

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

**Date:** November 13, 2013

<b>Attendees:</b>	President:	Patrick Newman
	Vice-President:	Teresa Porto
	Staff Liaison:	Barbara Delville
	Board Member:	Gale Lemon
	Treasurer:	Leah McClare
	Board Member:	Darlene McGarry
	Recording Secretary:	David Wichman

**Staff:** Shannon Knox

1. The co-op welcomed Carolyn Bennett, MP
2. A quorum (i.e. four members) being present the meeting was called to order at 7:49 pm. 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).
3. **Agenda:**  
M/S/C by Darlene/Teresa  
**THAT** the Agenda be adopted.
4. **Proof of sufficient notice for meeting:** Sufficient notice was given.
5. **Conflict of Interest:** No conflicts of interest were declared.
6. **Date of next Board Meeting:** Wednesday, December 11 at 7:00 PM.
7. **Approval of Minutes:** Deferred until the next meeting.
8. **Financial Statements**

The Board reviewed the financial statements.

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

The Board reviewed Jeff's report, including the following items:

- Repairs to garage ceiling
  - The Board reviewed the status of completed and pending repairs.
- Outside brick repairs
  - Rogers has acknowledged responsibility and will be covering repair costs.
- Detailed cleaning of building
  - The Board reviewed pricing quotes for cleaning of the interior common areas of the building.

**M/S/C by Darlene/Teresa**

**THAT** Service Master be approved to complete the cleaning work.

- Make-up air unit repairs
  - The Board reviewed a proposed contract from Versatech to complete regular preventative maintenance on the co-op
  - The Board agreed to review the existing contract with our current company and gather quotes from an additional company.

- Balcony repair

**M/S/C by Leah/Darlene**

**THAT** Alan Cohen, civil engineer, be retained to prepare a scope-of-work assessment for the repair of unit's 703.

- The Board agreed to begin regular balcony-specific inspections, including railings, concrete, cladding, and vine growth.
- Bell Canada antenna
  - The Board discussed a proposal from Bell to add an antenna on the roof to the chimney; Glen negotiating they
- MorningView Landscaping Inc.
  - The Board discussed the co-op's groundskeeping & winter services agreement with MorningView Landscaping Inc.

**M/S/C by Darlene/Teresa**

**THAT** MorningView Landscaping Inc.'s contract with the co-op be renewed for another year.

- Ground floor hallway, west-end interior door
  - The Board discussed fixing the door closer.

10. **Manager's Report:**

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

- Financial Forecast

**M/S/C by Gale/Leah**

**THAT** Barrie Pollock be approved to complete a financial forecast for the co-op.

- Marketing & Membership Approvals

- See confidential minutes

- Staff illness

- The Board discussed best practices for when maintenance staff employed by Property Services arrive at work with signs of cold or flu.

- Shannon to investigate labour laws regarding ordering sick days; in the meantime, sick staff to wear face masks & gloves esp. when dealing with senior members.

**M/S/C by Darlene/Teresa**

**THAT** Shannon be approved for her requested vacation day of December 16, 2013.

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

See confidential minutes.

12. **Correspondence:**

(See confidential minutes.)

13. **New Business:**

- There was no new business raised.

14. **Assignment of Chair**

- Leah was appointed as the chair for the next meeting.

15. **Adjournment:** 9:04 pm

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

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