

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

**Date:** April 10, 2013

**Attendees:** Teresa Porto, Gayle Lemon, David Wichman, Darlene McGarry, Patrick Newman and Richard England

**Staff:** Shannon Knox

**Regrets:** Pat Munson

1. A quorum being present the meeting was called to order at 7:00 p.m. David 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 Darlene/Teresa  
**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. **Date and time of next Board meeting:** May 8, 2013 at 7:00 p.m.

6. **Approval of Minutes:** February 13, 2013  
**M/S/C** by Darlene/Teresa  
**THAT** the minutes of February 13, 2013 be approved.

**M/S/C** by Darlene/Teresa  
**THAT** the confidential minutes of February 13, 2013 be approved.

7. **Approval of Minutes:** March 13, 2013  
**M/S/C** by Darlene/Teresa  
**THAT** the minutes of March 13, 2013 be approved.

**M/S/C** by Darlene/Richard  
**THAT** the confidential minutes of March 13, 2013 be approved.

Richard arrived at 7:15 p.m.

8. **Goal Review**

**Automate front doors:** Cardiff no longer eligible for grant from CMHC but may be able to receive a grant from the province.

**Develop modernization standards:** Board held a special meeting to discuss criteria for upgrade of kitchens and bathrooms.  
Staff will inspect units to identify units requiring upgrades and report to the Board at May meeting.

**Becoming a2020 co-op:** Cardiff is registered with CHF Canada and has met the 5<sup>th</sup> standard and is proceeding toward other standards for 2020 certification.

**Preserve reserve fund:** A request will be sent to CHF Canada to look at feasibility of a lending program which CHF Canada would oversee in partnership with Credit Union. The study will assist the Board to determine if it is in the best interest of the co-op to borrow for capital replacement.

**Create a Board manual:** still outstanding

**Celebrate Achievement:** A few members have responded and a few projects were discussed and copies of all the previous newsletters the “Yak Yak” were given to the Board.

9. **Financial Statements** – there is a substantial surplus but there are outstanding invoices for work that has been completed including the repair and painting the east stairwell.

**Approval of Financial Statements –**  
**M/S/C by Patrick/Richard**

**THAT** the Financial Statements be approved.

10. **Report from Properties Services** – Jeff McNab  
The board has received two quotes for new boilers and is waiting for third quotes.  
Outside brick work will go out for tender shortly.

11. **Manager’s Report**

**2020 Vision:** Cardiff is registered for 2020 Vision and in May there will be a 2020 Compass (envisioning process for Cardiff members) and this will be at an offsite location in the neighbourhood.

**Conflict of Interest:** The Board discussed when a board member should leave and to ensure that board members are not perceived as acting in the interest of those close to them.

12. **Confidential Items**

13. **Correspondence** - confidential

14. **New Business**

- CHF Canada Loan Program – under Goal Review – Preserve Reserve Fund

15. Adjournment: 8:50 pm

X

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Patrick Newman  
President

X

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David Wichman  
Recording Secretary