

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

**Date:** July 9, 2014

**Attendees:** President: Patrick Newman  
Vice-President: Teresa Porto  
Treasurer: Leah McClare  
Recording Secretary: David Wichman

**Staff:** Joan Pollock (Interim Manager)

**Guests:** Jeff McNab (Property Services) [Jeff arrived at 7:31 and departed at 7:35]

**Regrets:** Staff Liaison: Darlene McGarry  
Board Member: Gale Lemon

1. A quorum (i.e. four Board members) being present the meeting was called to order at 7:05 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. **Approval of Agenda:**  
M/S/C by Patrick/Teresa  
**THAT** the Agenda be adopted as presented.
3. **Conflict of Interest:** Patrick declared a potential conflict of interest regarding a letter submitted by a member. He volunteered to remove himself from the discussion during this item. (See confidential minutes)
4. **Date and time of next Board Meeting:** Wednesday, August 13, 2014 at 7:00 p.m.
5. **Approval of Minutes of June 11th**  
  
M/S/C by Patrick/Teresa  
**THAT** the minutes of June 11th, 2014 be approved as presented.

6. **Financial Statements:**

The Board reviewed the May and June financial documents.

The Board reviewed the Auditor's Report ("Report of Examination") dated April 30, 2014.

**M/S/C by Patrick/Teresa**

**THAT** the Auditor's report be approved as presented.

7. **Maintenance Report from Jeff McNab**

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

- Kitchen and bathroom designs
  - Strasman architects submitted a quote of \$7500.00 to complete work
  - Jeff will acquire a second quote
- Outside brick repairs on hold
  - R & C have submitted a drawing to Wind for the repairs to stop the water from entering the garage
- Balcony inspection
  - Capoferro has submitted a schedule for completion of the work
- Hallway painting
  - Apollon has started the painting and it is proceeding well. They are scheduled to complete the work by the end of next week
- Leak in 801
  - There was a major leak that came from the roof and ran through unit 801 and the units below
  - Jeff has acquired two quotes to clad the chimney, likely the source of the leak, which will solve the problem until the chimney can be properly rebuilt (pending coordination with cell tower companies)

**M/S/C by Teresa/Patrick**

**THAT** Master King Roofing be approved to clad the chimney for the quoted price of \$9640.00 (plus HST).

→Jeff & Joan to schedule Glenn Gray to consult on this work

**M/S/C by Patrick/Teresa**

**THAT** Apollon Painting be approved to complete the garbage room and unit repairs for the quote price of \$6400.00.

→Jeff to update the board on all addition costs related to these repairs

8. **Manager’s Report:**

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

- Underground parking spot
  - No members have come forward to express interest in the available parking spot
- “No Smoking” signs have been purchased for posting in communal indoor areas of the co-op
- Yearly donations are in place as requested to Covenant House, Hospital for Sick Children and Canada Helps
  - The Board clarified that Rooftops Canada also received an annual contribution from the co-op, as per the budget
- Property Services provided the approved quote from Advanced Tree Care for pruning the Siberian Elm, damaged by the ice storm last winter, at the SE corner of the building. The quote included injection of pesticide to the Ash tree at the NE corner of the building.  
→Joan to draft and send a request to the neighbor to trim or remove the berry tree along the SE border of Cardiff’s property
- Fire Alarm noise level
  - The Board discussed the recent assessment of decibel reading of the fire alarm  
→David to include info for members in the next “Minutes Highlights” bulletin  
→Jeff to walk the Board through fire alarm procedures at the next meeting

9. **Confidential Items**

- See Confidential Minutes

10. **Endorsement of “You Hold the Key” Resolution**

- The Board reviewed CHF Canada’s “You Hold the Key Resolution”
- **M/S/C by Teresa/Patrick**  
**THAT** the Board endorse the “You Hold the Key Resolution.”

11. **Other Business**

- The Board reviewed the action items from the previous meeting

Action Item (date)	Progress (date)
→Jeff to calculate yearly average of corrosion control for incorporating into next budget (June 11)	Pending. Jeff to provide for next meeting.

→Joan to contact Bestway Window Cleaning re: annual window cleaning (June 11)	Scheduled (Window washing by Bestway Window Cleaning scheduled for July 7 & 8 has been postponed due to weather and will be rescheduled in the near future)
→Joan to contact member (via contact info from Leah) directly offering parking spot (June 11)	Joan contacted the member but has not received a response (as of July 9); →Joan to contact non-member renting spot 10 about relocating to spot 2 (to free up spot 10 for potential bike racks)
→Patrick to bring more information about non-smoking policy for Board discussion, with the possibility of presenting the idea to members at the February AGM (June 11)	Pending.
→Joan to post a lawn-mowing schedule for volunteers (June 11)	E-mailed to Board members (June 26)

- Annual General Members Meeting
  - The Board scheduled the next AGM for Tuesday, August 26, 2014 at 7:00 PM
  - David to include an invitation for members to run for the Board in “Minutes Highlights”
- Appointment of Chair for next Board Meeting
  - Teresa was appointed chair for the next meeting

12. **Adjournment:** 8:30 PM

X \_\_\_\_\_  
Patrick Newman  
President

X \_\_\_\_\_  
David Wichman  
Recording Secretary