

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

**Date:** June 12, 2013

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

**Regrets:** President Patrick Newman

**Staff:** Shannon Knox

1. A quorum (i.e. four members) being present the meeting was called to order at 7:05pm. Pat Munson 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 Darlene/Richard  
**THAT** the Agenda be adopted. Carried.
3. **Proof of sufficient notice for meeting:** Sufficient notice was given.
4. **Conflict of Interest:** No conflicts of interest were declared.
5. **Date of next Board Meeting:** Wednesday, July 10, 2013 at 7:00 PM.
6. **Approval of Minutes:**  
M/S/C by Darlene/Richard  
**THAT** the confidential minutes of May 10, 2013 be approved.  
**Approval of Confidential Minutes:**  
M/S/C by Teresa/Darlene  
**THAT** the confidential minutes of May 10, 2013 be approved

## 7. **Goal review**

Shannon presented a progress report on the Board's goals, including the following items:

- Automate front doors
  - Funding is not available; moving forward
- Develop modernization standards
  - Staff inspecting units to identify state of kitchen & bathrooms and then report to Board in July
- Become a 2020 Co-op
  - Letter drafted; pending signature by Board members
  - Compass event; Joanne Macnama confirmed, meeting to be in Cardiff's back garden (or meeting room in event of rain)
- Preserve reserve fund
  - Linda Stephenson at CHF Canada offered advice regarding remortgaging
  - Board deferred meeting with Barrie Pollock on the matter until September
- Create a board manual
  - Table of contents to be drafted by August.
- Celebrate achievement
  - Meeting for interested members for June 18.

## 8. **Financial statements from Barrie Pollock, Bookkeeper**

The Board reviewed the financial statements, including the following items:

- Surplus will go toward reserve fund.
- Subsidies: Spending more internally than what we receive from CHFC.
- Revenues & Expenses:
  - Maintenance: over-budget by Board approval (stairwell painting).
  - Administrative: over-budget by Board approval (conference & education)
- Replacement reserve:

## 9. **Jeff McNab's maintenance reports**

Jeff presented his report, including the following items:

- Ventilation issues in 01 units
  - Repair work has been completed.
- Outside Garbage area
  - Fence has been completed.
  - Replacement of back door is pending.

- Boiler upgrades
  - Versa Tech has examined the boilers and are preparing a tendering document; work projected to be complete prior to September 15, 2013.
- Outside brick repairs
  - Engineer's bid documents and specifications received and ready to go for tender.
  - On hold pending response from cell tower companies.
- Interlocking (base of front ramp)
  - Two quotes received for repairs.

M/S/C by Darlene and Richard  
**THAT** Elej Interior be approved to complete repair of the interlocking at the front entrance of the co-op.
- Unit 202 repairs
  - All work completed, inspected, and approved.
- Unit repairs from annual inspections
  - Inspections complete
  - No major issues found.
- Duct cleaning
  - Four quotes received

M/S/C by Darlene/David  
**THAT** Ontario Duct Cleaning be contracted to complete duct cleaning for the co-op.

10. **Green Bin Implementation Proposal**

Shannon will book a speaker to give a daytime education session on the Green Bins for members. Member volunteers will staff an info table in lobby. Shannon to post a sign-up sheet for volunteers. Four green bins have been ordered.

11. **Manager's Report:**

Shannon presented her report the Board, including the following items.

- Marketing and Membership Approvals
  - Several internal moves and an external move-in result in no vacancy loss
  - Two-bedroom waiting list is open; Cardiff advertising on CHFT and Craigslist
- Laundry vending machine
  - Shannon has contacted Coinamatic regarding the display and receipt paper
  - New cards have been ordered
- CMHC RRAP Funding for accessible upgrades
  - Cardiff is ineligible for funding

- Quotes for the work are being gathered
- Cell Tower Consulting
  - Letters sent June 2 advising cell tower companies they no longer have after-hours access to 802's roof terrace.

12. **“In Camera” Meeting: Confidential Items:**

See confidential minutes.

13. **Correspondence:**

- Leah McClare (103) contacted the Board volunteering to complete fence and lattice work in the co-op's garden. She additionally requested investing in a new co-op barbeque.
  - The Board agreed to request Leah put together a proposal for fence and lattice work, but the co-op will use professional contractors to complete the work.
  - The Board agreed to allow Leah to research three new barbeque options (including cover) and report back.

14. **New Business:**

- Balcony
  - Members have complained about aesthetics of some units' balconies. The Board agreed to issue a written reminder of the applicable by-law.
- Bike Racks
  - The Board discussed a member request to install outdoor bike racks at the southwest exterior of the building.

**M/S by David/Teresa**

**THAT** an underground parking spot be reserved for installation of bike racks when such a spot becomes available. Not carried.

- The Board agreed to put the issue to the members at the next AGM.

15. Adjournment: 9:16 pm

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

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