

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

Date: January 8, 2014

Attendees: President: Patrick Newman
Vice-President: Teresa Porto
Board Member: Gale Lemon
Treasurer: Leah McClare
Board Member: Darlene McGarry
Recording Secretary: David Wichman

Regrets: Staff Liaison: Barbara Delville

Staff: Shannon Knox

1. A quorum (i.e. four members) being present the meeting was called to order at 7:00 pm. Teresa Porto 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/David
THAT the Agenda be adopted.
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, February 12 at 7:00 PM.
6. **Approval of Minutes:**

M/S/C by Darlene/Leah
THAT the Minutes from the December 11, 2013 be approved.
7. **Jeff McNab's maintenance reports**

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

- Permit for garage work
 - Jeff will be meeting Apollon Painting to get the fireproof painting job started in the upcoming weeks.
 - Once completed, garage will be ready for city work will
- Boiler maintenance contract
 - Air Control Central has been contacted and their first inspection is pending.
- Outside brick repairs on hold
 - Engineer's bid documents and specifications received for outside brick work.
- Asbestos re-assessment
 - Report received of replacing light fixture backing plate
- Balcony repair for 603 & 703
 - **M/S/C by Patrick & Leah**
THAT the evaluation of the balconies be approved at a cost of \$3,5000 + HST.
- Security system monitoring
 - System needs to be upgraded to meet service standards
 - The Board reviewed a quote from Tyco, recommended by Jeff as a lower cost than Chubb
 - Shannon to contact Chubb to review costs
- Balcony repair for 603 & 703
 - **M/S/C by Patrick & Leah**
THAT the Chubb be approved as the contractor if they are willing to come down in price by at least \$200.00, otherwise Tyco be approved at the quoted price.

8. **Goal Progress:**

The Board reviewed the progress of goals.

9. **Financial Statements:**

The Board reviewed the latest financial documents.

10. **Manager's Report:**

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

- General Member's Meeting
 - The Board set the next General Member's Meeting date at Tuesday, February 25, 2014 at 7:00 PM.
- Budget
 - The Board discussed possible changes to the next budget.

M/S/C by Patrick/Leah

THAT beginning in the 2014, Cardiff Co-op's budgets include an annual \$215.00 donation for Rooftops Canada.

 - The Board recommended a housing charge increase of 2.0% to help maintain the reserve with an eye on future capital projects.
- Cell Tower Consulting
 - The Board reviewed ongoing discussion with WIND, Rogers, and Bell regarding repair work connected to the installation of their equipment.
 - Consultant Alan Cohen has recommended against allowing Bell (or any company) from installing equipment on the chimney.
- Ventilation in the Laundry Room
 - Jeff McNab is investigating a mag-lock system that would keep the laundry door open, but automatically close it when the fire alarm was triggered.

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

See confidential minutes.

12. **Correspondence:**

- City Councilor Josh Matlow's office responded supportively to the Board's letter urging him to support co-op issues.
- The Board agreed to invite him to the next member's meeting.

(See also confidential minutes.)

13. **New Business:**

- Laundry Facilities
 - The Board discussed the appropriateness of use of the co-op's laundry facilities by guests of the members.
- Ice Storm Damage

- A broken limb is still hanging in a tree on the east lawn. Shannon to investigate logistics of removal.
- Snow Removal
 - The Board discussed ongoing issues with snow removal.

14. Training Share – Leah and Teresa

- Deferred until the next meeting.

15. Assignment of Chair

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

16. Adjournment: 8:35 PM

X _____
Patrick Newman
President

X _____
David Wichman
Recording Secretary