

**Sunnyhill Housing Co-operative**

787 – 3<sup>rd</sup> Street N.W.

Calgary, AB T2N 1P1

Phone/Fax: 403-270-8405

**BUDGET INFORMATION GENERAL MEETING**

*SATURDAY FEBRUARY 26, 2022*

*2:00PM – 4:00PM*

**Attended:** David Sargent (801), Kevin Chaney (4), Jane Roberts (767), Rachel Rose (807), Belle Auld (825) Bob Bott (837), Paul Stephens (805), Emma Thursby (805), Mia Rushton (803), Philip Cox (22), Hannah Erikson (12), Buzz Viberg (827), Mahlah Hansen (10), Gabriela Laszlo (811), Ribka Ghebregus (779), Yvonne Sabraw (22), Renfrew Stewart (28), Sherry Kozak (817), Rose Ing (768), Sarah Reimer (30), Herta Fidler (821), Helen Wirrell (839), Mollie Mithaug-Cook (38), Susan Russell (16), Meagan Synnott (775)

1. Call to Order 2:05 pm
2. Opening remarks:
  - a. Verification of quorum – minimum 12 households - yes.
  - b. Purpose of the meeting is for members to review and debate the budget for next fiscal year.
  - c. Enter name and unit in Chat for the list of attendees in the minutes.
3. Approval of Agenda:
  - a. Change date from 2021 to 2022
  - b. Add an update from P&D on lease negotiations with the City of Calgary

**MOTION**  
Moved to accept agenda as amended Moved Kevin Chaney /Seconded Sherry Kozak / Carried
4. Approval of October 30, 2021 Annual General Meeting minutes:
  - a. Add the last name of Leslie and Janet (748): Leslie Sweder and Janet Turner

**MOTION**  
Moved to accept Minutes of October 30, 2021 as amended Moved David Sargent / Seconded Paul Stephens / Carried
5. Update from P&D on lease negotiations with the City of Calgary.

6. Budget for 2022 discussion. Please note that there are 2 scenarios presented for discussion purposes, 0%, and 5% increases. The Board will present a specific housing charge increase at the March 26 general meeting for a vote of the membership:

a. Amendment: three scenarios were presented: 0%, 2%, 5%

The Treasurer (Kevin) presented the budget. Members provided comments and asked questions. Important clarifications are noted:

- **Building expenses: Annual unit inspections**
  - Our property management contract with SACHA requires the Property Coordinator to make sure that annual interior and exterior inspections are carried out as required and are followed up on. We don't have to pay an extra \$25,000 for this service.
  - A checklist may be required to ensure consistency and effectiveness
- **Building expenses: Building Condition Assessment and Mortgage Renewal**
  - Mortgage renewal in 2023 does not depend on having an updated Building Condition Assessment (BCA). However the BCA is normally done every years, and would be due for 2023.
  - If the redevelopment appears to be funded by 2023, we could probably defer BCA until after completion of the retrofit.
  - Note that BCA projections are based on "like for like"--i.e., if the original was vinyl siding or two-pane window, that's what BCA expects for replacements. It does not include energy efficiency improvements. That would come with a proposed green retrofit.
- **Building expenses: Property Coordinator**
  - Buzz Viberg announced SACHA is hiring a permanent Office Coordinator and the start date is March 1, 2022.
    - The Personnel Committee is responsible for all aspects of overseeing the Property Coordinator, including conducting annual performance reviews, updating job descriptions, ensuring tasks are appropriately done to standard and providing ongoing support and feedback.
    - The Personnel Committee has been dormant but is required by our Policies. In the absence of the committee, we run into trouble if we have the Board overseeing the Staff person. We don't have someone identified to direct them and answer questions.
    - SACHA will only train generally and then re legal obligations/ responsibilities- but Sunnyhill is responsible to direct the work, train on our policies, procedures etc.
- **Building expenses: Doors & locks**
  - What does the doors and locks budget cover?
    - Question about the \$2314 spent in 2021, pending answer.
    - Entrance Door Locks and Key Replacements: Unit expense (new keys to be provided to the office within 7 days)

- Doors: hardware, weather stripping, trimming, frame repair, & stops
  - Screen Doors: installation, repairs and replacements is a Unit expense (considered an Improvement)
  - Doors: weather stripping is a Co-op expense
- **Building expenses: Roof Repairs**
  - Buildings to ask Office Coordinator to look into roof warranty, and whether roof repairs are covered by warranty or insurance
- **Buildings expenses: Unit Fund**
  - There was discussion on whether to increase the annual allocation from \$250 to account for the loss of purchasing power over time for maintenance-related expenditures, noting that a reasonable increase to match purchasing power might be closer to \$1000/ annum
  - The Board is considering a future general meeting to discuss the usefulness of the unit fund.
- **Legal and Mediation Fees**
  - Spending in 2020 and 2021 increased considerably over the 2013 – 2019 period (except for 2018 regarding mortgage)
  - The Board agrees that the use of legal services needs to be considered as part of larger discussion on the Member's Concerns Policy.
- **Education Committee**
  - Paid training for meeting facilitation recognized as a critical need
  - Do we have a Member Involvement Committee?
    - Answered: No. Buzz Viberg, on the Board and Rachel Rose, Social Committee asked members to join committees
  - Would education be a good place to start helping members orient and find their place in the organisation?
    - Belle Auld: If anyone has ideas for the Education Committee I will take them forward
  - The Motion to have the Education Committee do education on Robert's Rules, and to train more facilitators in Roberts Rules, was passed March 2, 2021.

## 7. Adjournment

MOTION to adjourn Moved Buzz Viberg / Seconded Mollie Mithaug-Cook / Carried

Meeting adjourned: 3:44 pm.