

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

Date: November 14, 2012

Attendees: President Patrick Newman
Vice-President Teresa Porto
Staff Liaison: Richard England
Board Member: Darlene McGarry
Board Member: Gayle Lemon
Treasurer: Pat Munson

Regrets: Recording Secretary: David Wichman

Staff: Shannon Knox

1. A quorum (i.e. four members) being present the meeting was called to order at 7:00pm. Patrick Newman chaired the meeting and Teresa Porto 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 Darlene/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 Darlene/Richard
THAT the minutes of October 10, 2012 be approved.

Approval of Confidential Minutes:
M/S/C by Darlene/Gayle
THAT the confidential minutes of October 10, 2012 be approved.
6. **Date of next Board Meeting:** Wednesday, December 12, 2012 at 7:00 PM

7. Meeting with Jeff McNab, Property Services:

Jeff McNab presented the board with copies of the revised contract with Property Services. The 3 schedules have been added to the contract:

- a. Schedule A:** Cleaning of the building, following the approval of the Cleaning Schedule
- b. Schedule B:** Property Services Inc. will provide the services of one trained and supervised – to provide maintenance and superintending on a task oriented basis.
- c. Schedule C:** Maintenance Management – to assist Cardiff Housing Coop, to have on its staff, on a part-time basis, proven Maintenance Management expertise.

Note: Costs remain the same.

Contract clarifications:

- Allan will come in for half a day on statutory holidays.

Preventative Maintenance Daily Routines and Inspections Excel Spreadsheet:

- The board deferred acceptance of the contract until next Board meeting on December 12, 2012 so that the Board may review the details.
- The Board will submit suggestions for maintenance contract to Shannon one week before the next meeting. Shannon will send out a reminder.

Review of other maintenance items:

- R&C recommended for brick works repair, R&C does work for other co-ops.

Approval for R&C:

M/S/C by Pat/Darlene

THAT R&C be approved.

Approval for Morningview Landscaping:

M/S/C by Darlene/Pat

THAT Morningview Landscaping be approved for snow removal & salting for the period November 15, 2012 to April 15, 2013.

Backup trap outside: JennTech is working on getting a price to remove the trap outside, Jeff with get back to us with quotes

Boiler Replacement: An engineer is needed to do the scope of work for boiler there are 3 boilers, 2 heating boilers and 1 domestic hot water boiler. Management direct to find quotes for consultants.

Make-up air unit: The belts need to be replaced; parts are due in two weeks.

Front door lock: Jeff McNab will get quotes on key fobs for the front access door.

8. **Financial Statements:**

The co-op needs another financial institution for insurance coverage.

- a. Moving 70,000 for short term investment or alternate account. Management directed to find alternative options.

9. **Approval of Financial Statements:**

M/S/C by Darlene/Pat

THAT the Financial Statements be approved as presented.

10. **Manager's Report:**

Cell Tower Consulting:

WIND: The external crack needs to be parged, this work might not be done until the spring of 2013, new contact identified.

BELL: Industry Canada informed that Bell must move the tower.

ROGERS: Received lease amendment from Rogers.

Approval of Rogers Lease Amendment:

M/S/C by Richard/Darlene

THAT the Rogers Lease Amendment be approved..

11. Correspondence: See Confidential minutes.

12. New Business:

- a. True HD from Rogers Cable
Management directed to have Rogers to come in and talk about this service.

13. Adjournment: 9:20pm

M/S/C by Pat/Richard

THAT the motion be adjourned.

X _____
Patrick Newman
President

X _____
Teresa Porto
Recording Secretary/Vice President