

# Sunset Heights Housing Cooperative Maintenance Committee Meeting Tuesday, May 19, 2020

**Call to Order:** 7:00 p.m.

**In Attendance:**

Kevin Hatch

Donna Fo

Doris Huber

Angelina Clish

Heather Mason

Leon Dunn

## Bill Person

Almash Virani

Judy Lea

**Absent:**

Mima Moulechko

### Additions to Agenda:

Smell in lobby hallway

Insurance – Member/Co-Op

### Approval of Agenda:

**Motion:** Doris

**Second:** Heather

**Carried**

### Approval of Minutes:

**April 20, 2020**

**Motion:** Angelina

## Second: Kevin

**Carried**

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

<b>Old Business:</b>		
<b>TH #</b>	<b>In Progress:</b>	
	<b>TH #2 - Patio repair:</b> Angelina is drafting a letter to the Member.	<i>Pending</i>
	<b>Handrail:</b> Underground stairs leading from TH area needs to be replaced. Kevin looking into railings	<i>Pending</i>
	<b>Bike Rack:</b> Pending until we can take to the GM for voting on the Member monthly fees.	<i>Pending</i>
	<b>Co-Op Insurance:</b> Are we compliant (follow up with Brenda at Cana).	<i>Pending</i>
	<b>Bathroom Vent Cleaning:</b> - Annual unit vent cleaning	<i>Pending</i>
	<b>Maintenance Requisitions:</b>	
	<b>Unit #308 – Req #1957:</b> Transition flooring needs to be screwed down.	<i>Leon</i>
	<b>Unit #102 &amp; TH #2 –</b> Purchase new bi-fold closet doors.	<i>Donna</i>
	<b>TH #12 – Req #1389:</b> Kitchen cupboard is sagging. Contact Handi-man for repair.	<i>Pending</i>
	<b>Req #1413 –</b> Railing in west apartment hallway has fallen off (1 <sup>st</sup> floor). Fire door on second floor sticks open.	<i>Pending</i>
<b>New Business:</b>		

<p><b>Fire Marshall:</b> Johnny will schedule the work (we will give him the contact information) and will be given keys for the day.</p> <p><b>Apex Change Order #2:</b> Kevin and Angelina were on a call with Apex regarding our questions. We have taken a holdback of \$20,000.00. We are waiting for a written report on the project. Kevin has reviewed the monthly maintenance contract and it has been sent to the Board of Directors for sign off.</p> <p><b>Garbage Gate:</b> The locked gate for our garbage bins has been fixed by Security &amp; Allspan.</p> <p><b>Windows:</b> We have confirmed with the Agency that we do not need GM approval to move the project from 2 years to 1 because it is already a capital plan item. The total cost of the window project is approximately \$256,000.00 for the entire property. We have been advised by the Co-Op Lawyer that we should not have a Member write our CCDC2 or any contract. Can we hire an outside Project Manager instead of an Engineer? Who should be in charge of this project?</p> <p><b>Telus:</b> Telus has installed the separate phone line for the elevator and installed Telus WI-FI in the office. We will post a notice in the common room with password.</p> <p><b>Quote for concrete repairs &amp; injections:</b> (See attached photos) The quote received is \$5,334.00 (including GST of \$254.00) for the following items: epoxy injections in the garage, west townhouse locker area and the west townhouse laundry room. TH #13 – exterior hole by front door (drywall repair will be needed) TH #8 – exterior drain core drilling – plumbing will be separate</p> <p><b>Motion to accept quote for the above:</b> <b>Motion:</b> Donna                      <b>Second:</b> Leon</p> <p><b>Smell in Lobby:</b> There has been a terrible smell in the lobby for the last few weeks. We will purchase air fresheners. Is this Member garbage?</p> <p><b>Co-Op Insurance/Unit Insurance:</b> Angelina has been in contact with our Insurance carrier regarding the claim last year due to lobby flooding. This was caused by a Member having a neighbor fix her toilet instead of paying the Trinity invoice. We have discovered that our insurance company will not contact the member's insurance for payment (we have paid the deductible) and our insurance paid the \$10,000.00 repairs. The Committee agreed that the Member should be claiming this on her insurance, we should not have been involved in that. Donna will take this to the Board.</p> <p>- *</p> <p><b>Pending/Ongoing Items:</b></p>	<p><i>Carried</i></p>
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<ul style="list-style-type: none"> <li>- Townhouse Piping –</li> <li>- Window Replacement – 2020 to 2021 budget year</li> <li>- TH #8 – (Scan of exterior drain before core)</li> <li>- Hallway &amp; stairwell railing replacement</li> <li>- Ev Charging Stations</li> <li>- Bike Racks</li> </ul>	
<p><b>Adjourned:</b> 9:00 pm</p> <p><b>Minutes taken by:</b> Donna Fo – Unit #309</p>	
<p><b>NEXT MEETING:</b> Tuesday, June 16, 2020</p>	