

Sunset Heights Housing Cooperative Maintenance Committee Meeting Tuesday, February 15, 2022

Call to Order: 7:09 p.m.

In Attendance:

Kevin	Donna	Doris	Angelina
Mima	Bill U	Heather	Almash
Gloria	Susie	Cristina	Horia
Theresa	Allison		

Absent:

Bill P.	Leon	Judy
---------	------	------

Additions to Agenda:

- Patio Garden removal – TH #2 & Drainage Issue

Approval of Agenda – with additions:

Motion: Theresa **Second:** Heather **Carried**

Approval of Minutes: January 18, 2022

Motion: Heather **Second:** Doris **Carried**

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

Old Business:	
BC Hydro Rebate: For Townhouse windows: We have received the rebate funds from all but 5 townhouses.	<i>Pending</i>
Fencing – AIM Cedar: Fencing along the sidewalk at #102 has been completed. Kevin has a plan to fix the hole in the laurel hedge in front of this unit. Cristina asked is protection of this new fencing (TH #1 and Unit #102) was included in the quote. Yes, (Can we confirm the staining is included in this quote) and this will be completed in the Spring. Susie asked if we should revisit treating all the fencing (excluding fencing along the laneway to Smith and along Smith to Laurel). Susie will obtain a new quote. The fencing along the laneway around to Smith & Laurel may be taken out during the retaining wall fix. Should we do this during a work party and have Members do the power washing?	<i>Pending</i>
Retaining Walls: Mima has drafted the minutes from the separate retaining wall meeting. Donna has requested a copy to attach to these minutes. Theresa feels that we need to do a walk around to create an accurate scope of work. Next meeting has not been scheduled	<i>Mima</i>
Townhouse front door latch replacement: Quote pending. Angelina will send the information to Gloria.	<i>Gloria</i>
	<i>Theresa</i>

<p>Insulation Check – TH #3, #4 and #5: Will this help with the humidity issue (no this is for heat loss), should we replace the fans in TH #4? Kevin noticed that the snow had melted very quickly from these 3 unit roofs. Theresa will coordinate the insulation check/quote.</p>	<p><i>Remove</i></p>
<p>Cannabis Smell: Unless we can provide proof that Members are smoking in units there is not much we can do. We have encouraged Members to lodge complaints with the Board of Directors.</p>	<p><i>Pending</i></p>
<p>Humidity Check – TH #4: This TH is included in the insulation inspection and we will see if that helps with the humidity, but the humidity and heat loss are separate issues.</p>	
<p>New Business:</p>	<p><i>Pending</i></p>
<p>TH #2- Drainage Issue/Patio Garden: We have 3 items for follow up in this area. Removal of the garden box, level the area and check on the drainage issue. What shall we place in the garden box area once removed, grass or tile?</p>	<p><i>Pending</i></p>
<p>Fridge Replacement: The 5 fridges were ordered but delayed due to the shipping backlog. The purchase of the other 7 fridges will be taken to the GM for approval.</p>	<p><i>Pending</i></p>
<p>Window deficiencies: Cristina reported that on her deficiency spreadsheet there were damages when the new windows were installed. Cristina will resend the spreadsheet to Maintenance. Previously, hazmat testing damage was deemed to be the Members responsibility, but Cristina has asked us to include this damage repair with the window repair.</p>	
<p>Maintenance Requisitions: See spreadsheet attached</p>	
<p>Unit #311 - Req #906: Problems with no power to dishwasher. The breaker may need to be replaced. Currently operational</p>	
<p>TH #13 – Req #901: Maintenance has sent this to the Board requesting the Member pay this bill as damage was caused by the Member.</p>	
<p>Unit #107 – Req #873: Crack in living room wall. Kevin will check it. Member has asked again will this crack be fixed?</p>	
<p>Unit #107 – Req #828: Request for 2 gallons of paint. Approved, but Member asked not to paint until decision is made about the wall crack.</p>	
<p>Unit #205 – Req #905: No sound on intercom. Doris & Heather will test.</p>	
<p>Unit #103 – Req #911: Stove element light will not shut off. Heather and Donna will check the stove for either repair or replacement.</p>	
<p>Member in Unit #110 – E-mail to Maintenance: This Member sent an e-mail and photos to maintenance and was instructed to complete separate maintenance requisitions for each item. Upon completion Angelina & Carmen (a current Board Member) visited the unit to check the items.</p>	
<p>Unit #110 – Req #903: Tub need re-caulking. Supplies given to Member</p>	

<p>to complete the job.</p> <p>Unit #110 – Req #904: Rust between tub & decorator piece (front facing). Member told we can't do anything about this. Member to caulk.</p> <p>Unit #110 – Req #909: Cove base fell off wall behind toilet. Member given glue to repair. Also tub drain running very slowly. We can have Trinity snake the drain. Member will be given drain screens to prevent hair from entering the drains.</p> <p>Unit #110 – Req #907: Toilet tank looks moldy & rusty. Member told nothing we can do about this. Trinity will check when snaking the drains.</p> <p>Unit #110 – Req #910: Bathroom fan not working. Member told to clean out the fan. Kevin will give them the tool. Kevin will not be looking at fans until after COVID.</p> <p>The Member has filed a complaint about these responses and wanted to know what the Co-op is responsible for? Donna and Heather will visit the unit.</p>	
<p>Ongoing/Pending Projects:</p> <ul style="list-style-type: none"> - Fridge Replacement: 3rd phase - Driveway – 2nd gate - Retaining Walls - Exterior Fencing – After Retaining Walls - Bathroom fan cleaning – After COVID - Project Checklist 	
<p>Adjourned: 8:45 pm</p> <p>Minutes taken by: Donna – Unit #309</p>	
<p>NEXT MEETING: Tuesday, March 16, 2022</p>	