Sunset Heights Housing Cooperative Maintenance Committee Meeting Tuesday, March 21, 2023

Call to Order: 7:15 p.m.

In Attendance:

KevinDonnaDorisGloriaSusieShawnDerekMimaLeonBill P.NoahEmily

Absent:

Almash Theresa Cristina

Additions to Agenda:

Fence quote – The Deck Guy

AAA Wildlife

Approval of Agenda with Additions:

Motion: Shawn Second: Doris Carried

Approval of Minutes: February 21, 2023

Motion: Shawn Second: Derek Carried

3 Years of the Capital Plan will be brought to each meeting

Review of the capital plan will be at the end of this meeting

Old Business:	
Independent Unit Inspections: Donna will contact CHFBC. We would	Donna
like to move forward with these inspections.	
Updates: Leak: The leak report was reviewed and discussed at the GM	
held last week. A motion to inject the parkade for a maximum of 2 years	
was approved by the GM.	
Updates: Retaining Walls: There are items that still need to be	
addressed which include several caps that are not attached along the	Kevin/
retaining walls. Also the fencing put back up along the sidewalk by Unit	Cristina
#110 needs to be lowered and the wood tie beside #109 needs to be cut to	
the same length.	
Upgrade Camera System & additional cameras:	Tabled
We need to create the scope of work before we obtain any quotes.	
TH #13 (Req #974):	
The threshold was reattached, but Kevin feels that this should be redone as	
instead of the wood being replaced the old rotted wood was refastened in	
place. Susie will send photos and Kevin will discuss this with Cristina.	Kevin/
Donna will purchase a new storm door for the unit.	Donna
Unit #211 (Req #682):	
The track has been replaced and new drywall complete, waiting for paint.	Complete

Unit #311: The proposal received from the Contractor includes a new tiled shower. Kevin Kevin would like this to be a new shower insert, not tile. **Dryer Vent Cleaning:** Dryer vent cleaning has been scheduled for March 27, 2023. Gloria will Gloria/ work with the Contractor in the absence of Almash. Donna will provide Donna roof access for the main building New Handyman: Osamu has been scheduled for Unit #109 and TH #9. Maintenance Jobs – review of job descriptions: These job descriptions are a work in progress. A few changes were **Ongoing** discussed and Susie will update the job descriptions and flow chart and resend to the committee members. Susie is also working on streamlining the Maintenance folders on the computer. Area Supervisor positions do not include emergency items. Members still need to contact Kevin for emergency decisions. Center Area Supervisor will include laundry room and common room. **New Job – Area Supervisors Positions:** Area Supervisor – West Townhouse Area Supervisor – East Townhouse (We could combine East & West Townhouse to 1 position) Area Supervisor - East Building -- Leon -- Emily **Area Supervisor – West Building** Area Supervisor – Center Building -- Noah **New Maintenance Coordinator position** -- Susie **New Business:** Flooring: New flooring has been approved for TH #13, TH #8 and TH #1. Michael D has been called and will contact these Members directly to take **Ongoing** measurements. **Pest Control: Bait Boxes in all Units:** Emily is working with Pestcheck to ensure all units have bait boxes and they are filled. The service will include 3 technicians placing 4 to 5 bait **Emily** boxes in each unit. They will also provide a hygiene and sanitization report at a cost of \$75.00 per unit for a total of \$3,450.00. Motion to approve the install of bait boxes for a total cost of \$3,450.00 **Carried** Motion: Donna Second: Noah **Bait Boxes – Exterior:** Kevin is working with Pestcheck to create an updated map of the exterior Kevin bait boxes. Unit #105 – Req #985:

Unit is having issues with carpenter ants. Pestcheck will be asked to check	Emily/
the unit and we need AAA Wildlife to check the exterior patio area to see	Susie
how they may be getting in.	
Kitchen & Bathroom Cabinet upgrade:	.
We have been working on the capital plan and will now start to set the	New
guidelines for the kitchen and bathroom cabinet upgrades. This will be a	Project
big project and handled like all projects.	
AAA Wildlife: They have been onsite to complete the screens in several	
exterior areas. While here they we asked to complete the patio area of Unit	
#110 and the sidewalk beside Unit #109.	
The Deck Guy: We have received 3 quotes from The Deck Guy to do	
repairs and re-painting of all fencing after the retaining wall project.	
Quote #1: Painting all new fence panels and touch up work.	
This quote is \$2,300.00.	
Quote #2: Repair and re-inforcement of exterior fencing:	
This quote includes new posts and braces in the amount of \$5,350.00.	
Quote #3: Painting & repairs to the entire exterior fence in the laneway to	
Smith. This fencing was not included in the original painting job. The	
quote is for \$9,180.00.	
Guy will be asked to rework Quote #1 & Quote #2 to bring then both under	
\$5,000.00.	
Question by Mima:	
Why do we only have quotes from The Deck Guy, where are the other	
quotes? We need to provide 3 quotes.	
Shawn: We originally had 3 quotes and The Deck Guy was selected by	
the GM. This work is just a continuation of that job so we do not need 3	
quotes.	
Motion to approve the work quoted in Quote #1 & Quote #2 (after	
rework of quotes). Quote #3 must be taken to the GM for approval.	
Motion: Donna Second: Shawn	Carried
Mima: I am opposed	Opposed 1
Ongoing/Pending Projects:	
- Maintenance Job descriptions	
- Intercom System replacement – May become critical	
- Driveway – 2 nd gate – Denied by City of Burnaby, will require a detailed	
reply/rebuttal to try again.	
- Window/drywall deficiencies	
Adjourned: 9:00 pm	
Minutes taken by: Donna – Unit #309	
NEXT MEETING: Tuesday, April 18, 2023	