

CARADOC HOUSING CORPORATION

Tuesday November 20, 2018 @ 7:00 p.m.

Minutes

Parkview Manor

CALL TO ORDER

ROLL CALL

Present: Dave Cameron, Willy VanErp, Steve Dausett, Bill Dakin,

Absent: Dave Grootjen, Marty Petersen

In the absence of the Chair Marty Petersen, Steve Dausett chaired the meeting

AGENDA

Recommendation 2018-34

Moved by: Dave Cameron **Seconded by:** Willy VanErp

That the Board of Directors approve the Agenda for November 20, 2018.

Carried:

DECLARATION OF PECUNIARY INTEREST - None

DELEGATIONS -None

MINUTES

Recommendation 2018- 35

Moved by: Dave Cameron **Seconded by:** Willy VanErp

That the Board of Directors approve the minutes of the September 18, 2018 meeting.

Carried:

FINANCIAL MATTERS

1. **ACCOUNTS** - review accounts paid from September 15, 2018 through November 19, 2018 in the amount of \$24,335.88

Recommendation 2018-36

Moved by: Willy VanErp **Seconded by:** Dave Cameron

That the Board of Directors approve accounts paid from September 15, 2018 through November 19, 2018 in the amount of \$24,335.88

Carried:

2. **FINANCIAL REPORTS** - review Balance Sheet, Profit & Loss, and Trial Balance for period ending October 31, 2018, and Profit & Loss – Actual vs. Budget (unaudited) for year ending October 31, 2018.

Recommendation 2018-37

Moved by: Dave Cameron **Seconded by:** Willy VanErp

That the Board of Directors approves Balance Sheet, Profit & Loss, and Trial Balance for period ending October 31, 2018, and Profit & Loss – Actual vs. Budget (unaudited) for year ending October 31, 2018.

Carried:

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3. **BANK RECONCILIATIONS** - review bank reconciliations for General and Reserve accounts for periods ending September and October 2018 and current bank balances as at November 19, 2018

Recommendation 2018-38

Moved by: Willy VanErp **Seconded by:** Dave Cameron

That the Board of Directors approves the bank reconciliations for General and Reserve accounts for periods ending September and October 2018 and current bank balances as at November 19, 2018

Carried:

4. **PH&N (Encasa)**

- review PH & N Report as of September 30, 2018.
- Staff to reported Caradoc Housing Corporation Investments will more than likely move to Scotia McLeod for convenience as CHC is no longer under the Housing Service Agreement.

COMMUNICATIONS/CORRESPONDENCE

1. **ANNE CAMPBELL – CARETAKER**

- review Caretaker's report for September and October 2018

Recommendation 2018-39

Moved by: Willy VanErp **Seconded by:** Dave Cameron

That the Board of Directors accepted the Caretaker's report for September and October 2018.

Carried:

2. **WAITING LIST/TENANT CORRESPONDENCE**

Unit #207 is vacant

Unit #103 is now rented out at market rent as of November 1, 2018

Unit #104 will be vacant as of November 30, 2018, and will be converted from RGI to market rent

3. **MISCELLANEOUS CORRESPONDENCE**

Bill Dakin presented that fact that in keeping with Municipal Council's direction from last November when CHC was released from the HSA and the end of the current council term the Board of Director will now be comprised of the Mayor and four municipal staff. The current Board of Director should be thanked for their service.

Dave Cameron suggested that in the new year the new board should host an open house at the complex for the current tenants to provide information and clarity on the governance going forward.

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UNFINISHED BUSINESS

- None

NEW BUSINESS

- None

ADJOURNMENT

Adjourn to meet next TBA