

Sunset Heights Housing Cooperative Maintenance Committee Meeting Tuesday, January 18, 2022

Call to Order: 7:09 p.m.

In Attendance:

Kevin	Donna	Doris	Angelina
Leon	Mima	Bill U	Heather
Judy	Almash	Gloria	

Absent:

Susie	Cristina	Allison	Bill P
Theresa			

Additions to Agenda:

- Snow Removal
- Front Door handle – TH Only
- Humidity Check – TH #4
- Patio Garden removal – TH #2 & Drainage Issue
- Letter – Asbestos test repairs
- Handi Man

Approval of Agenda – with additions:

Motion: Donna **Second:** Doris **Carried**

Approval of Minutes: November 16, 2021

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: Two of our townhouses are having difficulty submitting the rebate forms. We have only received 4 payments from Members. We can't confirm if TH #1 has completed the rebate as she is away.	Pending
Flooring & Painting: The spreadsheets has been merged and we now have a complete list of dates for flooring & painting.	Complete
Pest Control Inspection: The pest control report has been given to Shawn. Pest control will be on site every two weeks. Clutter on balcony's will be discussed at a Board level. Doris asked when the in-suite pest boxes will be checked? They will be checked at year end.	Board
Fencing – AIM Cedar: We can't seem to the AIM Cedar to come and complete the job around Unit #102 and TH #1. Gloria has volunteered to find another fence company	Gloria

<p>Elevator phone line: Complete</p> <p>Cannabis smell – main floor hallways & lobby. Letter has been sent to the Board for follow up.</p>	<p><i>KEVIN</i></p>
<p>New Business:</p> <p>Retaining Walls: Quotes Pending: We never received the scope of work requested by Kevin, so we do not know what anyone is quoting on. A meeting will be scheduled in February to create a “mini project” for retaining walls. The quotes submitted by Mima will be sent to the committee for review. Gloria asked if this will help with pest control. Yes</p> <p>Handi Work: Unit #307: We have a few items that need to be done in #307 and do not want to pay a handi man. Can some Members please help out with this? John and Leon will assist on Saturday.</p> <p>Snow Removal: Allison asked why we have not purchased a snow blower. For the amount of snow that we get it is too expensive.</p> <p>Door Handle Replacement: The front door handles on all TH doors are old, not within code and need replacement. We need a quote.</p> <p>Humidity Check – TH #4: We need to have the insulation done in this TH again so we will include TH #3 and TH #5 at the same time. Medallion checked the insulation and indicated that the humidity levels seem very high in this unit. Further investigation is needed.</p> <p>TH #2 – Drain Issue: This area needs to be connected to other drains in the area.</p> <p>TH #2- Patio Garden: Shawn will be asked to inspect this area for solutions.</p> <p>Asbestos Test Repairs: We have material for members to fix the small holes put in walls during asbestos testing. A letter should go to these members informing them we have the materials.</p> <p>Handi Man: We spent \$12,000.00 last year on the handi man. We need more members to step up and help around here.</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.</p> <p>TH #13 – Req #0891 & #899: shower diverter broken – Contact Brighter</p> <p>TH #13 – Req #901: toilet leaking & lid of tank cracked.</p> <p>Unit #301 – Req #827: Front right stove elements not working. Kevin will check it.</p> <p>Unit #107 – Req #873: Crack in living room wall. Kevin will check it.</p> <p>Unit #205 – Req #905: No sound on intercom. Doris & Heather will test.</p> <p>Unit #103 – Req #871: Bathroom fan not repaired. Bathroom outlet broken.</p> <p>Unit #306 – Req #900: Fridge making noise – purchase new fridge</p> <p>Unit #203 – Req #875: Slow leak in pipes/kitchen. Fixed</p>	<p><i>ANGELINA</i></p>

Ongoing/Pending Projects: - Fridge Replacement: 3 rd phase - Driveway – 2 nd gate - Exterior Fencing - Retaining Walls - Exterior Fencing – After Retaining Walls - Bathroom fan cleaning – After COVID - Project Checklist	
Adjourned: 8:45 pm Minutes taken by: Donna – Unit #309	
NEXT MEETING: Tuesday, February 15, 2022	