

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

Date: September 12, 2012

Attendees: Teresa Porto, Gayle Lemon, David Wichman, Cecil Walters, Pat Munson, Darlene McGarry, Patrick Newman and Richard England

Staff: Shannon Knox

1. A quorum being present the meeting was called to order at 7:00 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 Pat/Richard
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 August 8, 2012 be approved.

M/S/C by Richard/Pat
THAT the amended confidential minutes of August 8, 2012 be approved with correction of date.

6. **Building Manager contract - Confidential**

7. **Board Changeover**
President: Patrick Newman
Vice-President: Teresa Porto
Treasurer: Pat Munson
Recording Secretary: David Wichman
Staff Liaison: Richard England

8. **Date of next Board meeting:** Wednesday October 10th, 2012

9. **Matters Arising**
The issues of cell towers were discussed.

M/S/C by Richard/Teresa

THAT a sub-committee of 4 members be appointed to be made aware of the cell tower issues and to seek information and report to the board.

10. **Financial Statements** - deferred
11. **Approval of Financial Statements** - deferred
12. **Manager's Report**
The 2 bedroom list for applicants is re-opened.

The Fire Marshall issued a warning that the co-op is responsible for the following three items:

- 1) To install a railing on the stairs to the boiler room
- 2) A flashing warning light in the boiler room.
- 3) That the blue bins removed from the garbage chutes on all floors.

Power Washing Garage: Shannon will check with Jeff, if someone from Property Services can operate the co-op power wash machine.

Bike Rack: The bike rack in the garage is too large and would block a car from parking in one spot. Shannon will investigate an alternative to store the bikes in the garage.

All work orders should be completed within 10 days and that is the goal.

The board received and reviewed the CHFT Fall Education courses.

There has been issue with who should have keys to storage area etc. Shannon will present a draft policy at the next board meeting.

13. **Confidential Items**
14. **Correspondence** - none
15. **New Business**
No new business
16. Adjournment: 9:50 pm

X

Patrick Newman
President

X

David Wichman
Recording Secretary