

**Sunset Heights Housing Cooperative
Maintenance Committee Meeting
Tuesday, August 15, 2023**

Call to Order: 7:00 p.m.

In Attendance:

Kevin	Donna	Susie	Heather	Ken
Mima	Almash	Bill P.	Gloria	Emily
Derek	Doris	Noah		

Absent:

Shannon	Gloria	Cristina	Leon	Shawn
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Additions to Agenda:

Email correspondence	Trades parking on ramp
Fencing repair quote	

Approval of Agenda – with additions:

Motion: Emily **Second:** Heather **Carried**

Approval of Minutes – July 18, 2023

Motion: Bill **Second:** Heather **Carried**

Maintenance Requisitions: - Outstanding

Common: Dryer in laundry eating money

Common: 3rd dryer not drying completely

Unit #206: Req #957 cupboard door hinge. Emily has been trying to contact Member TH #7: Hole beside the steps to laneway. Susie will contact Cristina to see if Bucks with Trucks will fix this area.

Unit #102 – Req #960: Hole in drywall from door stopper. Contact Flavius for fix

Maintenance Requisitions: - New

Unit #107: Req #687 – shower diverter broken. Kevin has replaced it.

Unit #107: Req #656 – latch on gate behind #106 is broken. Kevin will replace

Business:

Gas Detector/Sensors: Trinity has ordered the part, waiting on the repair. **Concrete**

Independent Unit Inspections: The quote for service has been sent to all committee members for review. We will discuss at the next meeting.

Engineers Report: Bill will do the walk thru with the Engineer. Heather stated that we should not do any fix at TH #7 until we check the Engineers report.

Motion to proceed with the above Engineers Report

Motion: Susie **Second:** Derek **Carried**

A/C in Common Room & Office: One quote came in at \$16,000.00 **Tabled**

Back Lobby Door lock broken: Kevin will contact Accurate Lock

Property Carpet Cleaning: Kevin will schedule the annual carpet cleaning for all common areas and units with Refresh Carpet. Notices will be posted and we will ask the Board to send a Member e-mail.

Accurate Lock Security Update: The quote for upgrading all exterior doors (except the man door, next to the gate) is \$1,489.85. The man door has had extensive repairs and adjustments to it and should be replaced. Kevin will contact Accurate to schedule the work.

Motion to accept the quote from Accurate:

Motion: Doris

Second: Heather

Carried

Kevin will give Susie the contact info to get a quote on replacing the man door in the parkade.

Keys for Trades: We have created a key sign out sheet for all Trades that want access to our property. We have sent the form to the Board for approval. Donna and Kevin are working on a new key matrix.

Unit Painting: We have funds left over in our painting budget so we will ask all units that have not been painted in over 10 years to submit a request for painting.

Dishwasher: We will purchase a new dishwasher for Unit #203. The current dishwasher was purchased in 2013. Kevin to purchase.

Agency property condition report: We have fixed all items listed on this report except for the stairs on the roof. Kevin will contact Shawn to help remove these stairs. Also Trinity has been contacted for a quote on a seismic upgrade to our hot water tanks.

Trades parking on Ramp: Susie will send an e-mail to some of our Trade Companies informing them not to park on our driveway ramp. This includes Trinity, Tierra and Pestcheck. Heather will get a quote for no parking on ramp signs.

Guest parking Signs: Some member's children are still riding bikes in the parkade and guest parking area. We have signs in the secure parking area, but not guest parking. Heather will get a quote for another sign.

E-Mail Correspondence/Voting online: We need to be more selective about voting online for maintenance decisions. Most items should wait for a maintenance meeting. Only emergency decisions should be made by e-mail. Can we create a guideline for voting by e-mail.

TH #10 – request for green house on patio: Kevin & Susie will measure the patio for placement, footprint, safety, and exit access and pass the information on to the Board.

Ongoing:

Intercom system upgrade

Independent Unit inspections

New camera system (scope of work)

Kitchen & bathroom upgrades

Adjourned: 9:00

Next Meeting: September 19 , 2023

Minutes: Taken by Donna