**Dalhousie Non-Profit Housing Co-operative**

**Board of Directors Meeting, May 4, 2015**

**755 Somerset Street West, Ottawa, ON**

**Present:** Guillermo Camacho, Ignacio Rodriguez, Ashley Atton, Roy Pomainville, Nancy Prevost-Segbe, Dominique Lamarche, Chad Atton

**Regrets:** James Lalonde, Shannon Balla, Tim Lalonde

**Others:** Penelope Winter, Fazeela Jiwa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The meeting was called to order at 7:10pm. Nancy Prevost-Segbe chaired the meeting. Penelope Winter took the minutes. Quorum was established with seven directors present**.**

Chad was welcomed as a new director and asked to sign the confidentiality agreement and other schedules related to ethical conduct and being a director of Dalhousie Non-Profit Housing Co-operative.

1. **Adoption of the agenda**

**Moved by/Seconded by Roy Pomainville/Ignacio Rodriquez Adopted**

**BE IT RESOLVED THAT** the agenda be approved with the deletion of the internal transfer list.

**2. Minutes from meeting April 20, 2015**

**Moved by/Seconded by Ignacio Rodriguez/Ashley Atton Adopted**

**BE IT RESOLVED THAT** the minutes of the meeting of April 20, 2015 be approved.

**3. Debrief of GMM**

Office staff will check on Canadian citizenship requirements for directors under the Co-op Corporations Act (see excerpt below).

***Resident Canadians***

[*(3)*](http://www.e-laws.gov.on.ca/html/statutes/french/elaws_statutes_90c35_f.htm)*A majority of directors on the board of directors of every co-operative shall be resident Canadians. R.S.O. 1990, c. C.35, s. 85 (3).*

Directors offered the following comments on the members meeting:

* Colleen did a great job of chairing and office staff will send a thank you note
* pretty successful despite distractions
* some people had left and energy was lower for second part
* need votes on spending and subsidy for next GMM
* at beginning of future members meetings outline what members should do if they have concerns
* One member has many questions and comments that interrupted the meeting. The board will invite her to the next board meeting to ensure her concerns are addressed. Office staff will send a letter to her asking for a list of three items of discussion and her proposed solutions as a structure for this portion of the meeting.
* Table conversations good with directors moving around between tables.

Directors thanked Ashley Atton for doing a great budget preparation. There were also thanks to Fazeela Jiwa for member meeting package and to Roy Pomainville for being the greeter again.

**4. Maintenance Quotes**

**LAP windows:** Maintenance Committee recommends Comfort King with double hung where they are needed for heritage purposes and single-hung windows for the balance.

**Moved by/Seconded by Guillermo Camacho/Dominique Lamarche Adopted**

**BE IT RESOLVED THAT** the board approve the recommendation from Maintenance Committee to hire Comfort King Windows in the amount of $7738+hst for single hung windows or $8051+hst for double hung windows (as needed for heritage houses) as per the attached quote.

**Front porches at 21-25 Lorne:** Office staff reported that the Co-op’s application to the City of Ottawa for a grant to help offset the extra costs of doing heritage replacements has been approved in the amount of $5,000.

The Maintenance Committee recommends hiring Heritage Carpentry & Joinery even though they are not the lowest bidder because of their experience in heritage renovations.

**Moved by/Seconded by Guillermo Camacho/Ignacio Rodriguez Adopted**

**BE IT RESOLVED THAT** the Co-op hire Heritage Carpentry and Joinery for the front porch and stair replacement project at 21-25 Lorne in the amount of $27,935 plus HST.

**Venting at 300 Cambridge:** The Maintenance Committee recommends using Sky High for vent cleaning and fan replacement (office to obtain warranties for all new fans).

**Moved by/Seconded by Guillermo Camacho/Ashley Atton Adopted**

**BE IT RESOLVED THAT** the Co-op hire Sky High for the venting and fan work at 300 Cambridge in the amount of $1120 for cleaning the vents and an additional cost of $180 per fan replaced.

**Structural Issues at 139 Primrose, LAP and Empress:** A resident in this cluster has expressed concern about structural issues at Primrose II. The structural investigation, recently completed by BLP, suggests an enormous amount of money needs to be spent on Empress. Several people have suggested getting a second opinion.

**Moved by/Seconded by Ashley Atton/Chad Atton Adopted**

**BE IT RESOLVED THAT** the Co-op issue an RFP for structural investigations for LAP, Empress and Primrose II.

Request from Member in 147 Primrose: The member wants to build a wall to divide third floor into two bedrooms. There were lots of questions – was there electrical work involved, what was the Co-op’s liability for the quality of the work or any accident that might happen, what does the Co-op’s insurance cover, etc. The board agreed to ask the member to submit drawings/sketches along with a description of the work to the Maintenance Committee, which would review them and make a recommendation to the board.

The board noted that CHF Canada and Co-operators have a very affordable MemberGuard insurance program for member contents and liability. It would be good if all members had this type of insurance.

**5. Management Report**

Directors were in receipt of a written management report. There were a number of questions.

**Moved by/Seconded by Guillermo Camacho/Ashley Atton Adopted**

**BE IT RESOLVED THAT** the board accept the management report.

**6. Next Meeting**

The next meeting will be on May 25, 2015. The board will talk about a regular meeting schedule then. Next members meeting was tentatively set for June 15th.

The meeting was adjourned at 9:00pm.

**CERTIFIED** to be the minutes of a meeting of the Board of Directors of Dalhousie Non-Profit Housing Co-operative Inc. held on May 4, 2015.

**Signed**

Nancy Prevost-Segbe, President Date

Ignacio Rodriguez, Corporate Secretary Date