

Sunset Heights Housing Cooperative Maintenance Committee Meeting Tuesday, June 16, 2020

Call to Order: 7:00 p.m.

In Attendance:

Kevin Hatch	Donna Fo	Doris Huber
Angelina Clish	Judy Lea	Heather Mason
Almash Virani		

Absent:

Leon Dunn	Mima Moulechkova	Bill Person
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Additions to Agenda:

- Follow up on “bug” inspection – There is no auto follow up. If you have a problem please contact Maintenance.
- Elevator

Approval of Agenda:

Motion: Almash **Second:** Heather **Carried**

Approval of Minutes: May 19, 2020

Motion: Angelina **Second:** Heather **Carried**

Budget Reporting: Question to the Board of Directors, what is the expectation for this. Do you want reporting by Committees monthly, quarterly?

Old Business:	
TH #2 – Repair of Member added patio paving stones. A letter has been sent to the Member stating that the Co-Op is only responsible for the original patio slab. If there is a problem with pavers that were added by a Member, they will be removed and replaced with grass. We need to review all ground floor patios.	<i>On going</i>
Handrail – underground staircase: Kevin will go to Home Depo.	<i>Kevin</i>
Bike Rack: Remove from Maintenance and add to next GM Agenda.	<i>Remove</i>
Co-Op Insurance: Kevin will review our insurance policy to see how we are covered. The policy is sent to the Board for review yearly, then auto renewed if there are no changes. How much are we paying for the policy?	<i>Kevin</i>
Annual Bathroom Vent Cleaning: Tabled	<i>Tabled</i>
Smell in Lobby: Kevin has checked the lobby area and this is probably Member garbage.	<i>Remove</i>
Telus internet: Angie will post the password for Telus internet in the Common Room.	<i>Angie</i>
Fire Panel & Unit detector Inspection: The annual inspection will be	<i>Johnny</i>

<p>scheduled for October.</p> <p>Concrete repair: All epoxy injections have been complete in the underground and west TH locker/laundry area with the exception of the exterior light outside TH locker area that is leaking water. This light has been disconnected. The closed drain outside TH #8 has been routed to another drain and is working fine.</p> <p>Co-Op/Unit Insurance Claim: 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><i>Complete</i></p> <p><i>Pending</i></p>
<p>Maintenance Requisitions:</p> <p>Unit #308 – Req #1957: Leon has re-screwed the transition flooring piece.</p> <p>Unit #102 – & TH #2 - Req #1304: Purchased new bi-fold closet doors.</p> <p>TH #12 – Req #1389: Kitchen cupboard is sagging. Contact Handi-man for repair.</p> <p>Unit #109 – Req #1256: Dishwasher not working. Angie has purchased a new dishwasher.</p> <p>Unit #101 – Req #1572: Kitchen tap leaking. Trinity has installed a new tap.</p> <p>Unit #202 – Req #1477: Bathroom tap leaking. Trinity has installed a new tap.</p> <p>Unit #102 – Req #1312: Request for 2 gallons of paint & putty to paint entrance hallway of unit. Approved. Angie will coordinate paint color and Maintenance will purchase paint kits.</p> <p>Unit #103 – Req #1464: Request for 4 gallons of paint to do 2 of the 3 bedrooms. Approved. Angie will coordinate paint color and Maintenance will purchase paint kits.</p> <p>General – Req #1313: Retaining wall rail tie between driveway and #102 has fallen off. This will be sent to Landscaping Committee for action, but Maintenance will pay for the repair.</p> <p>General – Req #1244 – West TH locker area door lock broken. Has been replaced.</p> <p>General – Req #1413 - Fire door on second floor sticks open and needs drywall repair. Angie will contact Raphael.</p>	<p><i>Complete</i></p> <p><i>Complete</i></p> <p><i>Pending</i></p> <p><i>Complete</i></p> <p><i>Complete</i></p> <p><i>Complete</i></p> <p><i>Approved</i></p> <p><i>Approved</i></p> <p><i>Complete</i></p> <p><i>Angie</i></p>
<p>New Business:</p> <p>Elevator: We have 1 more invoice to pay (for the holdback). No written report will be given to us by Apex for the conclusion of this project.</p> <p>Windows: We will contact Robertson Windows to set a date for them to finalize the window measurements prior to placing the order. The install may be scheduled for fall of 2020.</p> <p>The Committee feels, along with advice from our Co-Op Lawyer that we</p>	

<p>should not have a Member writing any contract or CCDC2. Also, we should not have any Member overseeing a large project. The Committee discussed and reviewed 3 proposals from an Engineer (for approximately \$46,000.00) and 2 different Project Management Company's, (one for \$1,000.00) which was only creating a CCDC2 and (one for approximately \$16,000.00) which includes writing of the CCDC2, oversee of the project, site visits, communication between us and the contractor and written reports. Kevin will schedule a meeting with Vancouver Engineering for more information before we vote to hire.</p> <p>- *</p> <p>Pending/Ongoing Items:</p> <p>- Townhouse Piping – Next steps</p>	
Adjourned: 8:45 pm	
Minutes taken by: Donna Fo – Unit #309	
NEXT MEETING: Tuesday, July 20, 2020	