

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

**Date:** February 13, 2013

**Attendees:** President Patrick Newman  
Vice-President Teresa Porto  
Staff Liaison: Richard England  
Board Member: Darlene McGarry  
Treasurer: Pat Munson  
Recording Secretary: David Wichman

**Regrets:** Board Member: Gayle Lemon

**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 David Wichman 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 David/Richard  
**THAT** the Agenda be adopted. Carried.
3. **Proof of sufficient notice for meeting:** Sufficient notice was given.
4. **Conflict of Interest:** No conflict of interest was declared.
5. **Date of next Board Meeting:** Wednesday, March 13, 2013 at 7:00 PM.
6. **Approval of Minutes:**  
M/S/C by Darlene/Richard  
**THAT** the minutes of December 12, 2012 be approved. Carried.

**Approval of Confidential Minutes:**

M/S/C by Darlene/Richard

**THAT** the confidential minutes of December 12, 2012 be approved. Carried.

7. **Patrick's report re: chairing & efficient meeting strategies**  
Item

8. **Meeting with member:**  
See confidential minutes.

9. **Meeting with Jeff McNab, Property Services:**  
(Jeff McNab joined the meeting at 7:44 PM)

Jeff presented his report. Notable items included:

- a. Repair work in 01 unites: Past repair work issues to 01 units reviewed and contractor involved has apologized and agreed to further repairs. Dates to be scheduled.
- b. Stairwell painting: Two quotes obtained and Jeff provided a recommendation.

**M/S/C by Darlene/Pat THAT** Appollon painting be accepted to complete painting job at quoted price. Carried.

- c. Boiler upgrades: Madonna Engineering Inc. provided a fee proposal to provide mechanical engineering and contract administration services for the replacement of the existing boilers: \$5,800. (Hardware costs are anticipated to be \$52, 000 not including rebates.)
- d. Outside brick repairs: Alan Cohen, engineer, submitted a pre-design report on outside brick work for Board approval. His report estimates total repair costs to be \$35,100.

**M/S/C by Darlene/David THAT** Alan Cohen's pre-design report on outside brick work be approved. Carried. (Pat abstained, citing a potential conflict of interest because her unit, 501, is directly affected by the exterior work.)

- e. Heating start-up: Air Control inspected the building's heat distribution infrastructure and prepared a report on recommendations for improvement. Jeff will acquire quotes for the recommended work.
- f. Unit 201 repairs: Two quotes were received to replace the bathtub and re-sand the floors.

**M/S/C by Darlene/Teresa THAT** Elej Interiors be approved to complete the work at the quoted price of \$3,388. Carried.

g. Plaster work: Elej Interiors provided quote

**M/S/C by Darlene/Pat THAT** Elej Interiors be approved to complete the work at the quoted price of \$8550. Carried. (Pat abstained, citing a potential conflict of interest because her unit, 501, is directly affected by the plaster work.)

10. **Budget Review, including current financial statements:**

**M/S/C by Darlene/Richard**

**THAT** the Budget be accepted with a proposed 2.5% housing charge increase. Carried.

11. **Approval of financial statements:**

The Board reviewed the latest financial statements. Notable items included:

- a. Revenue increases due to:
  - a. Board-approved increases in charges & fines
  - b. Improvements to agreements with cell phone tower roof rentals
- b. Maintenance spending is overall under-budget to date
  - a. Recent quote on plaster-repair may up this year's spending
- c. Administrative spending increases due to:
  - a. Board training
  - b. Member attendance to conferences
  - c. Professional consultations.

**M/S/C by Darlene/Richard**

**THAT** the financial statements be accepted. Carried.

12. **Manager's Report:**

**2020 Vision:** The Board agreed to postpone a meeting until April to allow for a planning meeting, which will be scheduled for a Saturday in March (9, 16, or 23 depending on availability of Richard Eng).

**Date of AGM:** The Board agreed to schedule the Annual General Meeting on Wednesday, February 27, 2013 @ 7:00 PM

**Marketing & Membership Approvals:** Shannon reported on recent move-ins and move-outs.

**By-laws:** Uploading to Cardiff's website has exceeded data usage limit. Patrick to consult with Richard Eng on strategies to minimize data usage when posting large files.

**Organics:** Shannon presented information provided by other buildings currently running the Green Bin program, including 20 Glebe Rd. (a Property Services Inc. building) and 284 Mill Rd. Pat and Richard volunteered to visit these buildings to see how their programs run. Shannon will arrange the visit as well as have plans drafted to better organize Cardiff's current garbage room.

**Member participation:** The Board discussed strategies for increasing member participation. David volunteered to draft monthly "meeting highlights" that include a list of tasks member can take initiative and complete, including: shoveling and salting, window sill cleaning in stairwells, blurb for website about co-op living.

**M/S/C by Darlene/Richard**

**THAT** units be allowed to stay vacant for one month between members moving in to allow for time to renovate it. Carried.

**Property Services contract:** Shannon presented the new Property Services contract for signing.

**Aging in Place committee:** The Board agreed to adding a cork board dedicated to activities and news related to aging in place across from the elevator in the basement (replacing the "Services for and by Members").

**AACH resolution:** Shannon presented a resolution from Alliance for Affordable Co-Operative Housing resolution for proposed support by Cardiff Co-Op.

**M/S/C by Darlene/Richard**

**THAT** Cardiff Co-Op endorse the AACH resolution. Carried.

13. **Confidential Items:**  
See confidential minutes.
14. **Correspondence:**  
See confidential minutes.

**15. New Business:**

- a. The item about an accounting program was deferred to the next meeting.

16. Adjournment: 9:43pm

**X** \_\_\_\_\_  
Patrick Newman  
President

**X** \_\_\_\_\_  
David Wichman  
Recording Secretary