

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

Date: August 21, 2013

Attendees: Teresa Porto, Gale Lemon, Patrick Newman and Pat Munson

Staff: Shannon Knox

Regrets: David Wichman, Richard England and Darlene McGarry

1. A quorum being present the meeting was called to order at 7:06 p.m. Teresa 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/Patrick

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:** September 18, 2013 at 7:00 p.m.

6. **Approval of Minutes:** July 10, 2013

M/S/C by Gayle/Pat

THAT the minutes of July 18, 2013 be approved.

M/S/C by Pat/Gayle

THAT the confidential minutes of July 18, 2013 be approved.

7. **Goal Review**

Develop modernization standards: The Board will the report at the September meeting.

Becoming a 2020 co-op:

Cardiff has registered with CHF Canada and has met 3 of the 5 standards for 2020 certification.

8. **Financial Statements** – deferred.

9. **Maintenance Report**

Automate front doors: The Board received 3 quotes.

M/S/C by Gayle/Pat

THAT Security Management be granted the contract at the cost of \$6,267.00 plus HST and electrical work.

Boilers upgrade

The Board will receive quotes and tenders will be sent in the new year. The boilers will be installed in the Spring of 2014.

Brick Repairs

Repairs are on hold because of issue with responsibility of some repairs by cell tower companies.

Make-up air unit

The make-up air unit that circulates the air in the hallways has been inspected and adjusted. Another company that specializes in air balancing will balance all the hallways to get an even flow of air throughout the building.

10. **Manager's Report**

Waiting List

The waiting list for all units is currently full.

11. **Confidential Items**

12. **Correspondence**

Leah McClare sent a letter requesting the Board to inform members that they are invited to use the new barbeque and enjoy the back gardens.

Darlene McGarry has suggested to collect recycled eyeglasses and a box will be made available for members to deposit their old glasses.

A member suggested that there be at least one green bin available when green bins are taken for pick up and this request will be followed up.

The Board agreed to sell the garage power wash machine because it has not been used over the past few years.

13. **New Business**

14. **Adjournment:** 9:25 pm

X

Patrick Newman
President

X

David Wichman
Recording Secretary