

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

Call to Order: 7:15 p.m.

In Attendance:

Kevin	Donna	Doris	Gloria
Susie	Shawn	Derek	Mima
Leon	Bill P.	Noah	Emily

Absent:

Almash	Theresa	Cristina
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Additions to Agenda:

Fence quote – The Deck Guy
AAA Wildlife

Approval of Agenda with Additions:

Motion: Shawn	Second: Doris	Carried
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Approval of Minutes: February 21, 2023

Motion: Shawn	Second: Derek	Carried
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*****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 like to move forward with these inspections.	<i>Donna</i>
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 retaining walls. Also the fencing put back up along the sidewalk by Unit #110 needs to be lowered and the wood tie beside #109 needs to be cut to the same length.	<i>Kevin/ Cristina</i>
Upgrade Camera System & additional cameras: We need to create the scope of work before we obtain any quotes.	<i>Tabled</i>
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. Donna will purchase a new storm door for the unit.	<i>Kevin/ Donna</i>
Unit #211 (Req #682): The track has been replaced and new drywall complete, waiting for paint.	<i>Complete</i>

<p>Unit #311: The proposal received from the Contractor includes a new tiled shower. Kevin would like this to be a new shower insert, not tile.</p> <p>Dryer Vent Cleaning: Dryer vent cleaning has been scheduled for March 27, 2023. Gloria will work with the Contractor in the absence of Almash. Donna will provide roof access for the main building</p> <p>New Handyman: Osamu has been scheduled for Unit #109 and TH #9.</p> <p>Maintenance Jobs – review of job descriptions: These job descriptions are a work in progress. A few changes were 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.</p> <p>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 Area Supervisor – West Building -- Emily Area Supervisor – Center Building -- Noah New Maintenance Coordinator position -- Susie</p> <p>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 measurements.</p> <p>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 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.</p> <p>Motion to approve the install of bait boxes for a total cost of \$3,450.00 Motion: Donna Second: Noah</p> <p>Bait Boxes – Exterior: Kevin is working with Pestcheck to create an updated map of the exterior bait boxes.</p> <p>Unit #105 – Req #985:</p>	<p><i>Kevin</i></p> <p><i>Gloria/ Donna</i></p> <p><i>Ongoing</i></p> <p><i>Ongoing</i></p> <p><i>Emily</i></p> <p><i>Carried</i></p> <p><i>Kevin</i></p>
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