

# Sunset Heights Housing Cooperative Maintenance Committee Meeting Tuesday, December 20, 2022

**Call to Order:** 7:00 p.m.

**In Attendance:**

Kevin	Donna	Theresa
Doris	Mima	Bill P
Almash	Leon	Gloria

**Absent:**

Noah	Emily	Judy
Shannon	Cristina	Susie

**Additions to Agenda:**

- Move maintenance requisition discussions to end of each meeting. **Approved**
- Discussions you are not comfortable with.

**Approval of Agenda – with additions:**

**Motion:** Bill P      **Second:** Theresa **Carried**

**Approval of Minutes: November 22, 2022**

**Motion:** Theresa      **Second:** Doris **Carried**

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

<b>Old Business:</b>	
<b>Independent Unit Inspections:</b> We had previously budgeted \$4,000.00 for these inspections. We need current pricing for the inspections to see if we are still within budget.	<i><b>Pending</b></i>
<b>Fencing - Unit #102:</b> Kevin will contact Kenny to discuss the plan to fix the hole in the Laurel hedge in front of unit #102.	<i><b>Pending</b></i>
<b>Window drywall deficiencies &amp; hazmat issues:</b> Shannon to submit the list to Maintenance for hazmat repairs.	<i><b>Shannon</b></i>
<b>Spray Foam/Patio door meets floor:</b> This inspection and creation of listing will now be done by Susie and Leon.	<i><b>Susie</b></i> <i><b>Leon</b></i>
<b>Insulation Check – TH #3, #4 and #5:</b> The project was completed today. Donna has contacted Raphael. Theresa will gather all the information for any rebates being offered.	
<b>Moisture Control:</b> Mima will draft up some procedures for controlling moisture in units.	<i><b>Mima</b></i>
<b>Mice Infestation:</b> We will contact Pest Check to install bait stations in all units. Emily has volunteered to take this project.	<i><b>Emily</b></i>
<b>Updates: Leak:</b> We are waiting for the reports.	<i><b>Pending</b></i>
<b>Updates: Retaining Walls:</b> Theresa will discuss some questions she has	<i><b>Theresa</b></i>

<p>with Cristina.</p> <p><b>Painter:</b> Susie submitted a painting quote from The Deck Guy for unit painting. We will try him on our next unit. His quote includes ceilings and baseboards. Raphael has been hired to fix TH #13, paint peeling from the walls by the stairwell and the ceilings in TH #4.</p> <p><b>New Business:</b></p> <p><b>Updating property camera system:</b> The Board of Directors has asked that we obtain a quote to update our camera system and add additional cameras.</p> <p><b>New Handyman interview:</b> Leon has offered to interview a new handyman. Donna will provide a list of examples for work required.</p> <p><b>Discussion Comfort in Meetings:</b> If you are not comfortable with a discussion in the meeting or do not agree it is important, then please leave the meeting. Do not disrupt the discussion.</p> <p><b>Maintenance Requests:</b></p> <p><b>**NO requests will be accepted by e-mail**.</b></p> <p>All members must complete a maintenance requisition for work needed.</p> <p><b>Window project repairs: The first 4 items should be covered by warranty</b></p> <p><b>TH #13 – Req #880:</b> Patio screen needs to be fixed</p> <p><b>Unit #104 – Req #927:</b> Patio door lock broken</p> <p><b>Unit #309-Req #863:</b> Right side sliding window in living room sticks</p> <p><b>Unit #107 – Req #:</b> Patio door lock is broken.</p> <p><b>TH #1 - Req #835:</b> Carpet replacement request, Was replaced in 2007.</p> <p><b>TH #8:</b> Carpet replacement – wants to wait until the Spring</p> <p><b>Unit #309 – Req #680:</b> Shower diverter leaking</p> <p><b>Unit #107 – Req #838:</b> Bathroom fan still now working property.</p> <p><b>Unit #211 - NO Req:</b> Bathroom sliding door keeps falling off – Ask John</p>	<p><i><b>APPROVED</b></i></p>
<p><b>Ongoing/Pending Projects:</b></p> <ul style="list-style-type: none"><li>- Intercom System replacement – May become critical</li><li>- Driveway – 2<sup>nd</sup> gate – Denied by City of Burnaby, will require a detailed reply/rebuttal to try again.</li><li>- Independent unit Inspections.</li></ul>	<p><i><b>TABLE</b></i></p>
<p><b>Adjourned:</b> 9:00 pm</p> <p><b>Minutes taken by:</b> Donna – Unit #309</p>	
<p><b>NEXT MEETING:</b> Tuesday, January 17 , 2022</p>	