

**KAWARTHA VILLAGE CO-OPERATIVE HOMES INC**  
**REGULAR MINUTES**

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

Date: February 20, 2025  
Time: 4:00pm  
Location: CABCC

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**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

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**BOARD MEETING AGENDA ITEMS**

- 1. Call to Order at: 4:07**
- 2. Approval of Chairperson & reading of the Land Acknowledgement**  
**Pat as chairperson**  
Motioned by: Bonnie O'Hara  
Seconded by: Lori James  
Carried
- 3. Approval of Agenda**  
Motioned by: Mary Earls  
Seconded by: Bonnie O'Hara  
Carried
- 4. Declaration of Conflict of Interest & breaches to the ethical conduct agreement**  
No conflicts of interest and breaches to the ethical conduct agreement.
- 5. Approval of Previous Minutes: January 16, 2025**  
Motioned by: Lori James  
Seconded by: Mary Earls  
Carried
- 6. Reports**
  - 6.1 Administration Report- January 2025**
    - \***Action item:** Send a letter to unit 8 to move their stuff when the snow melts or it may be removed at their expense.
    - \***Action item:** A motion was made to Send a letter to unit 47 to please clean up your yard when snow melts or it may be removed at their expense.
    - Motioned by: Mary Earls
    - Seconded by: Pat Manfugas
    - Carried
    - Motion to accept the administration report
    - Motioned by: Lori James
    - Seconded by: Mary Earls
    - Carried
  - 6.2 Finance report – January 2025 (Will be delivered later in the week)**

The discussion included questions about YTD capital expenditures and the underfunding of the capital reserve by \$298,000. This item was tabled for Bill to confer with Josh regarding the financials and determine the recommended transfer from the capital account to the operating account. While it's not required to contribute to a capital reserve, it is strongly advised. Item #7 addressed the FCHI, with the possibility of adding three more units. It was suggested that a letter be sent to the membership, inviting them to apply for rental assistance to see if they qualify. Additionally, Bill will follow up on the amounts that should be moved into the GIC account. **Approval of the financial report was tabled until Bill confirms the details with Josh.**

\*Tyson entered the room at 4:57 PM\*

### **6.3 Maintenance report – January 2025**

Motioned by: Mary Earls

Seconded by: Lori James

Carried

## **7. Unfinished Business**

### **7.1 Review Committee Report Form Draft & Fiscal Responsibilities (tabled to the next meeting)**

### **7.2 Maintenance Staff – update and recommendation**

A Motion was made to contact Evan Stinson for now and obtain his workers comp and other paperwork.

Mary Earls

Lori James

Carried

## **8. New Business**

### **8.1 Discuss Capital Planning**

The budget for capital planning this year is set at \$31,912, which is allocated for necessary maintenance and improvements such as insulation, attic inspections, and unit turnover expenses. The discussion centered around identifying key areas for focus over the next month, such as insulation, attic inspections, roofing, upgrades to electrical panels, cleaning water and waste lines, foundation repairs, walkways, patios, window wells, and kitchen and bathroom updates. The board was asked if there are any specific areas they want the office to prioritize and obtain quotes for. The responses included:

1)\***Action Item:** inspections to assess potential roof work.

2)\***Action Item:** Street deterioration, particularly around the drain holes, requires further inspection.

3)\***Action Item:** Caulking of dryer vents and exterior walls.

### **8.2 Organizational Structure and Tasks – Use of the quadrant model and breaking down of the High Effort Items**

### **8.3 Organizational Structure and Tasks – Use of the quadrant model and breaking down of the High Effort Items**

The board discussed the challenges of managing an 80-unit co-op and the distribution of workload between staff and board members. It was noted that many members don't realize the effort required to maintain the co-op. The quadrant model was introduced to prioritize tasks based on their effort and impact, with the goal of focusing on high-priority tasks like capital planning and website updates. Currently, about 60-70% of staff time is spent on day-to-day operations, leaving limited time for board-related tasks and long-term planning. The discussion highlighted the need to improve efficiency by reassessing whether tasks like noticing deliveries should fall under staff responsibilities or be reassigned. There was also an emphasis on shifting the board's focus from operational tasks to long-term planning, with consideration for better

communication to keep board members informed about major projects. The board is looking to identify 2-3 high-impact, high-effort priorities and to explore ways to involve more members in operational tasks, freeing up staff for more strategic work. The discussion concluded with the understanding that evaluating staff workload, identifying priorities, improving communication, and exploring ways to increase member involvement are important next steps. However, these initiatives will require further discussions and time to fully develop and implement.

#### **8.4 Distribution of Materials by Hand – Can we send an automatic email reminding people to review Friday Notes on the website once approved?**

The decision was made to continue providing paper notices to those who request them. Bonnie will assist with distributing the notices if they are placed in her mailbox along with the unit numbers.

#### **8.5 Quote for Tub Painting Unit 6**

A motion was made to approve the quote provided by \_\_\_\_\_ to repaint the tub.

Motioned by: Mary Earls

Seconded by: Bonnie O'Hara

Carried

#### **8.6 Quote for Snow Removal**

A motion to set a budget at \$2000.00 and have Tyson and Lori contact their snow removal contracts and have them send a quote to the office- The office then has permission to move forward with the most affordable option.

Motioned by: Tyson Crawford

Seconded by: Mary Earls

Carried

#### **8.7 Company for Appliance Services**

A Motion was made to use Otonabee for new appliances going forward.

Motioned by: Mary Earls

Seconded: Bonnie O'Hara

Carried

#### **8.8 Website Changes and Board Approval – How we will introduce this to the community and set up accounts**

The Board needs to approve the website's existence and its release to the members. Once approved, members will receive a letter with instructions on how to use the website. The website could also provide access to Friday notes, with an automatic email sent every Friday morning containing the link. For disabled members, paper copies will still be provided. The website will feature a booking calendar for reserving the hall and potentially booking time with the office. All information regarding bylaws will be available on the site as well.

A motion was made to Invite members to join the web site through a letter that can go out to all members on how to access the website (**\*Action item**).

Motioned by: Tyson Crawford

Seconded by: Bonnie

Carried

Additionally, a motion was made for the office to send out a separate notice to tell people the Board Members' names and their unit numbers/phone numbers instead of having this information posted on the website (**\*Action item**).

Motioned by: Bonnie

Seconded by: Lori

Carried

**\*Action Item:** Investigate software that allows members to book an appointment with the office online.

**9. Committees:**

**9.1 Landscaping**

- Had a meeting yesterday
- New garden beds were supposed to arrive this week but haven't arrived yet
- Energy Efficiency CHF microgrant

A Motion was made for Pat to apply for a new grant.

Motioned by: Tyson Crawford

Seconded by: Mary

Carried

**9.2 Social**

At the landscaping committee meeting, the social committee expressed that their funding is understood to be solely for children's activities. However, the social committee lacks clear descriptors outlining its responsibilities. The office could find materials to help the Board with defining the role of the social committee.

**9.3 Bylaw review committee**

The By-law Review Committee is going to distribute an invitation for members to join the committee

**10. Date of Next Board Meeting: February 27, 2025**

**11. Meeting Adjourned at: 7:30**

Signature line: \_\_\_\_\_



Signature line: \_\_\_\_\_



March 20, 2025