

Sunset Heights Housing Cooperative Maintenance Committee Meeting Tuesday, May 25, 2021

Call to Order: 7:05 p.m.

In Attendance:

Kevin	Donna	Doris
Angelina	Heather	Leon
Gloria	Theresa	Cristina
Horia	Almash	Susie
Shannon	Mima	Sheila
Bill P.	Bill U.	Allison
Stephanie	Judy	

****Judy – give Cristina Zoom account & password to schedule meeting invites****

Additions to Agenda:

- Communication Protocol
- Hallway Fans

Approval of Agenda – with additions:

Motion: Cristina **Second:** Doris **Carried**

Approval of Minutes: April 20, 2021

Motion: Cristina **Second:** Heather **Carried**

Old Business:	
Mice Traps: We will create a spreadsheet to track units that will be serviced by Local Pest Control. TH #4 and TH #8 need to be added.	<i>Heather</i>
Exterior Fencing: The cleaning & staining of the exterior fencing will be tabled until July/August. Kevin stated the fencing needs to be completely dry. We also need repairs/replacement panels throughout the property.	<i>Pending</i>
Hazmat Testing: We have received the report and we are 100% clear of asbestos and lead paint in all 14 townhouses. We will have the main building tested at a later date.	
Windows: Cristina asked how we are reporting deficiencies? Are we asking the Members to submit problem items? Donna and Kevin have created a checklist to record deficiencies. Donna will send a soft copy to Cristina. A schedule needs to be created to do the final window install inspections. Cristina, Horia, Kevin, Heather and Donna will do inspections. Blinds will be re-hung if possible or new blinds will be purchased on a case by case basis.	<i>Donna</i>
BC Hydro Rebate: For windows: Angelina reported on the process for applying for the Hydro rebate for our new windows. Shannon stated there	<i>Shannon</i>

<p>are other programs for Co-Ops and she will send the link to Kevin.</p> <p>West Townhouse Laundry – flooring: Motion to replace the flooring in the west townhouse laundry room.</p> <p>Motion: Heather Second: Cristina</p> <p>Co-Op Flooring: Cristina has volunteered to take on the job of flooring repair & replacement. She will obtain the necessary quotes which will included the West Townhouse laundry room, TH #4 and Unit #309.</p> <p>Project checklist: Alison has sent a sample checklist. We are waiting for Cristina and Stephanie before we create our checklist.</p> <p>Maintenance Req’s – on Co-Op Website: At this time member requisitions that are completed on the website are not auto forwarded to maintenance. Joan must forward them. We need these items to auto forward. Judy will follow up.</p> <p>Fencing around Unit #102: The fencing around Unit #102 was approved at the GM meeting. We can now go forward with the install. This will not interfere with the window project.</p> <p>New Water Source – All Townhouses: We have included the install of an exterior water source for each townhouse in our contract with Brighter Mechanical.</p> <p>New Business:</p> <p>Traps – Rodent: Several questions were asked about the service we are receiving from Local Pest Control. How often do they fill the traps? Are the traps effective? Can we have additional traps on the property? Donna will send the contract for review. Mima has volunteered to be a main contact.</p> <p>Piping: Cristina and Stephanie are coordinating townhouse piping. The start date is scheduled for May 31, 2021 with a tentative completion date of the end of June. Brighter has built a storage shed in our guest parking area. Cristina will contact Brighter to have the information white board placed in the lobby (by the mailboxes). Townhouse Members are responsible to view the white board for schedules and information. Donna will get them a front door FOB and keys to the common room.</p> <p>Front Door Replacement: We do not have the quotes available so this items will be tabled.</p> <p>Hallway Fans: Kevin has turned on the hallway fans to run from 9 to midnight and again from 6 to 9:00 am</p> <p>Communication Protocol: Cristina asked who is responsible for the maintenance e-mail box? Requesting that whoever is responsible, actually take full responsibility, be respectful when responding and always sign your name. The response to Members can’t be from maintenance, there must be a committee members name attached.</p> <p>EV Charging: Judy has obtained 3 quotes from approximately \$14,000.00 to \$17,000.00, minus possible rebates of \$2,000.00 per station. As this is</p>	<p><i>Carried</i></p> <p><i>Cristina</i></p> <p><i>Pending</i></p> <p><i>Judy</i></p> <p><i>Approved</i></p> <p><i>Donna</i> <i>Mima</i></p> <p><i>Cristina/</i> <i>Stephanie</i></p> <p><i>Donna</i></p> <p><i>Table</i></p> <p><i>Table</i></p>
---	---

<p>not an emergency, we need to have this decided at the next budget meeting. Should we go forward and which budget will cover the cost?</p> <p>Unit Painting: There have been several requests for unit painting. It was decided that we will create a list of units by last date painted and participation by the Members involved. We will then draw names based on what kind of response we received. Cristina will send out a request to Members.</p> <p>TH #3: Shannon had submitted 3 req's through the Co-Op website which we did not have at this meeting. One items was for flooring repairs which has been added to Cristina's list of items. Another is for blinds which will be done with the other's at the end of the window project.</p>	<p><i>Cristina</i></p> <p><i>Cristina</i></p>
<p>Maintenance Requisitions: Standard</p> <p>TH #5 – Req #1690: 2 Stove elements not working. Member did not put elements in correctly. Has this member been billed for service?</p> <p>TH #1 – Req #1323: Fence gate will not stay closed. We will ask the fence guy to quote on this also.</p> <p>TH #13 – Req #1265 & #1350: Request for new flooring due to allergies of someone moving in soon. Carpet will be re-stretched, not replaced.</p> <p>TH #8 – Req #1967: Gap outside under bay window – someone is storing items not belonging to TH #8. Several other Townhouse Members indicating the same issue. Kevin will look at the issue after the meeting.</p> <p>TH #4 – Req #1210: Request for new carpet in the living room.</p> <p>TH #4 – Req #1204: Request for unit painting</p> <p>TH #7 – Req #1865: Request for “bait trap” – by metal door, top of stairs of east townhouses.</p> <p>Unit #109 – Req #1348: Request carpet stretching in all rooms.</p> <p>Unit #109 – Req #1346: Bathroom faucet corroded, peeling finish</p> <p>Unit #202 – Req #1279: Unit door sill & threshold plate are loose, need replacement.</p> <p>Unit #302 – “No Req”: Unit door sill & threshold plate are loose, need replacement.</p> <p>Unit #304 – Req #1418: Kitchen light buzzing – replace.</p> <p>Unit #304 – Req #1418: Drywall needs fixing under all new heaters.</p> <p>Unit #308 – Req #1355: dining room transition piece needs fixing</p> <p>Unit #309 – Req #1269: Request for laminate in kitchen, bathroom, dining room & hallway. Flooring very old and does not match.</p> <p>Unit #311 – Req #1270: Bathroom paint is peeling off & flooring is still lifing.</p> <p>*****</p> <p>Maintenance Requisitions: Window Project</p>	<p><i>Pending</i></p> <p><i>Pending</i></p> <p><i>Can't be Fixed</i> <i>Cristina</i> <i>Raphael</i></p> <p><i>Replace</i></p> <p><i>Rick</i></p> <p><i>Rick</i> <i>Action</i> <i>Raphael</i> <i>Rick</i></p> <p><i>Cristina</i> <i>Raphael</i> <i>& Rick</i></p>

<p>TH #1 – Req #1422: Old metal blinds need replacement</p> <p>TH #4 – Req #1205: Request for all new blinds – blinds broken</p> <p>TH #5 – Req #1692: Patio door blind is broken. Table until after the windows are installed</p> <p>TH #7 – Req #1867: Sill install in living room (old beat up wood used). This was reported by TH #1, TH #5 and TH #7.</p> <p>TH #14 – Req #1438: Cracking around window ledges after install</p> <p>**Raphael will be brought in to take care of all drywall and sill painting after the project is complete**</p> <p>Maintenance Requisitions: Piping Project</p> <p>TH #14 – Req #1439: Damage on walls & Ceiling from Hazmat testing</p> <p>Unit #101 – Req #1419: Patio door sill need painting</p> <p>Ongoing Projects:</p> <ul style="list-style-type: none"> - Window Project - Townhouse Piping <p>Pending Items:</p> <ul style="list-style-type: none"> - Driveway 2nd gate - Exterior Front Door - Dryer Vent & Bathroom Fan Duct Cleaning - September 2021 - Fridge Replacement: 3rd phase - as required or year end - Annual Inspection – Fire System Testing – October, 2021 - Unit Carpet Cleaning 	
<p>Adjourned: 9:15 pm</p>	
<p>Minutes taken by: Donna – Unit #309</p>	
<p>NEXT MEETING: Tuesday, June 22, 2021</p>	