

- Letter to Unit #305
- Letter to Unit #311
- Response to Unit #211
- Response to Unit #110
- Email to Membership about portable a/c in units
- Important updates to all Members (Member remembrance, new board information, appreciation to members and the upcoming GM reminder).

Treasurer's Report: (see above)

Move-in/Move-outs/transfers:

None

Liaison Reports:

Tabled

New Business:

Request for oversized dog: This dog has been living here for sometime now and belonged to the Members father.

Motion to allow the oversized dog to stay.

Motion: Cristina

Second: Noah

Carried

Request for rain barrel: The request is to place the rain barrel on the Members patio and cut into our gutter. We will send this back to maintenance to get the specs and determine how much water this barrel will hold. Also will there be issues with the quality of the water after some time? Noah will take this back to maintenance.

Temporary/Permanent Chair Lift: Bill has reached out again to the company that was contacted for the temporary chair lift and they are not responding. Bill is looking for another resource. If we can only install a temporary to the 2nd floor then we should do it. The Company for the permanent lift will meet with Bill today.

Elevator: Cristina has asked Apex/Metro if we can fix the elevator without using another soft starter. What else is available-?. We have met with the Co-Op Lawyer for any advice on where we go from here.

PIPA Role: Can we have 2 PIPA OFFICERS?

Noah and Daniel have volunteered for the roles.

Co-Op Website:

Tabled

Fire Doors: There was discussion about upgrading our fire doors. Noah will ask Maintenance to add the upgrade of fire doors on the capital plan.

GM: May 29, 2024

Preparations for the agenda and notice. We have 2 large policies on the agenda. Members will be reminded "what trumps what" when it comes to policy.

Co-Op Act

Occupancy Agreement

Schedule A Rules

Policies

In Camera Session: No in camera discussion.

Adjourned: 8:30 pm

NEXT MEETING: Thursday, May 16, 2024

MINUTES: Taken by Donna