

# Sunset Heights Housing Cooperative Maintenance Committee Meeting Tuesday, September 15, 2020

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

**In Attendance:**

Kevin Hatch

Donna Fo

Doris Huber

# Angelina Clish

Heather Mason

Theresa Fredericks

# Leon Dunn

Susie Mrazek

# Bill Person

Almash Virani

**Absent:**

### Additions to Agenda:

- Concrete crack
- Elevator contract
- windows update

**Approval of Agenda with additions:**

**Motion:** Theresa

## Second: Doris

**Carried**

**Approval of Minutes: Aug 18, 2020**

**Motion:** Doris

**Second:** Theresa

**Carried**

### Maintenance Committee Guidelines:

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

<b>Old Business:</b>	
<p><b>Co-Op Insurance Policy:</b> Angelina will send a copy to the committee</p> <p><b>Telus Fibre Optic:</b> Exterior wiring to building is done. Waiting for the schedule for internal wiring. This is a mandatory install. Heather will draft a letter to Members.</p> <p><b>Power Washing &amp; Gutter cleaning:</b> Will be complete tomorrow</p> <p><b>Retaining Walls:</b> This will be an ongoing project, but we need to replace or repair the retaining wall for Unit #110 now. It is under 3 feet so we can have the handy man repair it, but it will be included in replacement when we do all retaining walls.</p> <p><b>Townhouse Piping:</b> We will obtain a quote from Brighter Mechanical for Townhouse #1 - #14.</p> <p><b>Annual Unit Carpet Cleaning:</b> Should we continue to pay for this instead of having the Member's be responsible. Yes, but on hold during COVID</p> <p><b>Motion:</b> Theresa                      <b>Second:</b> Kevin</p>	<p><i>Pending</i></p>  <p><i>Ongoing</i></p>          <p><i>Carried</i></p>
<b>New Business:</b>	
<p><b>Patio – Unit #110:</b> New drainage and paving stones will be done on September 21, 2020.</p>	

<p><b>Double Sided Tape:</b> Members should not use double sided tape on flooring. There was some discussion on the types of glue remover that can be purchased for double sided tape. If Members use double sided tape they will pay for the floor damage if any.</p> <p><b>Concrete Crack:</b> The slab is cracked at the front door. To repair the slab will be \$787.50. Obtain a quote to replace the slab.</p> <p><b>Patio – Unit #105:</b> Repair work needs to be done on the patio of Unit #105. Angelina will have the concrete guy take a look and get a quote.</p> <p><b>Elevator Monthly Maintenance:</b> Is Metro Elevator visiting to do monthly maintenance on the elevator? Yes.</p>	
<p><b>Maintenance Requisitions:</b></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>General – Req #1995:</b> Hole in back of property by shed needs to be filled.</p> <p>*****</p> <p><b>TH #12 – Req #1389:</b> Kitchen cupboard is sagging.</p> <p><b>Unit #107 – Req #1493:</b> Back burner on stove not working. Call Action Electric.</p> <p><b>Unit #107 – Req #1497:</b> Hot water tap in kitchen will not turn all the way off. Motion to replace faucet.</p> <p><b>Motion:</b> Heather                      <b>Second:</b> Leon</p> <p><b>Unit #307 – Req #1258:</b> Bathroom &amp; kitchen outlet not working. Angelina will contact Action Electric.</p> <p><b>TH #10 – Req #1319:</b> Oven and 2 elements are not working. Motion to replace the stove as it is over 13 years old.</p> <p><b>Motion:</b> Theresa                      <b>Second:</b> Leon</p> <p><b>TH #10 – Req #1318:</b> Moldy smell under kitchen sink is getting worse. We will bring in someone to check the mold.</p> <p><b>Unit #309 – Req #1496:</b> Fridge not working, freezer making terrible noise.</p> <p>Motion to purchase new fridge.</p> <p><b>Motion:</b> Theresa                      <b>Second:</b> Heather</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>Carried</i></p> <p><i>Carried</i></p> <p><i>Carried</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, October 20, 2020</p>	

