

Sunset Heights Housing Cooperative Maintenance Committee Meeting Tuesday, March 16, 2021

Call to Order: 7:05 p.m.

In Attendance:

Kevin Hatch	Donna Fo	Doris Huber
Angelina Clish	Heather Mason	Leon Dunn
Mima Moulechkova	Kenny Laing	Bill Person
Bill Upton	Gloria Casanova	

Absent:

Almash Virani	Susie Mrazek
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Additions to Agenda:

Food Waste Bins/Garbage	Front Door Fix
Trinity PM Services	Board update

Approval of Agenda – with additions:

Motion: Doris	Second: Heather	Carried
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Approval of Minutes: February 16, 2021

Motion: Heather	Second: Angelina	Carried
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Maintenance Committee Guidelines:

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

Old Business:	
Retaining Walls: Mima and Kevin will do a walk around to determine what retaining walls need replacement. Kevin stated that the drains by each retaining wall will be replaced/cleared at the same time.	<i>Mima/ Kevin</i>
Exterior Fencing: We will obtain a quote to wash & stain the exterior fencing. Susie will look into hiring someone to do the job.	<i>Susie</i>
Exterior Front Door: Leon has contacted several companies and they do not do residential doors. Judy asked Bill to assist with obtaining quotes. Leon will send the material to Bill. Finding a new front door will take a while and right now the door is not locking. It needs to be fixed ASAP. Kevin will look at the door following the meeting.	<i>Bill</i>
Gate at bottom of driveway: The City of Burnaby has declined our request to install the gate? Should we apply for a variance? If we get the variance we will have to install the fence half way up the driveway and enclose it completely.	<i>Kevin</i>
Mice traps – in Units: The survey has been sent to Members	<i>Tabled</i>
	<i>Pending</i>

<p>Heater Replacement Project: The survey has been sent to Members</p> <p>Bike Racks: We will not be installing bike racks, but have installed eye hooks in the walls of each parking stall to secure bikes. Total cost was \$2,100.00. Heather mentioned that this was discussed, but never voted on at a Maintenance Meeting. This was an oversight and going forward all items will be discussed and voted on by the Committee.</p> <p>Townhouse Piping: We are waiting for the permits to begin. Brighter Mechanical will set up a zoom meeting with all Townhouse Members. Asbestos testing has been done on our property. Brighter will confirm.</p> <p>Windows: We need to apply for a special parking permit in preparation. The permit will be \$450.00. Members will have to clear 3 to 4 feet in front of windows and 3 feet on patios. Kenny will follow up with Unit #104, #105 and #108. Any Member requesting additional patio locks must pay the \$50.00 fee.</p> <p>Annual Unit Inspections: Pending – October 2021</p> <p>Dryer Vents & Bathroom fans: Schedule for September 2021</p> <p>Bench seating in the Common Room: Several samples were presented to the committee and the selection was made as follows: Motion to recover bench seating in the common room with the solid “dark” grey fabric.</p> <p>Motion: Donna Second: Heather</p> <p>Food Waste Bins: Bin is always too full. Can we look into another bin or a larger bin? Revolution will now pick up twice a week.</p>	<p><i>Pending</i></p> <p><i>Complete</i></p> <p><i>Ongoing</i></p> <p><i>Kenny</i></p> <p><i>Pending</i></p> <p><i>Pending</i></p> <p><i>Carried</i></p>
<p>New Business:</p>	
<p>Gutter replacement: We need to replace the gutters on the main building along with leaf filters. The quote for the complete project is \$20,000.00. It will be an additional \$6,000.00 to include the leaf filters on the new gutters for the Townhouse. Motion to replace gutters for the main building and the leaf guards for the main building and Townhouses.</p> <p>Motion: Donna Second: Judy</p> <p>Balcony Fascia painting: We have received a quote of \$1,848.00 to paint all the fascia board below the new balcony’s. Motion to begin painting.</p> <p>Motion: Heather Second: Doris</p> <p>Wood Ties – Sidewalk between Unit #105 and #106: Quote is \$1,181.25 to replace wood ties.</p> <p>Maintenance Req’s on Co-Op Website: Do we want the req’s on the website or still on paper?</p> <p>Garbage Bins: The bin was overflowing before pick up day. Can we remind Members not to over fill? A lot of renovation stuff was in the bin and Angelina took responsibility for that. It will not happen again.</p> <p>PM – is preventive maintenance by Trinity: No discussion required.</p>	<p><i>Carried</i></p> <p><i>Carried</i></p> <p><i>Tabled</i></p> <p><i>Tabled</i></p> <p><i>Angelina</i></p>

<p>Finance workshop: Judy gave an update on the workshop with the Finance Committee and Cana. There were some interesting things in the presentation.</p> <p>Board Update: Going forward Kenny will give updates/feedback and questions from the Board of Directors.</p> <ul style="list-style-type: none"> - EV Charging: Can we install a dual charging station in guest parking? Judy will give the quotes to Kenny and this will be brought to the GM, following the AGM. - Gate Variance: The Board feels that we should see what the variance includes and how much work it will be or if it will even be approved. - Fencing between Unit #101 and #102: After some discussion on the various options for fencing, the Committee will go out and look at the options. We want to finalize this so we can discuss at the GM (March 31, 2021). 	
<p>Maintenance Requisitions:</p> <p>General – *****</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 #12 – Req #1456: Request for fencing & gate around Unit #102.</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>Unit #103 – Req #1395: 2 kitchen drawers will not open or close.</p> <p>Unit #206 – Req #1339: Striping at the bottom of the door needs replacing.</p> <p>Unit #206 – Req #1338: 3 cupboard doors in kitchen need hinges.</p> <p>Unit #311 – Req #1266: Laundry room door needs to be replaced, the one purchased does not fit properly.</p> <p>Maintenance Requisitions: New</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 #2 – Req #1443: Oven not reaching correct temp, elements not working and bottom drawn of range broken. Possible stove replacement. Member also submitted receipt for new bi-fold door that was requested several years ago and never delivered. Also a new toilet seat. Motion to approve purchase & install for a cost of \$190.82.</p> <p>Motion: Donna Second: Kevin</p>	<p><i>Pending GM</i></p> <p><i>Pending Pending</i></p> <p><i>Pending Rick</i></p> <p><i>Stretch Carpet</i></p> <p><i>Angelina</i></p>
<p>Pending/Ongoing Items:</p> <ul style="list-style-type: none"> - Annual Inspection – Smoke detectors – October, 2021 	

<ul style="list-style-type: none"> - Dryer Vent & Bathroom Fan Cleaning - September 2021 - Window Project - Townhouse Piping - Upgrade of fridges - phase 3 	
<p>Adjourned: 8:35 pm</p> <p>Minutes taken by: Donna Fo – Unit #309</p>	
<p>NEXT MEETING: Tuesday, April 20, 2021</p>	