

ABC Housing Co-op

Meeting Minutes - Board of Directors

Meeting Date: March 24, 2025

Time: 7:00 pm PST

Location: Co-op Office, 1234 Main Street, Vancouver, BC

In attendance: Sonia Brown, Ken Chan, Jim Wilson, Louise Leroux, Gracy Singh

Recording secretary: Gracy Singh

Chair: Sonia Brown

Guest: Connor Rodriguez, XYZ Engineers for #5.3

Absent with consent: Brenda Lee

Absent without consent: Rodger Taylor

Call to order at: 7:00 pm PST

Quorum present: Yes

M/S/C: To approve the attendance of the guest

Agenda Items/ Motions / Discussion	Action Required and Person Responsible
1. Adoption of agenda M/S/C The agenda was approved as circulated. Ken declared a conflict of interest for the snow removal contract decision as his son Harry Chan is bidding on the job.	
2. Approval of previous minutes M/S/C The minutes of February 2025, were approved as circulated with the correction of adding Louise Leroux in attendance.	



3. Business arising from minutes	
3.1 Fire safety project M/S/C To receive the attached report to follow up on the fire safety project.	
3.2 Visitor parking spaces See attached report. M/S/C To approve the following recommendations: <ul style="list-style-type: none">a. Install signage and repaint asphalt to better identify visitor parkingb. Circulate memo to all members reminding them of the parking policy for visitor parkingc. Present a short skit on visitor parking at the next general meeting.	Signage and paint: Coordinator Memo and skit: Jim
4. Management report Financial – see attached management report to March 10 and November financial statements. M/S/C To pay the utilities to the City of Vancouver through automatic withdrawal. M/S/C To accept the service contract for waste removal from CHF BC. M/S/C To refund the shares of \$2,500 of Josey Smirnov (#1238) minus \$250 for cleaning. M/S/C To receive the management report and February financial statements.	Coordinator President and V.P to sign and give to Coordinator Coordinator
5. Maintenance and asset management report See attached report. M/S/C To receive the maintenance and asset management report to March 10.	
5.1 Exterior painting Three quotes for exterior painting (see attached) were reviewed. The three companies provided the information requested by the board at the last meeting and the coordinator checked their	



references. M/S/C To hire Potter Painter LTD. for \$125,000 for exterior painting and to authorize the president and vice-president to sign the contract.	President and V.P. to sign and give to Coordinator
5.2 Snow removal Ken left the meeting for all of #5.2 The co-op invited members to bid on snow removal and two bids were received. The two bids were reviewed. M/S/C To sign a contract with Harry Chan for snow removal at the rate of \$20 per hour.	President and V.P. to sign and give to Coordinator
5.3 Courtyard drainage Connor Rodriguez of XYZ Engineers explained the findings of their investigation into the courtyard drainage problem (see attached report) and answered questions. XYZ Engineers will complete the drawings and specifications and start tendering process by the end of March to get bids to fix the courtyards.	Louise to continue follow-up with XYZ Engineers
Remaining items under agenda point 5 and agenda points 6 – 9	
10. Date of next meeting and close of meeting Next meeting date agreed for April 20, 2025. The chairperson declared the meeting closed at 9:00 pm.	

Chair's Signature

Date

Recording Secretary's Signature

Date