

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

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

Date: November 14, 2024  
Time: 4:00pm  
Location: CABCC

**Directors:** Mary Earls, President  
Pat Manfugas, Secretary  
Dawn Deline, Director  
Bonnie O'Hara, Director

Tyson Crawford, Vice President  
Barb Lidster, Treasurer  
Lori James, Director

**Regrets:**

**APEX Staff:** Bryanna Mitchell, Property Administrator, Angie Carson Senior Property Manager.

**BOARD MEETING AGENDA ITEMS**

- 1. Call to Order at: 4:12 PM**  
**Land Acknowledgement read by Mary Earls**
- 2. Approval of Lori James Chairperson & reading of the Land Acknowledgement**  
Moted by: Mary Earls  
Seconded by: Barb Lidster  
Carried
- 3. Approval of Agenda**  
Moted by: Pat Manfugas  
Seconded by: Mary Earls  
Carried
- 4. Declaration of Conflict of Interest & breaches to the ethical conduct agreement**  
**No conflict of interests or breaches of ethical conduct agreement to declare.**
- 5. Approval of Previous Minutes: - October 17, 2024**  
Moted by: Barb Lidster  
Seconded by: Pat Manfugas  
Carried  
**- October 23, 2024**  
Approved with the amendment that Tyson attended the meeting on zoom  
Moted by Bonnie O'Hara  
Seconded by: Barb Lidster  
Carried  
**- November 6, 2024**  
Approved with the amendment that Tyson, Angie, Bill, Bry and Mary joined by zoom.  
If people attend by zoom it needs to be acknowledged in our minutes as well  
Moted by Mary Earls  
Seconded by: Dawn Deline  
Carried

## **6. Reports**

### **6.1 Administration Report**

Approved with the amendment of changing the month from September to October  
A motion was made to approve the administration report  
Moted by: Barb Lidster  
Seconded by: Mary Earls  
Carried

### **6.2 Finance report – October 2024**

A motion was made to accept the financial report from October 2024  
The question was asked whether we are recouping the full amount of water/sewer arrears.  
*Answer:* No, we don't recoup the full amount, there are empty units & there are some members on payment arrangements to pay off arrears with utilities.)  
\*Tyson Crawford entered the room at 4:47 PM\*  
Moted by: Mary Earls  
Seconded by: Pat Manfugas  
Carried (Tyson Crawford abstained.)

A motion was made to have the office contact hydro one when a move out notice to vacate is received from a member. This would be to let them know that any utilities moving forward from the date stated in their notice to vacate would be transferred on that date and no earlier.  
Moted by: Barb Lidster  
Seconded by: Dawn Deline  
Carried

### **6.3 Maintenance report**

A motion was made to approve the maintenance report  
Moted by: Dawn Deline  
Seconded by: Barb Lidster  
Carried

## **7. Unfinished Business**

### **7.1 Tablets for board members – quotes presented**

The process and reasoning for using the tablets was discussed. Everyone would get a Board email that would be on this tablet, and they would be using it for Board related items only. Additionally, they could be used to attend meetings via zoom if needed. They could also use it to access the KVC website that is in the process of being created.  
A motion was made that Tyson would continue to investigate tablets with an approved spending limit of \$210.00 (including tax) and update the office as he finds them.  
Moted by: Tyson Crawford  
Seconded by: Dawn Deline  
Carried (Bonnie O'Hara abstained)

### **7.2 Credit Cards for KVC – update from bank (can not get a credit card without somebody's name on it)**

A discussion took place regarding a company credit card and the fact that it would have to have an authorized user. It is not possible to get a company credit card with only the company name

on it. The question was asked whether Apex has any samples of credit card policies? The office can investigate this.

Another item to consider would be that it is not recommended to be used for general use, only in situations where you cannot pay by cheque or on account. An example of this would be when it's needed to book things like hotels.

## **8. New Business**

### **8.1 Staff Hours**

With the intense workload, in the interest of making sure that everything is getting completed in a timely manner, Apex has proposed that on-site administrative staff work hybrid hours, with closed office hours being completed at home to limit interruptions during these times. This will run over a 3-month trial period, effective Tuesday November 19, 2024. Additionally, the extended evening hours on Wednesdays will be moved to Fridays (11:00 AM – 6:00 PM).

A motion was made to change the office hours so that Friday is open 11-6:00 and open half days from 1:00 PM – 5:00 PM on Wednesdays.

Motioned by: Pat Manfugas

Seconded by: Barb Lidster

Carried

A second motion was made to approve hybrid office hours for a trial period of 3 months effective as of Tuesday November 19th, 2024

Motioned by: Tyson Crawford

Seconded by: Mary Earls

Carried

## **9. Committees:**

### **9.1 Landscaping**

The committee Had a meeting and discussed a survey for all the people who had vegetables during the summer. They will use these surveys to determine what to grow next year.

Next meeting: February 19, 2025 @ 1:00PM.

### **9.2 Social**

Vendor event on the 30<sup>th</sup> of November and the 1<sup>st</sup> of December.

### **9.3 Bylaw review committee - Parking and Pet Policy Proposed Final Copy for Approval**

Holding off on passing the policies until after the budget meeting.

## **10. Date of Next Board Meeting: December 19 @ 4:00 PM**

## **11. Meeting Adjourned at: 6:08 PM motioned by Mary Earls**

**\*\*\* Add grass cutting amounts of money spent on grass cutting, quotes for other companies that might be cheaper\*\*\***

**CMHC Required documentation add to agenda**

