

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

Date: April 9, 2014

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

Regrets: Shannon Knox (staff)

1. A quorum (i.e. four Board members) being present the meeting was called to order at 7:00 pm. Leah McClare 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/Teresa
THAT the Agenda be adopted with the following changes:
 - “Proof of sufficient notice for meeting” inserted as item 4
 - “Maintenance report from Jeff McNab” inserted as item 5
 - “In Camera” Meeting: Confidential Items” inserted as item 7
 - “New Business” inserted as item 11.
3. **Conflict of Interest:** No conflicts of interest were declared.
4. **Proof of sufficient notice for meeting:** Sufficient notice was given.
5. **Maintenance Report from Jeff McNab**

Jeff McNab reported on the maintenance of the building, including the following items:

- Permit for garage work
 - Apollon painting completed all the quoted work in the garage.

- The building inspector approved the work and cleared the permit.
- Air balancer
 - Air balancing of the corridors has been completed and report submitted, including recommendations for repair costs.
- Outside brick repairs on hold
 - Engineer's bid documents received; will go to tender shortly.
 - R & C has been contacted to update documents to separate the costs that cell tower companies will be responsible for.
- Laundry room door holder
 - Trace successfully installed the magnetic door holder.
- Balcony inspection / repair 603/703
 - Jeff will be meeting with various contractors the week of April 7 to cost out repairs to 603 & 703.
- Carpet replacement
 - Two quotes have been obtained to replace the carpet.
 - Sample A (Work smart BC291 7988 Recharge often) was selected by members.
 - Jeff presented quotes
 - The Board discussed installing a carpet base and/or a wood base

M/S/C by Patrick/Teresa

THAT the co-op use a carpet base for the new hallway carpet.

M/S/C by Darlene/Patrick

THAT Earth be approved to install the carpet as per the quote of \$11, 290.00 plus HST.

- The Board agreed to explore investing in a new vacuum once the new carpet is installed.
- Hallway painting
 - Jeff presented two quotes for painting the hallways.
 - The Board agreed to check with Barrie Pollock, the bookkeeper, to confirm budgeted
 - Jeff will direct Appollon to select two paint colour combination options to present to the members.

M/S/C by Darlene/Patrick

THAT the Appollon be approved to paint the hallways as per the quote of \$26, 000.00 plus HST, pending confirmation that the budget allows for the expense.

M/S/C by Teresa/Patrick

THAT Jeff McNab acquire two quotes for the upcoming redesign work of the bathrooms.

M/S/C by Teresa/Patrick

THAT Jeff acquire two quotes for replacing the electric heating system to the garage ramp.

6. **Date of next Board Meeting:** Wednesday, May 14 at 7:00 PM.

7. **“In Camera” Meeting**

- See Confidential Items

8. **Carpet**

The Board discussed the progress of carpet selection for the public hallways.

9. **Interim Manager**

- The Board discussed options for acquiring an interim building manager
 - Patrick to contact CHFT and Barrie Pollock for recommendations
- See also Confidential Items

10. **Notice to Members**

The board drafted a notice for members regarding the building manager.

11. **New Business**

- Vestibule cleaning
 - The Board agreed to contact Jeff about more careful cleaning of vestibule area
- Appointment of Chair
 - Gale Lemon was appointed chair for the next Board Meeting

12. **Adjournment:** 8:19 PM

X _____
Patrick Newman
President

X _____
David Wichman
Recording Secretary