

Sunset Heights Housing Cooperative Maintenance Committee Meeting Tuesday, November 21, 2023

Call to Order: 7:00 p.m.

In Attendance:

Kevin	Ken	Gloria	Emily	Derek
Doris	Almash	Heather	Noah	

Absent:

Mima	Shannon	Cristina	Shawn	Donna
Susie	Leon	Bill P.		

Additions to Agenda: None

Approval of Agenda:

Motion: Emily **Second:** Doris **Carried**

Approval of Minutes: August 15 and September 19, 2023

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

Maintenance Requisitions: - Outstanding

Common: Issues with 2 dryers – Donna has sent an e-mail for repairs

Unit #202 – Req #639: Need new caulking at back of vanity and silicone around faucet. Need to purchase a new counter top in bathroom.

Unit #202: Req #670: Bedroom door/frame broken, Quote approved for \$850.

Unit #202: Purchase a new dishwasher. Has not been replaced since 2015.

Unit #106: Req #654: Bathroom outlet does not work.

Unit #107: Latch on back gate broken. Susie will contact Guy.

Unit #304: Living room thermostat needs to be replaced.

Unit #304: Dining room light will be replaced.

TH #8: Req #1968: Side gate does not latch. Susie will contact Guy.

Unit #110: Req #659: Need caulking around toilet. Susie will contact Guy.

Unit #110: Req #908: Member reported bathroom fan not working, Emily will follow up.

Maintenance Requisitions – New

TH #8 – Req #????: Side gate still does not latch. Susie will contact Guy again.

Unit #211: - Req #????: Kitchen outlets not working. Member reset breaker.

Business:

Trinity – leaking pipe: Trinity to replace the Y pipe by the garbage gate - Completed

Independent Unit Inspections: These inspections will take approximately 3 days to complete. We will schedule for either January or February 2024.

1 Engineers Report – retaining walls:

Man Door replacement – quote for \$2100 approved.

“Agency” property condition report:

- old staircase on the roof removed – complete
- brace our building hot water tanks – quote approved for \$650.

Signs for Guest Parking: We can get additional no bike riding signs anytime. We will need to provide measurements for the “no parking on ramp” signage.

Carbon Monoxide Fan – in parkade: We need a new fan motor, Kevin will replace

Ongoing:

Intercom system upgrade

New camera system (scope of work)

Kitchen & bathroom upgrades

Adjourned: 8:00

Next Meeting: Dec 19, 2023

Minutes: Taken by Kevin