

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

Call to Order: 7:00 p.m.

In Attendance:

Kevin	Donna	Gloria	Mima
Doris	Theresa	Susie	Noah
Emily			

Absent:

Judy	Leon	Horia	Cristina
Bill P	Shannon	Almash	

Additions to Agenda:

- Drain pipes above sidewalk area by TH #7

Approval of Agenda – with additions:

Motion: Doris **Second:** Donna

Approval of Minutes: September 20, 2022

**Carried
Tabled**

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

Old Business:	
Independent Unit Inspections: 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>Pending</i>
Fencing - Unit #102: Kevin will contact Kenny to discuss the plan to fix the hole in the Laurel hedge in front of unit #102.	<i>Pending</i>
Window drywall deficiencies & hazmat issues: Waiting for Shannon to submit drywall repair list for Townhouses.	<i>Shannon</i>
Insulation Check – TH #3, #4 and #5: Theresa submitted the quotes from Knights Insulation for the work in TH #3, #4 and #5. The contractor does not feel that we need to remove the old insulation from TH #3 and TH #5. TH #4 has other issues that need to be addressed for mold and possible soffit blockage. We have hired Eco Hazmat to come in and do a mold assessment and are waiting for the report. Should we move forward with the work scheduled for November 14 to 18, 2022?	<i>Theresa</i>
Moisture Control: Mima will draft up some procedures for controlling moisture in units.	<i>Mima</i>
Mice Infestation: We will contact Pest Check to install bait stations in all units. Emily has volunteered to take this project.	<i>Emily</i>
AA Wildlife: Completed the check of the main building and will be	

<p>brought back to check the townhouse areas.</p> <p>Updates: Leak: Consultant has pushed back the site visit until the middle of November.</p> <p>Updates: Retaining Walls: The retaining wall block placement needs to be moved a bit to avoid the large tree root behind TH #10.</p> <p>Maintenance Requests:</p> <p>Unit #107 – Req #0866: Requesting a step be installed along brick wall at edge of patio.</p> <p>TH #13 – Req #880: Patio screen needs to be fixed</p> <p>Unit #104 – Req #927: Patio door lock broken</p> <p>Unit #309-Req #863: Right side sliding window in living room sticks</p> <p>TH #2 – Req #0879: Fridge door handle loose</p> <p>TH #2 – Req #0878: Kitchen drawer face fell off.</p> <p>Unit #110 – Req#: Patio light cover broken</p> <p>Unit #108 – Req #1930: Weather stripping and new door sweep requested</p> <p>Unit #108 – Req # 1929: Dishwasher needs repair</p> <p>Unit #105 – Req #0844: Patio light is a sensor, want the sensor removed</p> <p>New Business:</p> <p>Distribution of Jobs: We will review all maintenance committee jobs for revisions/changes/updates.</p> <p>Drain Pipes – TH #7 area: Kevin stated that the drain pipes along the walkway by TH #7 are completely blocked and must be cleared out. They drain the water from the grass area above guest parking. Kevin will contact Trinity to do this work. Mima wants to discuss this further. She does not agree they should be cleared.</p>	<p><i>Pending</i></p> <p><i>All Window To be contacted</i></p>
<p>Ongoing/Pending Projects:</p> <ul style="list-style-type: none"> - Intercom System replacement – May become critical - Bathroom fan cleaning - Underway - Fridge Replacement: 3rd phase – 5 to be ordered – project complete - Driveway – 2nd gate – Denied by City of Burnaby, will require a detailed reply/rebuttal to try again. 	
<p>Adjourned: 8:30 pm</p> <p>Minutes taken by: Donna – Unit #309</p>	
<p>NEXT MEETING: Tuesday, November 15 , 2022</p>	