

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

Date: October 9th, 2013

Attendees: Teresa Porto, Gale Lemon, Patrick Newman, Barbara Deville, David Wichman and Darlene McGarry

Staff: Shannon Knox

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:** November 13, 2013 at 7:00 p.m.
6. AODA confirmation: Board members signed that they read and understood AODA and a few Board members will arrange to come to the office later to sign.
7. **Approval of open Minutes:** September 18th, 2013
M/S/C by Gayle/Pat
THAT the minutes of September 18, 2013 be approved.

M/S/C by Darlene/Leah
THAT the confidential minutes of September 18, 2013 be approved.
8. **Goal Review**

Modernization The units that require repairs and to be modernized have been identified.

M/S/C by Leah/Patrick
THAT a design committee present to the Board standards for bathrooms.

Becoming a 2020 co-op:

The Mission statement has not yet been completed and although members arrears are well under control; it will take approximately a year to complete the 2020 goal.

Preserve Reserve Fund:

CHF Canada has provided a software program spreadsheet that can be used to forecast the approximate future cost of major repairs and the amount of funds in the reserve up to the end of the co-op operating agreement.

M/S/C by Gale/Teresa

THAT Barrie Pollack, the co-op bookkeeper provide a quote for the preparation of the forecast spreadsheet.

Board Manual: still pending

Celebrate Achievement The Cardiff history binder has been prepared and the Yak Yaks (previous newsletters) will be placed in the binder in the next few days.

9. **In Camera Meeting with Member**

The member sent regrets and will meet with the Board October 23rd 7:00 p.m.

10. **Financial Statements**

An adjustment will be made for the Housing Charges and for Maintenance Service.

Teresa Porto left the meeting at 8:00 p.m.

11. **Maintenance Report**

Outside Garage Area

In order to install an automatic operator on back west door to outside parking, the ceiling would have to be opened and the cost of building a ramp it would be too costly.

Make-up air unit

The air balance is complete.

Access control system

The doors would operate with a card and the Board will receive a quote for the front door, south stair entrance to the basement, garage overhead, and garage entrance east and west.

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.

Cleaning

The quote for the cleaning of the lobby and in front of the elevator is deferred.

Storage Cabinet in Basement

All minutes since the co-op was founded must be archived and is a legal requirement.

M/S/C by Teresa/Darlene

THAT Elej Interior Ltd. install a locked storage cabinet in the basement stairwell at the cost of \$2,870.00 plus HST.

12. Manager's Report**Waiting List**

The waiting list for all units is currently full and will be reevaluated February 2014.

Ramp at side door

The Board discussed the amount that was in Jeff's report.

M/S/C by Gale/Darlene

THAT the portion of the bill to build the west side door ramp is too cost prohibitive and will not be installed.

Subsidy

The subsidy by-law was passed at the last members meeting.

M/S/C by Gale/Darlene

THAT an increase of 1% of gross income be calculated for households on subsidy each year, until the calculation of subsidy is 30% of total household income.

Door Remotes

Shannon will provide remotes to Members who use walkers or scooters.

Investments

Shannon will review investments with Leah (Treasurer)

11. Confidential Items in Confidential minutes**12. Correspondence**

None

13. New Business

Shannon gave the Board copies of actions to follow in case of fire emergency.

14. **Adjournment:** 9:00 pm

X

Patrick Newman
President

X

David Wichman
Recording Secretary