

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

Date: June 11, 2014

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

Staff: Joan Pollock (Interim Manager)

Guests: Jeff McNab (Property Services) [Jeff arrived at 7:14 and departed at 7:35]
Nancy Collyer. lawyer [Joan arrived at 7:30 and departed at 8:25]

Regrets: Staff Liaison: Darlene McGarry

1. A quorum (i.e. four Board members) being present the meeting was called to order at 7:05 pm. Patrick Newman 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 Leah/Teresa
THAT the Agenda be adopted with the following changes:
 - Insert item 7: Nancy Collyer, legal counsel for Cardiff Co-op at 7:15 PM
3. **Conflict of Interest:** No conflicts of interest were declared.
4. **Date and time of next Board Meeting:** Wednesday, July 9th, 2014 at 7:00 p.m.
5. **Approval of Minutes of May 14th**

M/S/C by Leah/Teresa

THAT the minutes of May 14th, 2014 be approved as presented.

6. **Financial Statements:**

The Board reviewed the April financial documents.

- Carpet and painting costs are not yet reflected in the current financial statements
- Gardening & Grounds Supplies
 - Actual is lower than budgeted costs because most spending on gardening is recent and not yet reflected in financial statements
- Cleaning Service
 - Actual is higher than budgeted due to recent hallway cleanings
- Corrosion control
 - →Jeff to calculate yearly average for incorporating into next budget

7. **Nancy Collyer, Legal Counsel for Cardiff Co-Op**

(See confidential minutes)

8. **Maintenance Report from Jeff McNab**

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

- Kitchen & bathroom designs
 - Quote received for \$7500 from Strasman architects
 - Jeff to acquire a second quote
- Outside brick repairs
 - Engineer's bid documents and specs for outside brick work going out for tender
 - R & C have submitted a drawing to Wind for repairs to stop water from entering garage; Wind confirms receipt.
- Balcony repair to 603 & 703
 - Capoferro has consulted and Jeff is working with them to schedule work over the summer.
- Hallway painting
 - Painting will commence June 16 and continue through July
- Unit inspections
 - Repair list has been reviewed
 - Quotes will be obtained for necessary trade work

- Work that can be completed by Production Services will be scheduled over the next month.
- Jeff McNab reports that Allan was called upon to help a member who had fallen in her unit; Allan was concerned that he was unable to lift her without support.
 - The Board recommended that Allan always call 911 for such incidents, to protect himself and any members involved.

9. **Manager's Report:**

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

- Office furniture
 - New desk and shelves have been received and are awaiting assembly
- HST
 - Auditor Ed Rosetti has identified an inconsistent HST handling for the cell towers
 - Discussions are ongoing with the bookkeeper
 - He will report by next meeting
- Maintenance
 - Annual window cleaning is coming due
 - →Joan to contact Bestway Window Cleaning
- Unit Repairs
 - Floor refinishing is complete in two units
 - Scheduling for more units is underway
- Underground parking spot
 - The Board discussed converting an underground spot to bike racks
 - →Joan to contact member (via contact info from Leah) directly offering spot

10. **“In Camera” Meeting**

- See Confidential Items

11. **New Business**

- CHF Canada You Hold the Key Resolution Endorsement
 - Patrick presented the resolution (and will present to the members at the AGM in August)
 - Campaign to let local, provincial, and federal representatives for a national housing plan
- Rooftops Resolution for Members Meeting
 - The Board reviewed Cardiff's annual commitment to the Rooftops non-profit (see minutes from January 8, 2014)
- Info for Non-Smoking Policy

- The Board discussed the possibility of introducing a building-wide non-smoking policy
- →Patrick to bring more information for Board discussion, with the possibility of presenting the idea to members at the February AGM
- Lawn mowing schedule
 - →Joan to post a schedule for volunteers

12. **Adjournment:** 9:06 PM

X _____
Patrick Newman
President

X _____
David Wichman
Recording Secretary