



**Minutes of a Meeting of the Capital Region Housing Corporation Board of Directors
Held July 24, 2012 in Room 488, 625 Fisgard St, Victoria, BC**

PRESENT: Directors: M. Miller (Chair), T. Daly, S. Law, L. Seaton L. Wergeland
Staff: R. Lapham, General Manager; A. Jaarsma, Senior Manager;
C. English (Recorder)
ABSENT: Directors: M. Alto, G. Lewis

The meeting was called to order at 8:51 am.

1. APPROVAL OF AGENDA

MOVED by Director Seaton, SECONDED by Director Daly that the agenda be approved.

CARRIED

2. APPROVAL OF MINUTES OF JUNE 26, 2012

MOVED by Director Wergeland, SECONDED by Director Law that the minutes of the meeting of June 26, 2012 be approved.

CARRIED

3. QUARTERLY REPORT

Senior Manager Amy Jaarsma reviewed the Quarterly Report with the Board. ILBC II project Parry Place is currently showing a deficit. The Board was updated on the BC Housing/BC Non-Profit Housing Society energy initiatives project. The project is complete and surpluses will be retained by the Corporation.

MOVED by Director Daly, SECONDED by Director Wergeland
That the Quarterly Report be approved.

CARRIED

4. PROPERTY MANAGEMENT REPORT

The capital planning project with BC Housing is well under way and should be complete in late October 2012. Information gathered will help determine whether the Corporation's replacement reserve funds are adequate for future capital maintenance requirements.

MOVED by Director Wergeland, SECONDED by Director Daly
That the Property Management Report be received.

CARRIED

5. ROOF REPLACEMENT AND VENTILATION AND ATTIC INSULATION UPGRADE, GREENLEA AND CREEKSIDE

Four bids were received for this project. Alpha Roofing and Sheet Metal Inc. was the low bidder.

MOVED by Director Seaton, SECONDED by Director Wergeland

1. That the Board of Directors approves the contract between Capital Region Housing Corporation and Alpha Roofing and Sheet Metal Inc. in the amount of \$488,790 net HST.
2. That the Board of Directors authorize any two members of the Executive Committee to execute the contract with Alpha Roofing and Sheet Metal Inc. on behalf of Capital Region Housing Corporation.

CARRIED

6. ROOF REPLACEMENT AND VENTILATION AND ATTIC INSULATION UPGRADE, WILLOWDENE

Four bids were received for this project. Saywell Contracting was the low bidder.

MOVED by Director Daly, SECONDED by Director Seaton

1. That the Board of Directors approves the contract between Capital Region Housing Corporation and Saywell Contracting for the Roof Renewal and Ventilation and Insulation Up-grade Project at Willowdene.
2. That any two members of the Executive Committee be authorized to sign the contract on behalf of the Capital Region Housing Corporation.

CARRIED

7. ROOF REPLACEMENT AND VENTILATION AND ATTIC INSULATION UPGRADE, ARBUTUS VIEW

Five bids were received for this project. Saywell Contracting was the low bidder.

MOVED by Director Wergeland, SECONDED by Director Daly

1. That the Board of Directors approves the contract between Capital Region Housing Corporation and Saywell Contracting for the Roof Renewal and Ventilation and Insulation Up-grade Project at Arbutus View.
2. That any two members of the Executive Committee be authorized to sign the contract on behalf of the Capital Region Housing Corporation.

CARRIED

8. EXTERIOR PAINTING, PINEHURST AND CAMPUS VIEW, GLADSTONE AND COLQUITZ GREEN

Three compliant bids were received for Contract #12/142 and the low bid was from Tri-City Finishing.

Three compliant bids were received for Contract #12/143 and the low bid was from Ramsay Painting.

MOVED by Director Seaton, SECONDED by Director Daly

1. That the Board of Directors approves contract #12/142 between Capital Region Housing Corporation and Tri-City Finishing in the amount of \$88,800 net HST for the exterior painting of Pinehurst and Campus View Court.

2. That the Board of Directors approves contract #12/143 between Capital Region Housing Corporation and Ramsay Painting in the amount of \$63,225 net HST for the exterior painting of Gladstone and Colquitz Green.

3. That the Board of Directors authorizes any two members of the Executive Committee to sign the contracts with Tri-City Finishing and Ramsay Painting on behalf of Capital Region Housing Corporation.

CARRIED

9. ADJOURNMENT

The meeting was adjourned at 9:20 am.

Mike Miller, Vice-Chair

Colleen English, Recorder