

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

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

**In Attendance:**

Kevin Hatch	Donna Fo	Doris Huber
Angelina Clish	Heather Mason	

**Absent:**

Almash Virani	Susie Mrazek	Theresa Fredericks
Bill Person	Kelly Laing	

**Additions to Agenda:** No Agenda was presented

**Approval of Agenda with additions:**

**Approval of Minutes:** November 17, 2020

**Motion:** Doris                      **Second:** Angelina                      **Carried**

**Maintenance Committee Guidelines:**

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

<b>Business:</b>	
<b>Retaining Walls:</b> We need to obtain 3 quotes for this replacement. Theresa has not submitted the quotes.	<i>Theresa</i>
<b>Townhouse Piping:</b> Angelina has discussed the need for backflow with Brighter's and this will only be done if the City of Burnaby requires it. If we must do it the cost will be approximately \$10,000.00.	
<b>New Balcony Doors:</b> A memo will be sent to these Members. Do not drill into the doors to hang blinds or curtains. If Members drill into the doors, they will be financially responsible for the cost of repair/replacement.	<i>Ongoing</i>
<b>Fridge Replacement – 2 phases:</b> The new fridges for handicapped units have been received along with 3 other fridges. More will follow by the end of December.	
<b>Security – Alarm Exterior Doors (audible alarm):</b> We have 2 exterior doors that are on key system, not FOB so we can't alarm any doors or this key system will set off the alarm continuously. We will get a quote on power washing the fencing and then applying stain per the RCMP recommendations.	<i>Pending Pending</i>
<b>Exterior Doors:</b> The west parkade door is now working fine on the key system. We are waiting for quotes on replacing the building front door.	<i>Pending</i>



fence guy to quote on this also.	<i>Angelina</i>
<b>TH #8 – Req #1417:</b> New fridge has been repaired twice now. Angelina will escalate with Home Depo.	<i>Angelina</i>
<b>Unit #103 – Req #1395:</b> 2 kitchen drawers will not open or close. Cabinets are crumbling.	
<b>Unit #110 – Req #1341:</b> Member requires 2 shower grab bars installed. Our handi-man is scheduled to do the install at a cost of \$312.00.	<i>HandiMan</i>
<b>Unit #206 – Req #1339:</b> Striping at the bottom of the door needs replacing.	<i>HandiMan</i>
<b>Unit #206 – Req #1338:</b> 3 cupboard doors in kitchen needs hinges replaced. Member will be asked to take photos of the hinges.	<i>Handiman</i>
<b>Unit #301 – Req #1340:</b> Light switch by living room does not work.	<i>Judy</i>
<b>Unit #302 – Req #1494:</b> New toilet is too small – please replace. (see above)	<i>Action E</i>
<b>Unit #302 – Req #1263:</b> Bathtub needs to be recaulked.	<i>Pending</i>
	<i>Handiman</i>
<b>Pending/Ongoing Items:</b>	
- Annual Inspection – Smoke detectors – October, 2020	
- Dryer Vent & Bathroom Fan Cleaning	
- Window Project	
- Townhouse Piping	
<b>Adjourned:</b> 8:35 pm	
<b>Minutes taken by:</b> Donna Fo – Unit #309	
<b>NEXT MEETING:</b> Tuesday, January 19, 2021	