

**Cardiff Housing Co-operative Inc.**  
**1460 Bayview Ave.**  
**Unit 100**  
**Board of Directors Minutes**

**Date:** August 8, 2012

**Attendees:** John Williams, Cecil Walters, Pat Munson, Darlene McGarry, Patrick Newman and Richard England

**Staff:** Colette Shand

**Guest:** Gale Lemon

1. A quorum being present the meeting was called to order at 7:05 p.m. Darlene chaired the meeting and Patrick Newman recorded the minutes. (Items are recorded in the minutes in the same order as in the agenda. This may not be the exact sequence in which the business was transacted at the meeting).
2. **Agenda:**  
M/S/C by Patrick/Pat  
**THAT** the Agenda be adopted.
3. **Proof of sufficient notice for meeting:** Sufficient notice was given.
4. **Conflict of Interest:** No conflict of interest was declared.
5. **Approval of Minutes:**  
M/S/C by Richard/Pat  
**THAT** the minutes of July 11, 2012 be approved.  
  
M/S/C by Richard/Pat  
**THAT** the confidential minutes of July 11, 2012 be approved.
6. **Date of next Board meeting:** Wednesday September 12th, 2012
7. **Garage Tour**  
The Board was shown where the conduit leaks had been occurring and these areas are being monitored to ensure that no further leaks occur. The board was also shown the area where some leaking may still be occurring.

The board was shown the new equipment room where equipment will be stored and discussed the placement of a bicycle rack.

John Williams arrived at 7:45 p.m.

8. **Matters Arising from previous minutes**

a) **Conduit Repair:** Repairs have been made but some leaking is still occurring.

b) **Roof Issues:** Some repairs will need to be made to the roof and the contracts need to be examined to determine who is responsible for moving cell tower equipment.

9. **Financial Statements:**

The housing charge revenue has a variance of \$9,227.10 more revenue than budgeted and Colette will check with the bookkeeper.

10. The board received the financial statements.

11 **Manager's Report**

A 2 week notice will be sent out to members to claim bicycles in the garage.

Vertical Motion will be sent a notice to remove the old elevator weights from the west stairwell.

2 quotes have been received for the brickwork and Jeff (Property Services) is working on getting a 3<sup>rd</sup> quote.

There are emergency lights that are required to be installed.

**M/S/C by Darlene/John**

**THAT** Trace Fire install emergency lights at the cost of \$1,114.37.

12. **Confidential Items**

In confidential minutes

13. **Correspondence**

A member requested a paint re-imbursement for the years that no claim was made for paint. Re-imbursement is only for paint for the current 3 years.

14. **New Business**

No new business

15. Adjournment: 9:15 pm

X

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John Williams  
President

X

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Patrick Newman  
Recording Secretary