

# Sunset Heights Housing Cooperative Maintenance Committee Meeting Tuesday, June 15, 2021

**Call to Order:** 7:02 p.m.

**In Attendance:**

Kevin	Donna	Doris	Angelina
Heather	Gloria	Theresa	Susie
Shannon	Mima	Allison	Stephanie
Judy			

**Absent:**

Leon	Almash	Bill P.	Bill U.
Cristina	Horia		

**Additions to Agenda:**

- BC Hydro                      - Invoicing                      - Window Status

**Approval of Agenda – with additions:**

**Motion:** Theresa                      **Second:** Doris                      **Carried**

**Approval of Minutes: May 25, 2021**

**Motion:** Heather                      **Second:** Theresa                      **Carried**

<b>Old Business:</b>	
<b>Mice Traps:</b> We will create a spreadsheet for tracking.	<i>Heather</i>
<b>Pest Control:</b> Donna will send the map from Local Pest Control to all members of the committee. When we agree where the additional traps should be located, Mima will meet with Local Pest Control.	<i>Mima</i>
<b>Windows:</b> Waiting for the decorative pieces to be installed. We are working on the deficiencies list for A1 Windows. We need to find out if we have documented all the deficiencies. Have we done all the inspections? Heather, Theresa, Doris will do any outstanding inspections. We have paid the deposit and Draw #1. Draw #2 and #3 are waiting to be signed off by Kevin. We have held back 10%.	<i>Pending</i>
<b>BC Hydro Rebate: For windows:</b> Some of the window stickers have been removed so Angelina will contact A1 for copies. We need the stickers and proof of full payment to apply for the grant/rebate from BC Hydro. Shannon asked if we really do qualify for any grant/rebate funds?	<i>Angelina</i>
<b>Co-Op Flooring:</b> Cristina has scheduled a site visit to have flooring measured and then quoted for various units and the west townhouse laundry room on Thursday, June 17 <sup>th</sup> . We must make sure we are following proper protocol as some of these units have never asked for flooring. Also we	

<p>need to work with participation to ensure these Members are considered “in good standing”. All quotes will be brought back to the Maintenance Committee.</p> <p><b>Exterior Fencing:</b> The quote received is very expensive. Susie has one additional company to contact for a quote. Should we make this a work party and do the job ourselves? It is a huge task for Members to take on. Judy will reach out to Members to see if anyone is interested.</p> <p><b>Fencing around Unit #102:</b> Angelia will e-mail the Company to see if the quote we received is still valid. If so we can start the fencing around Unit #102 and replace the gate at TH #1.</p> <p><b>TH Piping:</b> TH #8 through #14 are almost complete. The building and plumbing inspectors will be on site on Friday. If we pass inspection, then drywall and paint repairs will be started. A questions has been raised about copper piping being left in TH #12. Cristina and Kevin will follow up with Brighter Mechanical and will inspect TH #10.</p> <p><b>Unit Painting:</b> Cristina will send out a request to Members. Donna is working on the spreadsheet list.</p> <p><b>New Business:</b></p> <p><b>Invoicing - Member Payment to A1</b> – Extra locks on patio screen doors. Sandra has the cheque ready, but A1 has not returned to complete the lock install. Follow up with TH #8, this unit has not paid either.</p> <p><b>Project checklist:</b> We have received the sample from Stephanie. Kevin will work on the draft checklist.</p> <p><b>BC Hydro:</b> Hydro will be shut down on June 23 between 8:30 and 11:00. Will the gate open or should be open it that morning. Kevin will test the back-up battery. Judy will send an e-mail to all Members about the power shut off.</p> <p><b>Exterior door lock – Common Room patio:</b> Kevin has requested an exterior door lock be put on the common room patio door so we can issue keys when we have contractors on site to allow use of the common room.</p> <p><b>Retaining Walls:</b> Kevin has received one quote on the retaining walls for an excess of \$323,000.00. Three companies have been on site so far, but not all have submitted a written quote. Kevin has asked for a specific scope of work from Mima. Is irrigation included in the scope of work? Does this scope of work include an Engineer for the retaining walls over 3 1/2 feet? We need to meet separately to discuss retaining walls. This seems to be a bigger project than anticipated and we need to create a “sub-committee”.</p> <p><b>Hot Water Tanks:</b> We are monitoring hot water tanks by the dates of replacement. A tank is being ordered for TH #13 as the tank is over 10 years old. Shannon asked if we are monitoring the list by age of tank as she may have an issue. We will check the date on the tank for TH #3 as well.</p> <p><b>Gutters &amp; gutter leaf guards:</b> The gutter replacement on the main</p>	<p><i>Judy</i></p> <p><i>Angelina</i></p> <p><i>Cristina/ Kevin</i></p> <p><i>Donna</i></p> <p><i>Kevin</i></p> <p><i>Judy</i></p> <p><i>Angelina</i></p>
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<p>building &amp; covers for the entire property has been scheduled for July 5<sup>th</sup>. Several committee members felt that we should finish the projects we are already working on before starting another project. Should we schedule this in August? Kevin indicated that we can't keep deferring projects, the work must continue. Does this quote include the balcony gutters? Follow up is needed before we go forward with this.</p> <p><b>EV Charging:</b> Judy will provide 2 quotes at the next meeting.</p> <p><b>Maintenance Requisitions: ** See Attached**</b></p> <p><b>Ongoing Projects:</b></p> <ul style="list-style-type: none"> <li>- Window Project</li> <li>- Gutters &amp; covers (July 5<sup>th</sup>)</li> <li>- Exterior Fence – stain &amp; clean</li> <li>- Townhouse Piping</li> <li>- EV Charging</li> <li>- Retaining Walls</li> </ul> <p><b>Pending Items:</b></p> <ul style="list-style-type: none"> <li>- Driveway 2<sup>nd</sup> gate</li> <li>- Exterior Front Door</li> <li>- Dryer Vent &amp; Bathroom Fan Duct Cleaning - September 2021</li> <li>- Fridge Replacement: 3<sup>rd</sup> phase - as required or year end</li> <li>- Annual Inspection – Fire System Testing – October, 2021</li> <li>- Unit Carpet Cleaning</li> </ul>	<p><b><i>Pending</i></b></p> <p><b><i>Pending</i></b></p>
<p><b>Adjourned:</b> 9:15 pm</p> <p><b>Minutes taken by:</b> Donna – Unit #309</p>	
<p><b>NEXT MEETING:</b> Tuesday, July 20, 2021</p>	