

CFDI NEWS



www.cfdi.ca

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September 2006

REDISCOVERING HEAD OFFICE



You may not remember the days when head office was located on the 1st floor of 2171 Avenue Road, the simpler days with only three offices, a reception area and a somewhat office/meeting room. With progress come larger quarters,

more offices and more people to fill them. Apart from Beverley to greet you at reception and the "three Musketeers", George, Eddie and Cristina, in their usual places you may not know who's who or who does what.

MAYBE IT'S NOT SO CONFUSING AFTER ALL!

A FREE TOUR

George Larter in addition to being the President oversees 'Human Resources', consisting of Tommy Tsui and Suzanne Botnick. This group is designed to interview new staff, oversee the vacation schedule, provide temporary staff vacation replacements and most other issues related to employees.

Eddie Lok, senior vice president, oversees the operations of all sites of the company.

Cristina Wong, Comptroller, in addition to managing the finances of CFDI, oversees the accounting/bookkeeping for all sites. Together with Darwin Ng, the Accounting Manager, she ensures that each site's financial statements and bookkeeping is kept up-to-date and delivered promptly to the managers in time for those all important board meetings. 'Yardi' is Darwin's specialty.

Providing support to Cristina and Darwin are Tina Wong, Jean Fong, Candy Li and Helin Pressley. Helin is our Newviews specialist.



And let's not forget the Condominium Sector...

As you stroll down the hallway of the head office, you will find two gentlemen tucked away in two separate offices busily engaged with their laptops. Jackson Ma and Leslie Russell form part of the company's operations involved with condominium management. We know it as Comfield.



Newly hired Sydney Phung is providing assistance to both Jackson and Leslie and is also responsible for the management of a commercial condominium.

And last but not least (actually this is the first person you greet as you enter the "mother ship"), is Beverley Campbell at the front desk pulling it all together, answering phones, preparing orders, arranging deliveries, typing, charting, reporting, emailing, phoning, keeping everyone together and whatever it takes to make all the loose ends invisible.

VACATION! VACATION! VACATION!

By Peter Whalen

From mid June to the end of August, it seemed like half the company disappeared into that magical world called 'vacation.'

And vacation they did!

Some travelled abroad to Europe, some to the east coast, some stayed at home to entertain visitors from abroad and then some just hung out and caught up on the 'things to do around the house.'

If, like me, you haven't had *your* vacation, you are still in the anticipatory stage – you know 'anticipation is greater than participation' and just like Christmas morning, we still look forward to waking up and opening that big present.



As CFDI grows, vacation time becomes more of a challenge for the company to meet commitments to each site while allowing the staff the vacation time they desire and deserve. Any ideas for scheduling next year?

ANNUAL – THERE’S THE ANNUAL BUDGET, THE ANNUAL REVIEW FOR RGI’S, THE ANNUAL AUDIT, THE ANNUAL FIRE INSPECTION, THE ANNUAL UNIT INSPECTION, BUT NOTHING COMPARES TO THE...

CHFC’S ANNUAL GENERAL MEETING

By Peter Whalen

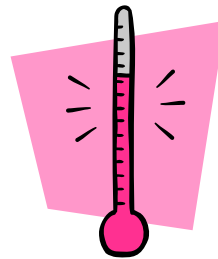
June 7th, 8th, and 9th found George Larter, Eddie Lok, Cathy Archibald and yours truly at the AGM for the Co-operative Housing Federation of Canada in London, Ontario. Yup, that ‘s Canada – from British Columbia to Newfoundland and everything in between.

It felt like we were going to summer camp only this time it was a hotel with room service. Our first stop of course, was to find a place to eat. Everything was at our fingertips in downtown London and over time we scouted out our eating destinations. The conference was held at the Hilton Hotel – grand and well laid out and only a step away from our own hotel.

Each morning and afternoon we attended seminars put on by the experts. Most enjoyable were the seminars about ‘The Agency’, a non-governmental, not-for-profit organization that is to administer federal co-op housing programs and the core management seminars on building co-operation among boards and managers with established guides to “the Core Management Standards for Co-ops” and “Good Governance and Principled Leadership for Co-ops.” Both of these subjects are available at the CHFT bookstore for \$4.95 each in the form of books called ‘Getting Management Right’ and ‘Getting Governance Right.’ They are well worth reading and passing on to your boards.

In between the learning and the sharing, we explored the city, enjoyed the walking, the talking and just seeing everyone, everywhere belonging to the conference. The highlight had to be meeting

and interacting with other co-op staff from across the country. The conference ended with a banquet full of food, lots of chatter and hellos. With the hellos came the goodbyes and promises to keep in touch carrying away the shared knowledge and experiences common to all in the business. Co-op managers always enjoy the venting and what did you do when....?



**AS MERCURY RISES SO DOES CFDI...
WELCOME TO OUR NEW STAFF!**

Welcome aboard to:

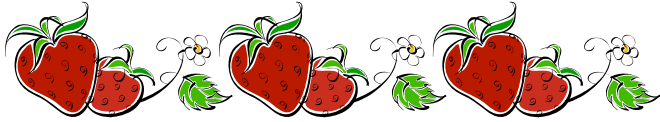
- ❖ Helen Davis, 15 Thorncliffe Park Co-op
- ❖ Lorna Davis, ILGWU Co-op
- ❖ Catherine Dulac, Bello Horizonte
- ❖ Harven Fung, ILGWU Co-op
- ❖ Sonia Ferreira, Chord Co-op
- ❖ Michelle Garcia, Nakiska Co-op
- ❖ Candy Li, Head Office Accounting
- ❖ Heidi Oehlschlager, Tinimint Non-Profit
- ❖ Prince Orji, Trellis and Wilmar Eight (Maintenance)
- ❖ Yvonne Phirie, Camille’s Place
- ❖ Sydney Phung, Comfield
- ❖ Agata Pogorelsky, Las Flores Non-Profit
- ❖ Helin Pressley, Head Office Accounting
- ❖ Brad Reid, Taylor Creek co-op
- ❖ Daniel Xiao, Atkinson (Maintenance)
- ❖ Banquo Yu, Atkinson (Maintenance)



15 New Staff Members Since the Last Newsletter!

NEW CONTRACTS

- ❖ Lester B. Pearson Place (Nuc-Tuct Non-Profit)
- ❖ Chord Co-op



Were you there when the entertainers entertained?

The wrapped gifts were unwrapped?

When Lorna made her grand entrance as the queen of the Nile?

If not, you missed...

THE CFDI 2006 ANNUAL PICNIC

By Peter Whalen

Saturday, August 19th began clear, sunny and the perfect day to be outside. Outside for many of the CFDI staff was Humber Bay East Park, a beautiful setting with water, trees, trails and picnic tables. The third year for the picnic to be held in this favourite spot of many, proved to be a day of childhood fun, laughter and food. Oh the food!! Lots to go around with hotdogs, hamburgers, chicken, sausages and even veggie burgers all on the barbeque. To compliment came the salads - pasta, green leafy vegetable, sodas, water, ice tea and culminating in Jeff Tingley's famous made from scratch frosted cake.

The children were entertained with face painting, the making of balloon characters, games and prizes. The smiles and laughter were proof of how they felt. Adults (just kids in another form) delighted in not only the spread of eats but all the presents (wrapped this year so no one knew what to expect) and the squeals of discovery. Someone won a grocery bag holder and someone else got it.



Lots of new faces, lots of new staff. It was a great opportunity to meet and match the new, the already and the faithful and to do it somewhere else other than the workplace. Sitting in picnic style lawn chairs, sipping sodas, watching the day drift by, it was relaxing and revitalizing. And what made it so enjoyable? – the hard work, the organization, the set-up, the bounty of food, the service, the fun, the games, the prizes, the people.



Thanks is only a word and is never enough to express the appreciation deserved by Cathy Archibald and Margaret Davis and their families for making this possible. Not present but also involved behind the scenes were Beverley Campbell and Althea Miller. The tradition that is talked about and planned from spring onward, continues and is made possible by people who sacrifice time and talent for the enjoyment of others. Well done!

For more photos of the Picnic please go to www.comfield.ca.

STAFF PROFILE

Liz Vieira - Whenever I see a bright yellow Mazda hatchback around the city, I think of one person.... Elizabeth Vieira. "Liz" connected with CFDI back in September 2000 and this month, this year, is celebrating 6 years of hanging in, hanging on and not hanging up. Her perseverance, steadfastness and willingness to try many jobs at many sites (Hospital Workers, Kimroy Grove, Villa Gaspar, Howard Park, St. Mark's and finally Atkinson to name a few) has led her to becoming a full property manager with two sites in her portfolio – Nakiska Co-op and the newly acquired Chord Co-op.



Liz having sailed across the sea from Portugal in 1989, to later become a part of our lives at CFDI, has matured to a capable, conscientious and responsible manager. Well-organized, fair, firm and consistent, Liz is never without the answer for a member, the board or fellow staff. Contractors love dealing with Liz for her efficiency, thoroughness and knowledge on what has to be done on the site. Liz, who speaks Portuguese, has two staff members who also speak the language. Is this an empire in

the wind? To unwind, Liz likes to escape to the country on the weekend for camping and the fresh air, no noise, no phones and no hassles. Her passion is reading, cross stitching (I believe that is a lost art) and of course 'her yellow Mazda.' I'm not allowed to mention anyone special in her life but knowing that Liz is special is enough. So Liz, 'Para bens' -nos estamos batante orgulosos e reconecidos que fazes parte da Familia CFDI.' 'Congratulations - we are proud and thankful that you are part of the CFDI family.'



IN APPRECIATION - 'ATKINSON'S NIGHT OUT'



March 31, 2006 marked the end of three years for CFDI managing Atkinson Housing Co-op, a downtown 410-unit project. It also marked three years of Atkinson being a co-op. Prior to April 1, 2003,

Atkinson was a public housing project managed and controlled by the Toronto Community Housing Corporation (TCHC).

With history in the making as TCHC turned its first property into a co-op, CFDI was awarded the management contract (history for us too). Atkinson is the largest co-op in Ontario and three years later, April 1, 2006, CFDI was awarded another three-years contract - a tribute to CFDI and the staff involved over these years.

In appreciation, George, Eddie and Cristina entertained as many Atkinson staff (there were many over the years) to a night out on the town. On a rainy evening on Saturday, June 3rd, familiar faces began showing up at Philthy McNasty's located in the Yonge Eglinton area. The pictures speak for themselves, but what else could we do but eat and eat and eat..... Maybe that's what is philthy about it.



YET ANOTHER APPRECIATION - 'ELLEN MCGREAL'S NIGHT OUT'

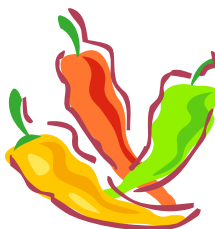
By Cristina Wong

On Saturday, May 27th, the "gang" from Ellen McGreal Co-op were treated to an appreciation dinner at "El Bodegón", a Peruvian restaurant in west end Toronto. Ellen McGreal is a federally funded co-op located in Scarborough and in the past few years has been suffering from cash flow problems (which we inherited, by the way), high vacancies and deferred maintenance issues.



In the last few month, staff at Ellen McGreal have walked that extra mile to help the co-op. CFDI has been liasing with CMHC to get more funding for repairs and with the City of Toronto for more housing supplement.

As I made myself comfortable, I began to scout the table full of appetizers. Something got my attention. A green sauce that I was told was just mild hot. Very bravely, I took a spoonful of the sauce and spread it over a piece of bread and it went right into my mouth. The following was my reaction. Mmm... yummy, it's not that hot. Mmm.... Hot, mmm...HOT, mmm... HOT, HOT, HOT..... WERE IS THE WATER!!!! Gulp, gulp, gulp, more water!! My mouthg was on fire! It was so hot that it actually made me cry, no kidding! Those chillies from



Peru must have been possessed.

We were then treated to a variety of entrée dishes: seafood, calamari, corn and potatoes, fried rice with BBQ pork, fish, chicken and grilled cow heart. Yes, moo moo heart...which surprinsingly tasted just like beef!

And for dessert we had "flan" which is something similar to a crème brûlée, and "alfahorras" which can be described as a cookie sandwich with a caramel-like filling made from sweeten condensed milk.

I had lots of fun, aside from the "burning" experience, and to the staff at Ellen McGreal: Keep up with the good work!

Inspiration from Kimroy Grove Co-op

By Eric Leung

"I see black spots!!!" she cried and you replied "Are you sure that it is only black and not pink, orange or purple ones?" This may be funny to you but when your members or tenants complain that they see black mould in their unit, this could be a potentially serious health hazard and surely this has been one of the recurring things that is a "growing" concern in our field.



The presence of mould is a signal that a problem exists within the building. Because mould occurs in almost all homes and it is difficult to get rid of, the best way to control mould growth is to eliminate its source: food and moisture. In homes, this food source is usually sheetrock or wood and

to avoid moisture this means more sunlight and proper ventilation in the unit.

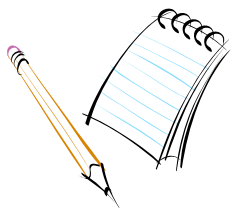
Most common moulds can be removed with a bleach and water solution but because of the allergic reaction they may cause for some people who have asthma, it is suggested that a detergent and water solution be used instead. More importantly, you should always wear protective equipment such as a dust mask and rubber gloves. In severe cases, sheetrock, wood or other items on which the mould is growing may have to be completely replaced.

For additional information on mould go to either the [City of Toronto Web Site](#), the [Canada Mortgage and Housing Corporation \(CMHC\) Web Site](#) or to the [Region of Peel Web Site](#).

IT'S RGI SEASON.....SIGN UP!

Training courses offered by the City of Toronto

All new staff who manages properties in the City of Toronto must take this training within 3 months of starting work and all staff who administer RGI must attend a session every 18 months. Although this training is offered by the City of Toronto and many of the procedures are specific to this municipality, you can still benefit from the basic RGI training.



Contact Tommy Tsui at the Head Office to sign up if he hasn't

contacted you yet.

New Staff – Tuesday, September 19th or Wednesday, December 13th.

RGI Update – Tuesday, October 24th or Wednesday November 22nd.

Waiting List Management – Wednesday, October 18th or Tuesday, December 19th. This is for staff who haven't previously attended this course on managing your waiting list for subsidy through Housing Connections (For projects in the City of Toronto only. The Region of Peel, Region of York and housing providers with federal funding have different procedures.)

PROJECT PROFILE

Kimroy Grove Co-operative Homes is a 93 unit project located in the Sheppard and McCowan area. Opened in 1983, it is already 23 years old and one of the federally funded housing providers.

CFDI has managed the project since December 2002. Over the past four years, Kimroy has moved forward with pleasing results. A dedicated board committed to the co-op's success and working co-operatively and respectfully with management has produced a community of various nationalities, backgrounds and experiences.



The co-op has active committees for member selection, gardening, newsletter, on call, social and youth. The residents are treated to an annual Summerfest, Clean Up Day, Garage Sales and Day

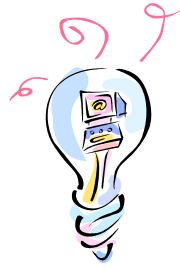


Trips such as the recent one to Casino Rama. The property has eye appeal due to the hired landscaper and tender touch of the gardening committee.

Recently, major repairs to the garage and asphalt paving have been completed. The site is also able to provide on site security which contributes to the safe and secure environment of the property.

IT'S TIME TO.....

- ❖ Get the snow removal contractor in place.
- ❖ Ensure your mechanical contractor switches your system from summer to winter by the end of October.
- ❖ Turn off those outside hoses.
- ❖ Stalk up on salt and snow melter.
- ❖ Change your mindset from summer to fall and all the richness that goes with it.



'HOPE EVERYONE HAD A GREAT SUMMER, SAFE AND SETTLED AND FEELING ENERGIZED TO SEE YOU THROUGH UNTIL NEXT SUMMER.'



Managers' Meetings Schedule for the remaining of Year 2006

Meetings are from 9:30 am to 12:30 pm and usually held at 15 Thorncliffe Park Co-op (15 Thorncliffe Park Drive, East York).

- ❖ September 21
- ❖ October 19
- ❖ November 23
- ❖ December – no meeting

Meetings are **mandatory** and staff is expected to attend. Please advise your BOD of this meeting schedule so that they are aware of the importance of your attendance to these meetings.

Want to view more photos from the Summer Picnic?

Go to www.comfield.ca and log into the staff login page. Click on the staff login button and Presto!

Newsletter Staff:

<i>Editor</i>	<i>Cristina Wong</i>
<i>Chief Writer</i>	<i>Peter Whalen</i>
<i>Special Contribution</i>	<i>Eric Leung</i>

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