

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

Date: February 5, 2014

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

Regrets:	Board Member:	Gale Lemon
	Staff Liaison:	Barbara Delville

Staff: Shannon Knox

1. A quorum (i.e. four Board members) being present the meeting was called to order at 7:00 pm. Darlene McGarry 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 Patrick/Teresa
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, March 12 at 7:00 PM.
6. **Governance Test:**

The Board conducted a governance test and reviewed the results.
7. **Approval of Minutes:**

M/S/C by Leah/Teresa

THAT the general minutes from the January 8, 2014 Board meeting be approved.

8. Jeff McNab's maintenance reports

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

- Permit for garage work
 - Jeff has met with Apollon Painting and reviewed the fireproof painting job
 - Work will commence in the spring
 - Once completed, garage will be ready for city permit approval
- Air balancer
 - The Board discussed the proposed costs for balancing air flow in the hallways

M/S/C by Leah/Teresa
THAT the air balancer quote of \$1500.00 be approved.
- Balcony repair for 603 & 703
 - Bid package has been sent to potential contractors; bids expected by late Feb.
- Unit inspection update
 - Quotes are being sought for needed repair work as identified during inspections
 - Property Services will schedule work times through Shannon
- Contract register
 - The Board reviewed a summary of service contracts held by the co-op

9. Goal Progress:

The Board reviewed the progress of goals.

10. Financial Statements:

The Board reviewed the latest financial documents.

M/S/C by Patrick/Leah

THAT the proposed budget for 2014-2015 be presented to the members.

11. 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.
- Financial Statements
 - The Board discussed allocation of the current surplus to possible projects, including hallway carpets and painting
- Budget
 - The Board discussed the current proposed budget
- Subsidy Surplus
 - The Board discussed the auditor's recommendation that Cardiff continue to budget for subsidy with a combination of external and internal funds.
- Housing Charge Assistance
 - The Board discussed adjusting the housing charge assistance subsidy from the current rate of 25% of a household's income.

M/S/C by Patrick/Teresa

THAT Cardiff's Housing Charge Assistance subsidy of 26% be raised by 1% each fiscal year until the target of 30% is reached.

- Marketing and Membership Approvals
 - The Board reviewed the status of the current waiting list
- Administration
 - The Board reviewed the status of various administrative tasks
- Aging in Place
 - The Board reviewed proposals by the committee for improving Cardiff's emergency preparedness
- Property Management
 - Cell towers: The Board reviewed ongoing issues regarding leasing of roof space by cell phone companies
 - Laundry ventilation: The Board discussed quotes for installing a magnetic-based door opener in the laundry room
 - M/S/C by Leah/Teresa**
 - THAT** the Trace be approved to install the door holder for the quoted cost of \$754.28.
 - Chubb alarms: The Board reviewed a new price for services
 - Hallways: The Board discussed options and costs for maintenance and improvement
 - Unit inspections: The Board reviewed quotes and options for identified work
 - M/S/C by Leah/Teresa**
 - THAT** the quote from Appliance Canada be approved for replacement of the 17 kitchen ranges identified during unit inspections.

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

- See confidential minutes

13. **Correspondence:**

- Snow Removal
 - The Board discussed a written response from their contracted snow removal company regarding a complaint about their service.
 - Leah & Teresa will draft a response.

(See also confidential minutes.)

14. **New Business:**

- Laundry repair notification
 - Shannon will add a notice and logbook advising members to report and record issues with laundry machines.

15. **Training Share – Leah and Teresa**

- Deferred until the next meeting.

16. **Assignment of Chair**

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

17. **Adjournment:** 8:35 PM

X _____
Patrick Newman
President

X _____
David Wichman
Recording Secretary