

Sunset Heights Housing Cooperative Maintenance Committee Meeting Tuesday, November 17, 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	Heather Mason
Theresa Fredericks	Leon Dunn	Bill Person
Kelly Laing		

Additions to Agenda:

- Bathroom flooring repair
- Replace or refill traps for mice in units
- Completion of heater project

Approval of Agenda with additions:

Motion: Donna **Second:** Heather **Carried**

Approval of Minutes: **October 20, 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***.**

Old Business:	
Retaining Walls: We need to obtain 3 quotes for this replacement. Theresa has not submitted the quotes.	<i>Theresa</i>
Townhouse Piping: 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. Kevin asked Angelina to contact Brighter's to see why we would need an additional backflow. We have enough in our contingency to cover the backflow if required.	<i>Angelina</i>
Balcony Doors – not patio sliders: We have sent in the \$5,000.00 deposit for doors. Waiting for a balance invoice of approximately \$18,000.00.	<i>Ongoing</i>
Fridge Replacement – 2 phases: The Whirlpool fridges for Unit #106 and #211 have been ordered and will be delivered the end of December. 13 LG fridges have been ordered and will be delivered over the next 2 months as follows: (The fridge for Unit #109 and #201 will be here on Thursday. The fridge for Unit #302, #107 and #308 will be here on the 26 th of November.	

<p>8 additional fridges will be delivered before the end of the year). The next phase for ordering replacement fridges will be in the Spring.</p> <p>Security – Alarm Exterior Doors (audible alarm): Kevin will collect costing details tomorrow.</p> <p>Exterior Doors: Angelina will obtain a quote for replacing the doors at the front of the building and the West Townhouse garage door.</p> <p>Gate at bottom of driveway: 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 & sprinklers moved and re-install the side door when approval is received.</p> <p>Disconnect Plug in Guest Parking: Angelina to call Action to disconnect this plug.</p> <p>Heater in Common Room: Angelina will have Action check the thermostat in the common room</p>	<p><i>Kevin</i></p> <p><i>Angelina</i></p> <p><i>Pending</i></p> <p><i>Angelina</i></p> <p><i>Angelina</i></p>
<p>New Business:</p> <p>2 Way lock - Elevator into parking garage: Can we have the lock from the elevator to the parking garage change to use key on one side, but only FOB on the other? We will contact Accurate Lock.</p> <p>Replacement Flooring – Unit #312: The bathroom flooring was not installed properly and will be replaced tomorrow. Heather asked that we make sure we will not be charged. Heather asked that Kevin come and check the work after completion.</p> <p>Mice traps – in Units: We have not had service on these traps for years. The fee is \$25.00 per unit. Angelina will call pest control.</p> <p>Heater Replacement Project: We will revisit this in 2021.</p> <p>Fairlane: Smoke detectors were all replaced in the main hallways. There was a \$350.00 fee for code required flow test for the fire connection and a code required 3 year dry triptest. We had the units heat detectors done last month with the exception of TH #6. This unit has an additional lock and a combination lock that are not on the master key system. This will be taken to the Board of Directors for action.</p> <p>Speed Limit Signage: We will purchase signage for the parkade posting a 5km speed limit.</p>	<p><i>Pending</i></p> <p><i>Kevin</i></p> <p><i>Angelina</i></p>
<p>Maintenance Requisitions:</p> <p>General – Req #1413 - Fire door on second floor sticks open and needs drywall repair. Angie will contact Raphael.</p> <p>*****</p> <p>TH #5 – Req #1689: Dishwasher does not clean dishes.</p> <p>TH #5 – Req #1690: 2 Stove elements not working. Member did not put elements in correctly.</p>	<p><i>Pending</i></p> <p><i>Repair</i> <i>Repair</i></p>

