

**Sunset Heights Housing Cooperative
General Membership Meeting Minutes
Special Meeting for Retaining Wall Quote
August 24, 2022**

Call to Order: 7:01 p.m.

Members in Attendance:

35

Members in Attendance by Zoom:

Approval of Agenda:

Motion: Bill U **Second:** Cristina

Carried

Approval of Minutes - No minutes presented

Message from the Board President

We have new Members and we would like to make sure that everyone has a complete understanding of the rules around voting for Principle & Associate Members. Principle and Associate Members are allowed one (1) vote each, but must be in attendance (no voting by proxy). If you live in one of our units and are not either the Principle Member or have not applied for Associate Member status then you may attend these meetings, but cannot participate in the discussion or cast a vote.

We would also like to remind all members that we need to treat each other with respect and be courteous. Wait for your turn to speak as we will have a speakers list.

Insulation issues for TH #3, TH #4 and TH #5:

The maintenance committee has found issues in the attic insulation of TH #3, #4 and #5. The insulation that is in the attics needs to be removed, vapor barrier needs to be checked and redone and then new insulation installed. The vents also need to be re-attached to the roof for proper ventilation. The quote is for approximately \$13,000.00 and is a non budgeted item. The Board fully supports this work and we need the GM to vote to release the funds from our replacement reserve.

Motion to approve this work and the funds to be released from the reserve.

Motion : Doris

Second: Sandra

Carried

Retaining Wall Project/Envelope Leak:

Question: Is new fencing being installed or will they put up the old fencing?

Answer: Fencing is not included in this quote with the exception of privacy fencing around and between units and the fencing along the patio area of TH #8. The quote includes “new” privacy fencing, but if it is in good shape we will put back the existing.

Question: Will the patio areas behind TH #8, 9, 10 and 11 be destroyed?

Answer: No they will not be destroying the pad which is the patio.

Question: Is all landscaping coming out?

Answer: Not the large trees, only shrubs, bushes and plants.

Question: What is the warranty with Premium Fence?

Answer: 6 years

Question: How long is this expected to take?

Answer: 2 to 3 months.

Question: Will our laneway fencing be down for that long? That is a security issue.

Answer: They will not stop working unless there is an extreme weather event in which case they will put the fence panels back up.

Question: We have been informed by the Maintenance Committee of a serious leak issue under TH #8 through TH #14, leaking in to the parkade and locker area. We are being told that we can't get any information from an Engineer until late September. This retaining wall project is expected to cost approximately \$245,000.00. Retaining walls are not an emergency so why are we being asked to move forward with the approval of this amount without knowing how much this leak may cost us?

Answer: Due to all the delays with this project the cost has already gone up and if we wait not only will the cost increase, but the Contractor may just walk away from the job. The Board has verified our Replacement reserve amount and we do have over \$700,000.00 in the Reserve. We are adding an additional \$30,000.00 every month. When the project begins sometime in November we will have already put in an additional \$90,000.00.

Question: Even if we have enough money are we going to tear up the front and back of the townhouses at the same time?

Answer: No we are not doing both at the same time. By the time we meet with the Engineer for the leak, develop the scope of work and send out for tender the retaining wall project will have started, but the two will not be done at the same time in the same areas.

Question: Will our Lawyer be reviewing the contract?

Answer: If the GM wants it reviewed by the Lawyer then it will be done.

Question: What if we have an emergency in the parkade due to the leak?

Answer: Then we can inject as a temporary measure. Injections just move the problem to another spot.

Question: We have had an envelope leak before, how much did that cost?

Answer: The leak behind Unit #109, #108, #107 and #106 cost \$150,000.00.

Motion to hold off on the retaining wall project until we have a quote and timeline on the urgency of the leak.

Motion: Sheila

Second: Angelina

Defeated

Yes 10

Zoom 4

No 13

Zoom 5

Abstain 1

Motion: Motion to award the retaining wall contract to Premium Fence for \$245,000.00 including contingency.

The contract will be sent to the Lawyer to review once drafted.

The contract will include the requirement that security fencing (back lane and Smith Avenue only) is to be put back up if the contractor will not be on-site for more than 48 hours (except weekends). Each invoice will have a 10% holdback.

Motion: Cristina

Second: Angelina

Carried

Yes 8

Zoom 15

No 9

Zoom 1

Abstain 2

Adjourned:

8:25 pm

NEXT MEETING:

No date set

Minutes:

Taken by Donna