


KAWARTHA VILLAGE CO-OPERATIVE HOMES INC
REGULAR MINUTES

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

Date: January 16, 2025 
Time: 4:00pm
Location: CABCC

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, William Coleman, Apex property Management

BOARD MEETING AGENDA ITEMS

1. **Call to Order at: 5:55 PM**
2. **Approval of Chairperson & reading of the Land Acknowledgement**
3. **Approval of Agenda**
Pat Manfugas
Bonnie O'Hara
Carried
4. **Declaration of Conflict of Interest & breaches to the ethical conduct agreement**
No
5. **Approval of Previous Minutes: December 19, 2024, with the following amendments**
Motioned by Tyson
Seconded by Lori
Carried
6. **Reports**
 - 6.1 **Administration Report- December 2024**
Motioned by: Lori James
Seconded by: Bonnie O'Hara
Carried
 - 6.2 **Finance report – December 2024 (tabled)**
 - 6.3 **Maintenance report – December 2024**
Motioned by: Tyson Crawford
Seconded by: Bonnie O'Hara
Carried
7. **Unfinished Business**
 - 7.1 **Update on Signing officers' status – Bonnie to go to bank**
8. **New Business**
 - 8.1 **Set Board Meeting dates for the next 6 – 12 months**

February: Feb 20, 2025
March 20, 2025
April 3rd meeting to review occupancy agreement
April 17, 2025
May 15, 2025
June 19, 2025
July 17, 2025
August 21, 2025
September 18, 2025
October 16, 2025
November 20, 2025
December 18, 2025

8.2 Board Package Distribution Dates Discussion

We will count the Board meeting date as the tenth day and the packages will go out the Tuesday prior to the week of the meeting.

8.3 Audit Prep, Election Prep Discussion

There is a period that the office will need to prepare for the audit. The month of March the office is prepping everything for the auditor. The deadline for having the audit approved by the board and annual information return would have to be submitted by the end of June.

Elections: Election committee prep would be June 25, 2025, GMM would be on the September 24, 2025, for elections.... So, the pre polls would be the 22nd and 23rd 2025. The GMM package would have to go out on the 13th of June 2025.

8.4 Annual Inspection Dates

Send a questionnaire to members, send an email to the board before distributing it to members, ask Steve if he is available and at what cost.

8.5 Spring Cleanup Dates & Promotion Discussion

The landscape committee will choose a time to let people know when to start cleaning up their yards. We will not do spring clean-up; we will encourage people to clean up their yards.

8.6 BCA and Capital planning

In August September we would go over a BCA, it would be good to have the inspections done by that time as well. We could discuss capital planning in a regular meeting.

8.7 Prospective deadline for Board to Approve Occupancy By-law & KVC member policies

It needs to be done before the GMM in June because the Board will be presenting policy changes and the occupancy bylaw at this meeting. We could schedule a meeting to do that April 3rd 4:00 PM 2025.

8.8 Review Committee Report Form Draft & Fiscal Responsibilities

Proposed to make a template that would provide the information required from the committee. Noted that it might be worth having a section on the finance piece... and a what are you purchasing section? The Board will review, and we will go over it again at the next meeting.

8.9 Board Member Education and Training

Tyson will come on Thursday January 30, 2025 @ 5:00 PM.

8.10 Assessment for Apex

When Patricia was in office there was a lot going on, the board was supposed to do an assessment for apex at the one-year point, but it ended up not being followed through with... It has still not been completed.

Bill spoke to this: CHF has an evaluation form... bill suggested doing it again... they would all get a copy of it they would meet without apex and then review and compile their one final copy of a review. Then it would either be fit into a regular meeting or added as a separate meeting with apex to go over everything.

8.11 Website Discussion

Bry and Pat would like to help with the website going forward.

A motion was made to approve the website with go daddy that Mary has already started.

Motioned by: Pat Manfugas

Second 1by: Tyson Crawford

Carried

8.12 Sign Documents for Work Completed by Service Masters

Let service masters know that the signing of the satisfaction sheet will be delayed. Pat and Mary will go to 64 on the 22nd and the office will send notices to members letting them know between 10:00 AM and 10:30 AM.

9. Committees:

9.1 Landscaping

Please see the Landscape committee report; long range plans (level the front garden) and expand the other garden as well.

9.2 Social:

no social committee report

9.3 Bylaw review committee

Next meeting is January 28th, 2025, at 10:00 AM.

9.4 Enbridge Program

A motion was made to move forward with the Enbridge planning.

Motioned by: Tyson Crawford

Seconded by: Bonnie O'Hara

Carried

10. Date of Next Board Meeting: February 20, 2025

11. Meeting Adjourned at: Pat Manfugas at 7:59

