

# Sunset Heights Housing Cooperative Maintenance Committee Meeting Tuesday, October 14, 2020

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

**In Attendance:**

Kevin Hatch	Donna Fo	Doris Huber
Angelina Clish	Theresa Fredericks	Leon Dunn
Bill Person	Kenny Laing	

**Absent:**

Almash Virani	Susie Mrazek	Heather Mason
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**Additions to Agenda:**

- Security – alarm doors
- Mailbox delivery
- Dryer vent blockage - #204 & #304

**Approval of Agenda with additions:**

<b>Motion:</b> Theresa	<b>Second:</b> Donna	<b>Carried</b>
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**Approval of Minutes: September 15, 2020**

<b>Motion:</b> Bill	<b>Second:</b> Theresa	<b>Carried</b>
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**Maintenance Committee Guidelines:**

**\*\*\*All items must be brought to the Committee before any project (small or large) is acted upon\*\*\*.**

<b>Old Business:</b>	
<b>Co-Op Insurance Policy:</b> Angelina has sent copies. Will review for next meeting. Angelina to send a copy to Kenny.	<i><b>Pending</b></i>
<b>Telus Fibre Optic:</b> Wiring to the building is complete. Members will have to contact Telus to sign up for the service.	
<b>Retaining Walls:</b> We need to obtain 3 quotes for this replacement. Theresa will obtain quotes for the next meeting.	<i><b>Theresa</b></i>
<b>Townhouse Piping:</b> Permits will take approximately 4 to 5 months to obtain. We are looking at May to begin the re-piping. Based on the water supply line, we can't have sprinklers installed in the townhouses.	
<b>Concrete crack at front door:</b>	<i><b>Complete</b></i>
<b>TH #10 (Smell in Kitchen):</b> We have scheduled an on-site check by the mold remediation company for the kitchen. Once we have the report we will revisit this issue. We need to discover the source of the smell if not mold.	<i><b>Pending</b></i>
<b>New Business:</b>	

<p><b>Elevator Monthly Maintenance:</b> Is Metro Elevator visiting to do monthly maintenance on the elevator? Yes.</p> <p><b>Maintenance remaining budget:</b> Mini projects discussed for the funds not yet used in the maintenance budget.</p> <ul style="list-style-type: none"> <li>- <b>Balcony doors – 10 units:</b> The small wood doors on 10 of our patios are not included in the window project for replacement. We can have them all replaced for \$23,495.00, plus tax of \$1,119.00 = \$22,376.00.</li> <li>- <b>Fridge replacement (2 phases):</b> Our fridges are beginning to break down and we have replaced several over the last 2 years. We are now purchasing LG fridges with the freezer option on the bottom. There is a sale on at Handy Appliance through November so we can purchase 15 fridges this year at a cost of \$1,200.00 each, plus tax = \$1,400.00. We will purchase 11 new fridges and replace the 2 “special” fridges in our handicapped units. The committee recommended we purchase the first fridges for all committee members and 2 handicapped units.</li> <li>- <b>TV for Common Room:</b> With new COVID requirements and the need for Zoom meetings the committee wants to purchase a 55” flat screen tv for the common room at a cost of approximately \$450.00. We have a projector which is not working well at our meetings.</li> </ul> <p><b>Motion to purchase 10 custom patio doors, 11 fridges with bottom freezers, 2 handicapped special order “side by side” fridges and a 55” flat screen tv.</b></p> <p><b>Motion:</b> Donna                      <b>Second:</b> Theresa</p> <p><b>Security – Alarm Exterior Doors (audible alarm):</b> The committee has recommended Audible alarms on exterior doors instead of an onsite security officer. Kenny will take this recommendation to the Board for the meeting tomorrow night. Kevin will collect costing details tomorrow.</p> <p><b>Exterior Doors:</b> Angelina will obtain a quote for replacing the doors at the front of the building and the West Townhouse garage door.</p> <p><b>Gate at bottom of driveway:</b> We are waiting for permission in writing from the City of Burnaby to install a gate at the bottom of the driveway. We will have the lighting &amp; sprinklers moved and re-install the side door when approval is received.</p> <p><b>Disconnect Plug in Guest Parking:</b> Angelina to call Action to disconnect this plug.</p> <p><b>Heater in Common Room:</b> Angelina will have Action check the thermostat in the common room.</p>	<p><i>Carried</i></p> <p><i>Angelina</i></p> <p><i>Action</i></p> <p><i>Action</i></p>
<p><b>Maintenance Requisitions:</b></p> <p><b>General – Req #1413</b> - Fire door on second floor sticks open and needs</p>	

<p>drywall repair. Angie will contact Raphael.</p> <p><b>General – Req #1327:</b> Stairwell door handle on NW 2<sup>nd</sup> floor fell off.</p> <p><b>General – Req #1330:</b> Electrical outlet on 2<sup>nd</sup> floor in hallway needs replacing.</p> <p><b>General – Req #1495:</b> 2 Dryers out of order in laundry room.</p> <p><b>General – Req #1329:</b> Lighting by TH #8-14 not working. Very dark.</p> <p>*****</p> <p><b>TH #5 – Req #1689:</b> Dishwasher does not clean dishes.</p> <p><b>TH #5 – Req #1690:</b> 2 Stove elements not working.</p> <p><b>Unit #104 – Req #1356:</b> Blockage in dryer venting stack of #102 and above and #104 and above.</p> <p><b>Unit #109 – Req #1260:</b> Fridge not working, freezer making terrible noise.</p> <p>New fridge has been ordered.</p> <p><b>Unit #203 – Req #1325:</b> Hood fan above stove is not working.</p> <p><b>Unit #204 – Req #1362:</b> Kitchen faucet is not working properly.</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>- Dryer Vent &amp; Bathroom Fan Cleaning</li> <li>- Window Project</li> <li>- Townhouse Piping</li> </ul>	<p><i><b>Handy Appliance</b></i></p>
<p><b>Adjourned:</b> 8:35 pm</p> <p><b>Minutes taken by:</b> Donna Fo – Unit #309</p>	
<p><b>NEXT MEETING:</b> Tuesday, November 17, 2020</p>	