

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

Date: December 11, 2013

Attendees: Teresa Porto, Patrick Newman, Barbara Deville, and Darlene McGarry

Regrets: Gale Lemon and David Wichman

Staff: Shannon Knox

1. A quorum being present the meeting was called to order at 7:00 p.m. Leah 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/Barb
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:** January 8th, 2014 at 7:00 p.m.
- 6.. **Approval of open Minutes:** October 9th and November 13, 2013.
M/S/C by Gayle/Pat
THAT the minutes October 9th and November 13, 2013 be approved.

M/S/C by Darlene/Teresa
THAT the confidential minutes of October 9th be approved.
M/S/C by Darlene/Barb
THAT the confidential minutes of November 13th be approved.
7. **Maintenance Report:**
Jeff (Property Services) reported:
Garage work – City building inspector informed co-op engineer that the underground garage requires fire proofing around the steel pillars. The fire proof painting of the pillars is very expensive and would have to be redone in the future. The other option is a fire proof covering.

M/S/C by Darlene/Teresa
THAT Apollon be hired to cover the pillars with a fire proofing material.

Preventative Maintenance Agreement

The board was provided with three quotes for the completion of the quarterly maintenance on HVAC equipment at Cardiff. These include hot water boilers, heating boilers, make-up air unit, boiler control and exhaust fans.

M/S/C by Darlene/Barb

THAT Air Control Central be awarded the Preventative Maintenance Agreement at the cost of \$2,380.00 per annum + HST.

Balcony Repair

There is cracking in the slab that is causing leaking and the engineer will investigate the cost to repair. The crack is no safety risk to members.

Air Flow in Laundry Room

A letter was sent to the board that there was a lack of air flow in the laundry room. Jeff will investigate and provide suggestions to the Board.

8. **Planning Update**

Shannon reviewed the goals with the Board and Barb gave a reporting schedule.

9. **Financial Statements**

The Reserve fund shows a variance of \$600.00. Shannon will check with the Bookkeeper.

10. **Manager's Report**

The Board received the Mission and Values Statement from CHFT (that Members discussed at the 2 meetings)

M/S/C by Darlene/Teresa

THAT the proposed Mission and Values Statement be approved.

Donations

The Board discussed the annual Charities (Global, National and Local)

M/S/C by Darlene/Patrick

THAT a donation of \$215.00 to Rooftops Canada(Global), \$100.00 to Covenant House(National) and \$100.00 to Sick Kids Hospital(Local).

Investment Plan

The Board received the Investment Plan

M/S/C by Darlene/Teresa

THAT the Investment Plan be approved.

Investment

A \$45,000 GIC is coming due and to keep the chequing account below \$100,000 it was recommended that an additional \$20,000 be invested.

M/S/C by Darlene/Barb

THAT the \$45,000 be re-invested in GIC and that an additional \$20,000 be invested in a GIC.

Fob (Auto-door) A request was received by a member who does not require assistive walking device.

The Board will decide on a policy and vote on the policy at that time.

11. **Confidential Items** in Confidential minutes
12. **Correspondence**
Refer to Confidential Items.
13. **New Business**
none
14. **Training Share** – Leah and Teresa - deferred
15. Teresa will Chair the next meeting.
16. **Adjournment:** 9:00 pm

X

Patrick Newman
President

X

David Wichman
Recording Secretary