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
Theresa has not submitted the quotes.	
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	Angelina
cover the backflow if required.	
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.	
Fridge Replacement – 2 phases: The Whirlpool fridges for Unit #106 and	Ongoing
#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 26th of November.	

8 additional fridges will be delivered before the end of the year). The next	
phase for ordering replacement fridges will be in the Spring.	
Security – Alarm Exterior Doors (audible alarm): Kevin will collect	Kevin
costing details tomorrow.	
Exterior Doors: Angelina will obtain a quote for replacing the doors at the	Angelina
front of the building and the West Townhouse garage door.	
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	Pending
when approval is received.	
Disconnect Plug in Guest Parking: Angelina to call Action to disconnect	Angelina
this plug.	
Heater in Common Room: Angelina will have Action check the	Angelina
thermostat in the common room	
New Business:	
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	Pending
FOB on the other? We will contact Accurate Lock.	
Replacement Flooring – Unit #312: The bathroom flooring was not	
installed properly and will be replaced tomorrow. Heather asked that we	Kevin
make sure we will not be charged. Heather asked that Kevin come and	
check the work after completion.	
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.	Angelina
Heater Replacement Project: We will revisit this in 2021.	
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.	
Speed Limit Signage: We will purchase signage for the parkade posting a	
5km speed limit.	
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Maintenance Requisitions:	
General – Req #1413 - Fire door on second floor sticks open and needs	Pending
drywall repair. Angie will contact Raphael.	

TH #5 – Req #1689: Dishwasher does not clean dishes.	Repair
TH #5 – Req #1690: 2 Stove elements not working. Member did not put	Repair
elements in correctly.	мерин
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TH #5 – Req #1691: Leak from nut above shut off for toilet	Repair
TH #5 – Req #1337: Shower head makes screeching noise	??
TH #9 – Req #1261: Black mold under kitchen sink. Has been leaking for	Repair
some time.	_
TH #12 – Req #1456: Request for fencing & gate around Unit #102.	Hold
TH #12 – Req #1455: 2 nd lock on patio door broken.	New lock
TH #13 – Req #1334: Dishwasher broken	Purchase
Unit #104 – Req #1356: Lintbusters has cleared the stack from #104 to the	Complete
roof. No blockage in dryer vent found.	
Unit #106 – Req #1444: Dishwasher broken.	Purchase
Unit #110 – Req #1333: Bathtub faucet leaking.	Repair
Unit #110 – Req #1332: Weather stripping around unit door needs repair.	Replaced
Unit #110 – Req #1331: Shelves in coat closet fell off.	Replaced
Unit #110 – Req #1335: Dishwasher rusty & dirt. Replace please.	Repair
Unit #110 – Req #1336: Ceiling in dining room & living room dusty.	_
Please paint. Will purchase paint for Member	
Unit #302 – Req #1997: Toilet cracked	Replace
Unit #311 – Req #1328: Toilet chain broken	Repair
Pending/Ongoing Items:	
- Annual Inspection – Smoke detectors – October, 2020	
- Dryer Vent & Bathroom Fan Cleaning	
- Window Project	
- Townhouse Piping	_
Adjourned: 8:35 pm	
Minutes taken by: Donna Fo – Unit #309	
NEXT MEETING: Tuesday, December 15, 2020	