

# Sunset Heights Housing Cooperative Maintenance Committee Meeting Tuesday, February 16, 2021

**Call to Order:** 7:05 p.m.

**In Attendance:**

Kevin Hatch	Donna Fo	Doris Huber
Angelina Clish	Heather Mason	Almash Virani
Susie Mrazek	Leon Dunn	Mima Moulechkova
Kenny Laing		

**Absent:**

Bill Person

**Additions to Agenda:**

Job #313 – General Handy Person  
 Job #314 – Maintenance Committee Assistant  
 Mice in units  
 Security  
 Food Waste Bins  
 Windows

**Approval of Agenda – with additions:**

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

**Approval of Minutes:** **January 19, 2021**

**Motion:** Doris                      **Second:** Heather                      **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> Theresa has refused to obtain the quotes so Mima has agreed to take over. Mima will follow up with Theresa	<b><i>Mima</i></b>
<b>Fridge Replacement – 2 phases:</b> Stage 2 of 3 complete	<b><i>Ongoing Susie/ Kevin Leon</i></b>
<b>Exterior Fencing:</b> We will obtain a quote to wash & stain the exterior fencing. Susie will look into hiring someone to do the job.	
<b>Exterior Front Door:</b> Leon has contacted 5 contractors for quotes. Centra will be on-site next week. Pella's quote will be in tomorrow – approximately \$5,800.00 to \$7,200.00. Leon will also contact A-1 Windows for a quote.	
<b>Gate at bottom of driveway:</b> The City of Burnaby is waiting for a report from the Traffic Division before responding to our request. If approved, it	<b><i>Pending</i></b>

<p>will cost approximately \$20,000.00.</p> <p><b>Mice traps – in Units:</b> Survey to Members is pending. Do we have any issues with mice? Are the bait stations working and do we need more stations? No Members have reported an issue with mice.</p> <p><b>Heater Replacement Project:</b> Questions to Members will be sent out.</p> <p><b>Fire Door – 2<sup>nd</sup> floor hallway:</b> This has been fixed.</p> <p><b>Townhouse Piping:</b> Will start April 1, 2021</p> <p><b>Windows:</b> Will start with the main building so not to conflict with TH piping project. TH windows will be done after the piping is complete. 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. Any Member requesting additional patio locks must pay the \$50.00 fee.</p> <p><b>Job # 313 – General Handy Person &amp; Job #314 - Maintenance Committee Assistant:</b> All jobs relating to Maintenance must be cleared through the Chair. This will be discussed with Judy.</p> <p><b>Security:</b> Is Maintenance responsible for Security and costs associated? Yes. When we have contractors on site we must ensure they do not leave the common room patio door open when they are not in the room and the front door of the building should never be propped open.</p> <p><b>Gutter Cleaning:</b> Fall of 2021</p> <p><b>Bike Racks:</b> Based on RCMP recommendations, bikes should not be visible. We need to come up with another solution.</p> <p><b>Annual Unit Inspections:</b> Pending – October 2021</p> <p><b>Dryer Vents &amp; Bathroom fans:</b> Schedule for September 2021</p> <p><b>Bench seating in the Common Room:</b></p> <p><b>Food Waste Bins:</b> Bin is always too full. Can we look into another bin or a larger bin?</p>	<p><i>Heather</i></p> <p><i>Heather</i></p> <p><i>Pending</i></p> <p><i>Ongoing</i></p> <p><i>Kevin/ Donna</i></p> <p><i>Pending</i></p> <p><i>Ongoing</i></p> <p><i>Pending</i></p> <p><i>Pending</i></p> <p><i>Tabled</i></p> <p><i>Angelina</i></p>
<p><b>Maintenance Requisitions:</b></p> <p><b>General –</b></p> <p>*****</p> <p><b>TH #5 – Req #1690:</b> 2 Stove elements not working. Member did not put elements in correctly. <b>Has this member been billed for service?</b></p> <p><b>TH #12 – Req #1456:</b> Request for fencing &amp; gate around Unit #102.</p> <p><b>TH #1 – Req #1323:</b> Fence gate will not stay closed. We will ask the fence guy to quote on this also.</p> <p><b>Unit #103 – Req #1395:</b> 2 kitchen drawers will not open or close.</p> <p><b>Unit #206 – Req #1339:</b> Striping at the bottom of the door needs replacing.</p> <p><b>Unit #206 – Req #1338:</b> 3 cupboard doors in kitchen need hinges.</p>	<p><i>Pending</i></p> <p><i>GM</i></p> <p><i>Pending</i></p> <p><i>Tabled</i></p> <p><i>Tabled</i></p> <p><i>Tabled</i></p>

<b>Unit # 109 – Req #1347:</b> Fixed <b>Unit #306 – Req #1996:</b> New Dishwasher <b>Unit #302:</b> Bathroom ceiling drywall was not fixed.	<i><b>Raphael</b></i>
<b>Maintenance Requisitions: New</b> <b>TH #6 &amp; 7 – Req #1281:</b> Saw footprints in the snow on each patio. Please have motion sensor light installed. John was on the patios, checking water shut off. <b>TH #13 – Req #1265:</b> Request for new flooring due to allergies of someone moving in soon. Carpet will be re-stretched, not replaced. <b>Unit #102 – Req #1145:</b> Base board trim needs treating & painting. <b>Unit #308 – Req #1349:</b> Kitchen light still not working. <b>Unit #311 – Req #1266:</b> Laundry room door needs to be replaced, the one purchased does not fit properly.	<i><b>Angelina</b></i>  <i><b>Tabled</b></i>  <i><b>Raphael</b></i> <i><b>Angelina</b></i> <i><b>Rick</b></i>
<b>Pending/Ongoing Items:</b> - Annual Inspection – Smoke detectors – October, 2020 - Dryer Vent & Bathroom Fan Cleaning - Window Project - Townhouse Piping - Upgrade of fridges - Bike Racks	
<b>Adjourned:</b> 8:35 pm <b>Minutes taken by:</b> Donna Fo – Unit #309	
<b>NEXT MEETING:</b> Tuesday, February 16, 2021	