

THE DACHI NEWS DECEMBER 1979

1 News

Season's Greetings

Don Area Co-operative Homes, Inc

255 Carlton Street Toronto, Ontario M5A 2L4

DON AREA CO-OP HOMES INC.
MINUTES OF BOARD MEETING
NOVEMBER 19, 1979

BOARD MEMBERS IN ATTENDANCE: LINDA SEVIER
ERIC GRUNSKY
KAY BATTLE
TONY WALKER
PAT QUELLETTE
JANET HOWARD
JOE HEDGEPEETH
GRANT PATTINGALE

OTHERS IN ATTENDANCE: FRED KUBESCH
SHIV SUD
MATHONA O'CONNOR
ANDREW STANLEY
FRANCIS RUKEVINA
DAVE DICKEY
VIVIAN REYNOLDS
HELMUT SOLDWISCH

Meeting commenced at 7:45 P.M. . Joe Hedgepeth was acting as Chairman.
Tony Waller moved to adopt the Minutes from the previous Board meeting.
Pat Quellette seconded. Carried.

Item 1. Dachl Insurance Renewal.

Discussion: Mr. Vivian Reynolds of the Co-Operators Insurance Company
gave a brief outline of our insurance policy. He stressed
the importance of Dachl updating the replacement value of
our houses in the near future.

Tony Walker will look into this matter and report back to
the Board. Mr. Reynolds will send a covering letter to the
Dachl office.

Item 2. Membership Committee Report.

Discussion: Mathona O'Connor presented the Membership Committee report.

Motion:- Eric Grunsky moved that " Relocation Form Application Sheets "
and relevant membership materials be handed over to the member-
ship committee. Grant Patingale seconded. Carried.

Motion: Janet Howard moved that the Membership Committee be given all
relevant information and regulations concerning tenants for

for the committee's review and recommendations to the Board and members in conjunction with ongoing information. Joe Hedgepeth seconded. Carried.

Item 3. Maintenance Committee Report.

Andrew Stanley presented the Maintenance Committee report and read the Minutes from their last meeting.

Motion: Eric Grunsky moved to allocate the following basements for their intended purposes:

- 281 - Work Room
- 279 - Storage Room
- 269 - Laundry Room
- 261 - Community Room
- 255 - Storage Room

Tony Walker seconded. Carried.

Tony Walker moved to refer the Maintenance Rebate to the Finance Committee. Linda Sevier seconded. Carried.

Andrew Stanley requested authority for hiring a "handy man".

Eric Grunsky moved to refer this request to the Finance Committee.

Tony Walker seconded. Carried.

Andrew Stanley requested an extended budget for maintenance expenditures. The Board asked Stanley to present a list of materials and anticipated costs to be reviewed later in the meeting.

Item 4. Phase II Committee Report.

Eric Grunsky presented the Phase II Committee report.

Janet Howard submitted a criteria on how to select an architect to the committee.

It was decided that the Phase II Committee should select the architect, then report to the Board for approval.

Eric Grunsky moved to pay Dave Bahrynowski \$ 300.00 for his consulting fee. Tony Walker seconded. Carried.

Item 5. Arrears Committee Report.

Fred Kubesch presented the Arrears Committee report.

A debt of \$ 1,018.00 of last months non-payment of housing charges. The Arrears Committee requested authority to deal with the "last month rent deposits" and arrears. The proposal for the "housing charge arrears policy" was tabled.

Motion: Fred Kubesch moved that the names of individuals or families in arrears remain confidential. Access to this information would be

given to the Board of Directors and the members of the Arrears Committee. Dachi members should have access to amounts and policy decisions of Board only. Pat Ouellette seconded. Carried.

Item 6. Financial Report.

John Metson was not available.

Helmut Goldwisch distributed copies of the financial statement, ending as of October 31, 1979. These statements showed no arrears for the month of October, where in fact there were such arrears.

Tony Walker was going to check with Helmut on these arrears.

Janet Howard recommended that the Finance Committee consider using some of the surplus to update our obligations toward the replacement reserve.

Item 7. City Grant Report.

Janet Howard reported that Dachi's request for a grant of \$ 3,833.60 from the Pre-Start-up and Management Grants would soon be approved.

Item 8. This item was tabled.

Item 9. Resolution to be passed by Board re total revision of present Occupancy Bylaws by Dachi's legal advisor.

Grant Pattingale moved to have Dachi's lawyer attend the next Board meeting, free of charge, in order to advise on the legality of our Occupancy Bylaws. Pat Ouellette seconded. Carried.

Item 10. New Finance Committee.

Tony Walker moved that the Finance Committee be set up and that the Treasurer, John Metson, Eric Grunsky, Francis Rukevina, Fred Kubesch, Dave Dickey and other interested members of this committee meet within seven (7) days. Eric Grunsky seconded. Carried.

Item 11. Fumigation.

Motion: Pat Ouellette moved to fumigate Spruce Street, Dermott Place and Sackville Street houses. Grant Pattingale seconded. Carried.

Item 12. Christmas Party.

Members involved with organizing the Christmas Party would meet at a later date.

Item 13. Other Business.

Andrew Stanley presented a list of items for maintenance and anticipated costs totalling \$ 650.00.

Janet Howard moved to authorize the \$ 650.00 expenditure for the items submitted. Tony Walker seconded. Carried.

Motion: Helmut Soldwisch moved that the committees be directed to set up a description of their responsibilities pertaining to each committee functioning in the Co-Op.

Tony Walker seconded. Carried.

(Secretary's Note: This motion needs ratification as it was not moved by a Director).

Motion: Linda Sevier moved that the President, Tony Walker, be given a key to the Dachl office. Eric Grunsky seconded. Carried.

Motion: Eric Grunsky moved that an interim internal security system be set up post haste and that upon completion of such access to appropriate files be given to committee chairmen and directors under the authority and supervision of the President, Tony Walker. Janet Howard seconded. Carried.

A letter received from the CRC requesting a hand rail was read. The Board approved in principal but requested CRC to submit a costing estimate.

A letter addressed to the President was tabled.

Andrew Stanley presented a report from the Federation.

Eric Grunsky moved to respond by letter to Dachl's non-support of CMHC giving non-profit sector mortgage money to CIMPLO, a front group for Delitto. Linda Sevier seconded. Carried.

Disbanding of OHC. - A working paper recommending the disbandment of OHC and the privatization of subsidized housing. The federation joined a coalition against the idea. Andrew Stanley will provide further information.

Rent supplements proposed changes to administer the program will as presently proposed adversely affect the members of the Co-Op and Helmut's work load. The Federation has submitted seven pages of amendments. Tony Walker has sent a letter supporting the amendments.

Monday, December 17, 1979 was set as the date of the next Board meeting. The meeting adjourned at 11:30 P.M.

DOON AREA CO-OP HOMES INC.
GENERAL MEMBERSHIP MEETING DACHI
NOVEMBER 14, 1979

MEMBERS IN ATTENDANCE:

TONY WALKER
ERIC GRUNSKY
KAY BATTLE
GRANT PATTINGALE
JANET HOWARD
JOHN METSON
LINDA SEVIER
PAT QUELLETTE
RON QUELLETTE
JOE HEDGEPEETH
IRENE DELANEY
RAY CHOMCY
MIKE TURNER
DAVE DICKEY
HEATHER HEALEY
KEITH TARSMELL
WENDY SHEPPARD
FRED KUBESCH
STAN KUTCHER
THERESE POULIOT
PAUL LAROCHELLE

OTHERS IN ATTENDANCE HELMUT SOLDWISCH

The Meeting commenced twenty minutes late, at 7:50 P.M.

Tony Walker acted as Chairman.

Agenda:

1. Housing charges (increases for 1980)
2. Membership Cleaning Loan
3. Maintenance Surcharge
4. Phase II Committee Report
5. Christmas Party

Item 4 & 5 were additions to the Agenda. Grant Patingale moved for the adoption of the amended version. Irene Delaney seconded. Carried.

John Metson, Treasurer, presented a projected budget for 1980 and calculated for a 5% general housing charge increase. As presented, this new 1980 budget would show a deficit even for the suggested increase. Therefore, the Finance Committee took suggestions of how to cut costs for the coming year.

Janet Howard moved that the Finance Committee set its goal to reduce the 1980 budget by \$ 12,000.00 in order to eradicate the deficit and to add \$ 3,000.00 to the replacement reserve. Eric Grunsky seconded. Motion carried unanimously.

It was noted that the official notice of rent increase had not been issued in time for the proposed increase date of February 1st, 1980. With proper notice, the effective date now becomes March 1, 1980.

A discussion involving item 2 of the Agenda, the cleaning loan, was held with more questions than answers brought out. The subject was again tabled until the next Board Meeting.

With regard to item 3 of the Agenda, the proposed maintenance surcharge, there was no formal person representing the Maintenance Committee. Tony Walker gave the Chair over to Joe Hedgepeth so that he might give the topic some thrust and direction. There was concern on the part of some members about aspects of the idea of encouraging more member activity and Tony assured everyone that all ideas are only in the development stage. This topic was also more or less tabled.

Eric Grunsky reported in item 4 of the Agenda, the Phase II status. The Committee so far has had three meetings. A consultant, Mr. Dave Bahrynowski, referred to us by the Federation, has been employed by Dachi and had been paid \$ 300.00 for his service. Gay Alexander of CMHC has been helping as well. Janet Howard suggested that Tom Mellors of the Neighbourhood Planners be contacted. The next Phase II Committee meeting will be held on November 21, 1979 at 7:00 P.M. at the CRC.

Item 5 of the Agenda, a Christmas Party proposed by Tony Walker, is tentatively scheduled for Friday evening, December 21st at the CRC.

Tony Walker, Kay Battle, Linda Sevier, Wendy Sheppard and Stan Kutcher will be developing plans for this party and more information will follow.

The meeting adjourned at 10:00 P.M.

Linda Sevier, Secretary

SPECIAL BOARD MEETING

A special meeting of the board was held on Monday evening, December 6 to consider calling a general membership meeting for the purpose of removing three members from the board: Joe Hedgepeth, Eric Grunsky, and Linda Sevier. All members of the board were present with the exception of Grant Patingale who was away on personal family matters. In addition to the board, Fred Kubesch and Fran Rukevina were present, but at the request of the chairman, they politely agreed to allow the board to meet privately.

After a brief discussion the board unanimously agreed to call a special meeting for the purpose of "expelling" Joe Hedgepeth, Linda Sevier and Eric Grunsky from the board. The meeting is scheduled for 7:30 pm at the CRC on December 17.

In further business the board agreed to meet shortly to consider the request of a member in arrears. The meeting adjourned.

---Joe Hedgepeth

D I S C O V E R I E S

During our basement clean up a few weeks ago, we discovered a plethora of useful and useless things which the membership may be interested in.

about thirty gallons of white paint
22 wooden doors
2 basement windows with casings
4 bathroom cabinets with mirrors
a very large quantity of mahogany moldings
lots of windows and screens

PARKING LOT

Our parking lot takes in about \$4,200. a year, with about half the spaces being rented commercially to local businesses and private individuals at \$25. a month.

PROPOSED BUDGET FOR 1980

(based on 6% increase in housing charge)

REVENUE (INCOME)

Members Housing Charge	\$ 209,905.00
Tenants " "	61,176
Grants	60,404
Parking Lot Charges	3,720
TOTAL INCOME	<u>335,205</u>
less	
Vacancy Loss	5,000
NET INCOME	<u>330,205</u>

EXPENSES

	\$
Advertising	1200.
Association Fees	1300.
Audit	1500
Bad Debts	3000
Bank Charges	100
Bookkeeping	600
Insurance	2713
Interest & Mortgage Loan	204,000
Legal Fees	4000
Repairs and Maintenance	18,000
Mileage	400
Municipal Taxes	20,500
Office Supplies	1,200
Photocopy	1,200
Printing/ Stationary	1,000
Salaries & Benefits	18,704
Telephone	360
Utilities	38,295
Workmans Compensation Board	230
Capital Improvements	12,900
Replacement Reserve	7,626
Interest on Deferred Rent	<u>1,059</u>
TOTAL EXPENSES	\$ 339,961

DEFICIT \$ 9,756.

As you can see a 6% increase may not be enough for 1980. At this time the Finance Committee is investigating ways of decreasing expenses for the next year. More on that in the next issue.

Eric Grunsky

C R I S I S

Crisis? Not really. We are missing a number of tools from the tool room and would like your help in getting them back. If you happen to have any or know where they are, would you get in touch with the office or Andy Stanley. We promise you will not be fined 5¢ a day.

MISSING TOOLS

Electric hand sander
17 piece socket set
Auger (hole digger)
Several pairs of pliers
Fifty foot measuring tape
One hundred feet plastic hose

Three fan type lawn rakes
Carpenter's plane
Several wood chisels
A push type lawn mower
Two lawn sprinklers

The following tools are available for loan.

AVAILABLE TOOLS

Heavy duty vacuum cleaner
Gas can
Pick axes
Snake (drain cleaner)
Propane torch
Paint brushes and rollers
Hacksaw
Hammer
Ladder
File
Electric drill
Extension cords
Wire cutters
Screw drivers
Electric grass trimmer

Lawnmowers
Mason's trowels
Putty knives
Brooms
Axes (Lizzy Borden type)
Shovels
Rakes
Hoes
Caulking guns

N E W S

On November 24 a group got together to organize the basement areas of the Carlton block. We have come up with some exciting things. First a laundry room will be opening in one of the basements. The tool room is bigger and will soon be organized. Shortly, a common room will be opened for whatever use the membership decides. And there is adequate storage space available.

THE COMMITTEES

The committee Reports are on the following pages. That doesn't at first seem very exciting, but it is. For the first time that I can remember, we seem to be having a generous number of members participating in DACHI. That's really what it's all about- members running their own affairs. All of the committees are looking for help. If you have the inclination, get in touch with the committee chairpersons.

Arrears- Fred Kubesch
Maintenance- Andy Stanley
Finance-
Membership- Mathona O'Connor
Phase II- John Metson
Newsletter- Eric Grunsky

Information regarding the Laundry room can be gotten from Margaret Arditi. Sue Christensen and Kevin Dymon are looking for suggestions and help in the common room.

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THE ECONOMY DRIVE

As a number of you are aware Dachi is organizing an economy drive. The finance committee is attempting to come up with ways of cutting back the budget by \$9000. But our major task is to find ways to save energy. The exact figure escapes me at the moment, but I believe utilities last year were approaching \$30,000. Whether that is a lot or too much, I don't know, but we still ought to investigate ways to reduce consumption. We don't need to strike another committee, but a volunteer to take over would be great. I can see it now Mistress of cut backs.

* * * * *

VOLUNTEERS

We need several volunteers to do some work in the following areas.

The laundry room needs to be painted, including the cement floor. There are a number of holes in the walls that need to be patched. If you haven't had a chance to work around the Co-op, here's your chance.

The Common Room has to be painted and cleaned.

One of the storage areas has to be cleaned.

PHASE II COMMITTEE REPORT

Monday Nov. 5, 1979.

Committee Members Present: Eric Grunsky (Chairman), John Metson,
Debbie Wylie, Janet Howard, Ron Ouellette,
Tony Walker, Fran Rukevina

Others in Attendance: Gay Alexander (CMHC), David Bahrynowski (Housing
Consultant), Helmut Soldwisch

John Metson responded verbally to Gay Alexander's letter of October 26, 1979 regarding the 1978 budget: overspending of maintenance budget, accountability of administration expenses and budget, and a greater rent revenue than allowable under the CMHC agreement. John Metson replied that maintenance figures were currently not available but he will forward them. John noted that part of this expenditure was also partly due to capital improvements that should not really be included in the maintenance budget. In response to the second and third points regarding administration expenses, John stated that there was an increase in the project manager's salary as well as extra administration salaries paid. In regards to the rent income surplus, John stated that it was due to overpayments made by the Ontario government rent supplement program. John stated that a letter would be forthcoming to Gay with a written explanation on each point. It was suggested that Helmut provide each member of the committee with a copy of the 1978 Auditor's Report.

Discussion ensued on the procedures for Stage 2 of the building program. It was agreed that John Metson and Mr. Veltier (DACHI Auditor) would provide details and guidelines for the Stage 2 application which will be filled out by Helmut and signed by Tony Walker. It was stated that any expenditures incurred by the implementation of Stage 2 and must be approved by the Board of Directors. It was discussed that:

- 1) a budget must be designed for Stage 2
- 2) the type of membership the units be designed for
- 3) a best buy analysis involving the sites for building and the selection and design of and by an architect
- 4) part of the Stage 2 costs is brought forward into the mortgage

Janet Howard stated that Richard Griffiths (in charge of City Housing development at City Hall) is a potential resource for information on loans available for Stages 2 and 3. CMHC acts only to insure the loans for development and gives the Co-op a subsidized interest rate. Gay Alexander stated that she would provide a list of mortgage lenders that previously worked with CMHC.

Questions asked that remain to be answered by the committee were:

- 1) who will be the project manager,
- 2) how will the accounting be handled for Phase II,
- 3) who will be responsible for the organization and management of the budget.

Some of these questions will be brought forward to the next Board of Directors meeting.

Concern was raised over the selection of the architect and that person's involvement with the actual proceedings of development. It was stated that CMHC approves the agreement with the architect. Janet Howard, Debbie Wylie and Gay Alexander will get suggestions on how to select an architect.

David Bahrynowski stated that he can be consulted for the best buy analysis, procurement techniques, selection of an architect and selection of mortgage lenders.

John Metson recommended that the Board of Directors approve of paying David Bahrynowski \$300.00 for his housing study.

It was discussed that the committee must determine how much authority it will have outside of the board's director on approval.

Gay Alexander offered help to examine and formulate any contract that the committee wishes to pursue .

John Metson, Tony Walker and Fred Kubesch will examine the criteria necessary for determining mortgage lenders. Janet Howard will investigate the criteria necessary to hire an architect. Both will present reports for the next PHASE II committee meeting on November 2nd at 7:00 p.m. The results will be brought forward to the general membership meeting on November 14 as a report.

ERIK GRUNSKY

MAINTENANCE COMMITTEE REPORT

Fran Robertson chaired the last meeting of the maintenance committee on November 28, 1979. Also present were Joe Warden, Keith Tarswell, Lawrence Healy, Ron Ouellette, Fred Kubesch, Gary Voysey and Michael Turner who acted as secretary.

The first item discussed was the brickwork on the Carlton houses at the Dermott end of the block. Different quotes were discussed and alternative methods of removing paint and repairing the damage were considered. Different committee members agreed to check with city building inspectors, evaluate insulation and siding possibilities and report back to the next meeting. The meeting agreed that the co-operative needs the services of a permanent handyman. But a firm proposal was not agreed upon so in the meantime it was agreed to use part-time labour from the Rooming House Tenant Project as required.

On another page of this newsletter is a "Working Copy on D.A.C.H.I. Maintenance Policy." While not complete, the ~~copy~~ policy will be passed on to the Board for approval as it involves changes in the control of expenditures.

Numerous work orders were discussed. All outstanding orders were handed out. However there are still many jobs that can be done by any volunteer that do not have work orders on them at this time. Cleaning eavestroughs for example, painting and cleaning basements, helping people with their unit inspections (and filling in your own) are some of the jobs still outstanding.

259B was only half painted and cleaned by volunteer labour. It cost us over \$200.00 in labour to finish it off. That's more than the ~~cost~~ cost of materials by \$50.00. Our policy on paying members a rent rebate to encourage volunteer labour and reward that which already occurs is hanging up right now in a referral to the finance committee. That there is no such policy continues to hinder a good co-operative spirit. For sure people are not stepping forward to do a bit of work. Some of these are real belly achers towards others who do so much. Mrs. Chabot and Mrs. LaChance daily keep a whole part of our grounds clean. Their example deserves to be recognized. A vote of thanks from me at least. Now, if everyone else will just do their part.

Until the next time...

Yours co-operatively



Andrew Stanley, Cttee. Chairman

Membership Committee Report

The first meeting of the new membership committee was held on November 7, 1979 at which the officers of the committee were elected. Mathona O'Connor was elected chairperson and Jan Kutcher Co-Chairperson. It was decided that the office of Secretary be on a rotational basis.

The membership committee to date consists of Joan Stewart, Nancy Duffy, Fran Rukevina, Linda Sevier, Jan Kutcher and Mathona O'Connor.

The Handbook was discussed, and it was decided that Joan Stewart and Fran Rukevina would formerly take it, review it, and report back to the Committee with suggestions for its updating and completion.

M. O'Connor gave a report on the status of applications. From this report it appears that there are five applicants still interested and 2 applications for relocation within the Co-op.

The committee decided that a form letter be sent acknowledging all applications.

The committee indicated its interest in helping with the Christmas Party.

The above report was given at the last board meeting. At that meeting it was decided and a motion was passed that the membership committee would deal with all applications for occupancy and relocation and that they investigate the feasibility of handling all tenant applications. (see minutes of that Board Meeting).

Another meeting was held on November 29th at 8.00 at the CRC.

In attendance were Jan Kutcher Mathona O'Connor and Linda Sevier.

At this meeting the handbook was discussed and a report of the Handbook by Joan Stewart was reviewed.

A letter received from the Co-ordinator of Committees - Joe Hedgepeth, was discussed, and a policy statement to be presented to the next board meeting was formulated.

Two motions to be brought before the next Board of Directors meeting were also formulated, one regarding voting members and the other regarding relocations.

The Christmas party will be on the 21st of December, and Tony Walker is coordinating the effort. All volunteers welcome.

If there are any other members in the Co-op who would like to work on the membership committee, we would be very pleased to see you at the next meeting, or you can contact the chairperson at 967-6907.