

# Sunset Heights Housing Cooperative Maintenance Committee Meeting Tuesday, July 21, 2020

**Call to Order:** 7:30 p.m.

**In Attendance:**

Kevin Hatch	Donna Fo	Doris Huber
Angelina Clish	Judy Lea	Heather Mason
Leon Dunn	Theresa Fredericks	Karen Tuckwood
Susie Mrazek	Bill Person	

**Absent:**

Mima Moulechkova      Almash Virani

**Approval of Agenda:**

**Motion:** Angelina      **Second:** Doris      **Carried**

**Approval of Minutes: June 16, 2020**

**Motion:** Doris      **Second:** Heather      **Carried**

<b>Old Business:</b>	
<p><b>Handrail – underground staircase:</b> Kevin has the parts for install</p> <p><b>Co-Op Insurance Policy:</b> Angelina will send a copy to the committee</p> <p><b>Annual Bathroom Vent Cleaning:</b> On hold due to COVID.</p> <p><b>Telus internet:</b> Angie will post the password for Telus internet.</p> <p><b>Co-Op/Unit Insurance Claim:</b> The request for reimbursement for the \$1000.00 deductible paid for incorrect (by Member) toilet repair in Unit #206 has been sent to the Board of Directors for review.</p> <p><b>Unit Carpet Cleaning:</b> A question has been raised about the 25 year warranty on our new carpets. Is this warranty only for manufacturer defects? Heather will check the carpet policy. Do we continue with unit carpet cleaning at Co-Op Expense?</p>	<p><i>Kevin</i></p> <p><i>Angelina</i></p> <p><i>Angelina</i></p> <p><i>Pending</i></p> <p><i>Heather</i></p>
<p><b>Maintenance Requisitions:</b></p> <p><b>General – Req #1474:</b> Door knob on exit door outside #109 is falling off. <b>All Common door handles has been replaced.</b></p> <p><b>TH #12 – Req #1230:</b> Caulking around sink has come apart</p> <p><b>TH #12 – Req #1229:</b> Small steady leak from toilet</p> <p><b>TH #12 – Req #1389:</b> Kitchen cupboard is sagging. Contact Handi-man for repair.</p> <p><b>Unit #107: Req #1993:</b> New dishwasher purchased.</p> <p><b>Unit #102 – Req #1312:</b> Maintenance agreement letter sent to the Member. It has not been signed and returned.</p> <p><b>Unit #103 – Req #1464:</b> Maintenance agreement letter sent to the</p>	<p><i>Complete</i></p> <p><i>Complete</i></p> <p><i>Pending</i></p>

<p>Member. It has not been signed and returned.</p> <p><b>General – Req #1413</b> - Fire door on second floor sticks open and needs drywall repair. Angie will contact Raphael.</p>	
<p><b>New Business:</b></p> <p><b>Windows:</b> The CCDC2 is complete and Robertson’s will be in to pick it up for review. Kevin will order the “sticker” from the City which does not have to be on the CCDC2 at time of signing. When the CCDC2 is signed we will issue a payment for 40% for materials. All invoices must have an invoice # and a description of services. Robertson’s will sign as Prime Contractor. Kevin will write the letter for Prime Contractor. Angelina will post notices when the CCDC2 is signed and we have an accurate timeline.</p> <p><b>Telus Optik:</b> Telus can be here to install Telus Optik cables and the end of August. A survey will be sent to all Members to determine participation. This process began a few years ago, but should have been brought back to Maintenance before contact with Telus.</p> <p><b>Maintenance Committee Guidelines:</b> All items must be brought to Maintenance before any project (small or large) is acted upon.</p> <p><b>Unit #110 – Patio:</b> We can’t find a drain on the patio. Angelina will obtain a quote for patio repairs and install of a drain.</p> <p><b>Elevator Lighting:</b> Electrician needs to replace the lighting.</p> <p><b>Exterior Lighting:</b> All lights have been replaced.</p> <p><b>Power Wash:</b> Angelina will obtain and quote for power washing the building. Kevin asked for the parkade to be power washed. The committee does not feel this is necessary.</p> <p><b>Wood Tie Replacement:</b> Maintenance will pay for some of the wood ties that have been ordered by Landscaping at a cost of approximately \$6,000.00. Motion to approve funds for the Landscaping Committee to replace rotting wood ties.</p> <p><b>Motion:</b> Leon                      <b>Second:</b> Heather</p> <p><b>Retaining Walls:</b> We need to hire an Engineer to replace retaining walls.</p> <p><b>Cardboard Recycling Bin:</b> We now have a large bin for cardboard only at a cost of \$22.00 per month. Pick up will be every 2 weeks.</p> <p>- *</p> <p><b>Pending/Ongoing Items:</b></p> <ul style="list-style-type: none"> <li>- Annual Inspection – Smoke detectors – October, 2020</li> <li>- Townhouse Piping – Next steps</li> </ul>	<p><i>Angelina</i></p> <p><i>Ongoing</i></p> <p><i>MUST</i></p> <p><i>Angelina</i></p> <p><i>Angelina</i></p> <p><i>Carried</i></p>
<p><b>Adjourned:</b> 8:50 pm</p> <p><b>Minutes taken by:</b> Donna Fo – Unit #309</p>	
<p><b>NEXT MEETING:</b> Tuesday, August 18, 2020</p>	