

**Sunset Heights Housing Cooperative
Board of Directors Meeting
Thursday, September 5, 2024**

Call to Order: 8:03 pm

In Attendance:

Shawn Bill P Ken Johnny

Absent:

Noah Daniel Cristina Julianne

Additions to Agenda:

- Fee service adjustment for Cana

Approval of Agenda with addition:

Motion: Johnny **Second:** Bill **Carried**

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

Motion: Johnny **Second:** Shawn **Carried**

Recurring Issues:

Cana Management Report:

Everything looks in order in the Management Report.

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.

- July 21st – Approved upcoming SHHC meeting schedule.
- July 22nd – Bill will investigate information provided to the Board by Judy for Canada's largest EV charging grant.
- July 30th – Approved sending e-mail response to #110 with regards to the "Conflict Resolution Policy" and offered a date to meet with the Member if necessary.
- August 18th – Approved e-mail reminder to Members regarding "request proposal"
- August 29th – Approved e-mail to Members regarding Cana Member Survey.
- September 1st – Approved Shawn as Prospera Credit Card Administrator and card holder.
- September 3rd – Agreed to forgo upcoming GM due to lack of pressing items. We have scheduled 2 upcoming budget prep and approval meetings.

Treasurer's Report:

Bill has contacted Lisa at Cana regarding the uncashed cheque paid to Karen Tuckwood's estate. We will hold the funds in a liability line for now and see if the estate goes to probate. The responsibility of laundry coin collection and deposit has been moved to the Board Treasurer role.

Move-in/Move-outs/transfers:

No moves to report.

Liaison Reports:**Maintenance:**

Bill is working on scheduling a meeting to review the maintenance budget. We should ask for at least a 5% increase as all costs are rising.

Landscaping:

Working on GL codes for the budget meeting.

Membership:

Working on the next policy which will be “visitor/new resident”.

The Membership committee has interviewed a visitor in Unit #204. The visitor is Marly de Souza Vieira and is the mother of the Member visiting from Brazil. The request was for an approximate 3 month stay. The Membership committee approved the application and have forwarded the request for Board approval.

Motion to approve the extended visitor stay in Unit #204.

Motion: Shawn

Second: Johnny

Carried

Participation:

We are working on the participation policy and will include the rotation of Chair portions. It will include that the Committee’s will select the Chair and if the Committee want to keep the Chair in place, they can elect for another 2 years.

- We have been asked to start up the Co-Op newsletter again. Ken will see if the “qr” code system can work for the newsletter. The Board was asked for any feedback or concerns with the newsletter start up.

Motion to approve the start up of the Co-Op newsletter.

Motion: Shawn

Second: Johnny

Carried

- We have been asked if the Co-Op can start an internal “face book” page. Ken will follow up on another Co-Op using a Member face book page. We do not want this to become a place for complaints and finger pointing.

Social:

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

New Business:**Chair Lift:**

There is a scheduled inspection tomorrow with Western Elevator and then a final inspection will be set up with Technical Safety Authority. A policy or user guide needs to be created for any Member to sign that will be submitting a written request for a key to the lift.

Subsidy:

We have increased our subsidy count to 6 and the Member is very happy to have been approved.

Unit #107:

Shawn will request some missing details on the written request to terminate resident status for Eric Fair that was previously approved.

Board Budget:

Bill stated that the Board has gone over a listed budget of \$500.00, but the Board budget has always been \$1,500.00. Bill will follow up.

SOT:

Do we want to start contributing to the SOT fund? It is not being used and has a balance of \$30,000.00. The Board made the decision to not make any additional contributions at this time.

EV Charging:

Judy passed information to Bill on Canada's largest EV grant. Bill contacted the person and we will not go forward with the item. The plan that was given to Bill was this company installs all EV equipment free of charge and maintains it, but if we every decide to cancel our agreement we will be charges the full amount of all equipment, labour, etc.

Member Survey:

Cana has sent a list to Bill of 10 Members who have not sent in the Member Survey. Bill will work with Lisa on this item.

Motion to discontinue Member Correspondence with Cana being dropped into the office mail slot.

Motion: Bill

Second: Shawn

Carried

Donna will send Bill a copy of the Member Survey Form.

GM – Schedule:

September 11th – cancelled

September 18 – budget draft meeting – Bill will Chair

October 16 – Budget approval meeting – Cristina will Chair

In Camera Session:

Adjourned:

9:30 pm

NEXT MEETING:

Thursday, October 17, 2024

MINUTES:

Taken by Donna