

KAWARTHA VILLAGE CO-OPERATIVE HOMES INC
REGULAR MINUTES

Kawartha Village Co-op
152 Lansdowne St E
Peterborough, ON K9J 8B5

Date: December 19, 2024
Time: 4:00pm
Location: CABCC Hall

Directors: Mary Earls, President
Pat Manfugas, Secretary
Lori James, Director
Bonnie O'Hara, Director

Tyson Crawford, Vice President

Regrets:

APEX Staff: Bryanna Mitchell, Property Administrator, Angie Carson Senior Property Manager, William Coleman

BOARD MEETING AGENDA ITEMS

1. **Call to Order at: 4:05**
2. **Approval of Chairperson & reading of the Land Acknowledgement**
3. **Approval of Agenda**
Motioned by: Bonnie O'Hara
Seconded by: Pat Manfugas
Carried
4. **Declaration of Conflict of Interest & breaches to the ethical conduct agreement**
At this time the contents of the originally scheduled December 5th meeting were explained by William Coleman. Please see in camera minutes for discussion.
A motioned to go in camera for this portion of the meeting.
Motioned by: Pat Manfugas
Seconded by: Tyson Crawford
Carried
The Board moved back into the regular meeting at 4:58 PM.
5. **Approval of Previous Minutes: November 14, 2024**
A motion was made to accept November 14, 2024, minutes
Motioned by: Lori James
Seconded by: Tyson Crawford
Carried
6. **Reports**
 - 6.1 **Administration Report**
A motion was made to accept the administration report
Motioned by: Pat Manfugas
Seconded by: Tyson Crawford
Carried
 - 6.2 **Finance report – November 2024**
A motion was made to accept the finance report for November 2024.

Motioned by: Pat Manfugas

Seconded by: Lori James

Carried

6.3 Maintenance report

A motion was made to accept the maintenance report with the understanding that it needs to be properly updated.

Motioned by:

Seconded by:

Carried

7. Unfinished Business

7.1 Tablets for board members – in progress of researching

A request was made to the table to purchase a computer and a printer for the boardroom instead of tablets for the board.

A motion was put forward to purchase a printer for the Board Room

Motioned by: Pat Manfugas

Seconded by: Tyson Crawford

Carried

8. New Business

8.1 Need another signing officer

Bonnie will be the new signing officer.

A motion was made to appoint Bonnie as the new signing officer

Tyson

Lori

Carried

8.2 Landscaping Costs

Board members will look for new quotes on landscaping costs.

8.3 CMHC Required documentation & Enbridge Winter Home Proofing (Pat)

We have to enough money to cover whatever projects we want to do; we then submit that proposal to CMHC and we may be eligible for some funding. It is called a forgivable/repayable loan, available for higher performance projects.

The other project would be through Enbridge through their home winterproofing program. They sent Pat a paper that we will have to go through and fill out, they are willing to send someone around for attic insulation, no basement insulation, heat pumps (qualified but we would have to come and check it out). The Enbridge home winterproofing program might be a better idea. Home evaluations would be needed so the members would need to be notified and asked to volunteer.

****Tyson left the room at 5:33****

We would have to notify all the members that this is something they would like to proceed with and if anyone is not interested.

****Tyson re-entered the room at 5:40****

A motion was made to reach out to Steve from Phoenix Engineering once the timeline is established to see if he can do inspections with staff and then coordinate this with the Enbridge evaluations.

Motioned by: Pat Manfugas

Seconded by: Bonnie O'Hara

Carried

****Tyson left the room at 5:43****

8.4 Six-month board planning

The Board will meet in January and look at setting board meetings and project plans for the next 6 months.

Date: January 16, 2024 - @ 6:00 PM

8.5 Vacant Units –

A motion was made to send a mass letter to members asking them to resubmit paperwork for the internal transfer list.

Motioned by: Pat Manfugas

Seconded by: Lori James

Carried

A motion was made to distribute Electronic Consent form to members

Motioned by: Lori James

Seconded by: Pat Manfugas

8.6 Quote for unit clean out

Discussed in Camera

8.7 Maintenance Staff Discussion

The board has a few different options; we could go with a maintenance company, go the vendor options, or put out an ad online and hire someone through the Co-op.

They would want the company, business or employee to be here certain days and times.

We can advertise to see if they can find somebody who is interested in being a long-term employee.

Tyson will compile a list, Bry will reach out to Steve from Phoenix and Apex will support reaching out to other housing cooperatives to see who they use.

9. Committees:

9.1 Landscaping

The landscaping committee would like to allocate their leftover funds from the budget this year to replace the rotting flowerbeds in the garden. Pat was told that she could get a good deal.

A motion was made to approve this purchase

Motioned by: Bonnie O'Hara

Seconded by: Lori James

Carried

9.2 Social – Funds Request Discussion

Discussed in Camera

9.3 Bylaw review committee

Parking policy is complete and ready to be presented to the board **Present in next meeting**

Hoping to try and have a meeting in January at the earliest and early February at the latest.

10. Date of Next Board Meeting: January 16, 2024

11. Meeting Adjourned at: 6:30 PM

Motioned by: Pat Manfugas

LS

Patricia Wagner