

Sunset Heights Housing Cooperative Maintenance Committee Meeting Tuesday, September 19, 2023

Call to Order: 7:00 p.m.

In Attendance:

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

Absent:

Shannon	Heather	Almash	Cristina	Shawn
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Additions to Agenda:

- Unit Painting

Approval of Agenda – with additions:

Tabled

Approval of Minutes – August 15, 2023

Tabled

Maintenance Requisitions: - Outstanding

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

Unit #206: Req #957 cupboard door hinge. Emily has been trying to contact Member

TH #7: Hole beside the steps to laneway. Wait for Engineer's walk thru.

Unit #102 – Req #960: Hole in drywall from door stopper. Flavius has fixed, but did not paint. Susie will ask the members to purchase the paint and touch it up themselves and submit the receipt for reimbursement.

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

Unit #203: Dishwasher has been ordered, delivery scheduled for September 28th

Maintenance Requisitions: - New

Unit #202 – Req #670: Spare room bedroom door broken. Kevin will purchase new door with frame.

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

Unit #202 – Req #617: Water leak from around ceiling fan in bathroom. Kevin will go to the roof and clean out the vent.

Unit #110 – Req #955: Left side of patio door on patio has large hole created by pest. Susie to contact AAA wildlife.

Unit #106 – Req #654: Bathroom outlet does not work. Emily will follow up to see if breaker has switched off.

TH #13 – Req #668: Hose bib on patio leaking, needs repair/replacement. Susie will contact Trinity and send video.

Important Issue: Unit #202 had a bathroom flood from water back up in the bathroom sink. Trinity came and snaked the drains. Trinity has asked us to inform Members not to use products like “draino” in our units. Members will be asked to stop using this item and complete a maintenance req if you have slow moving water in any drains. Susie will contact Trinity for current pricing on flushing the main building from each unit and will also ask the board of directors to send out a memo on behalf of maintenance regarding the use of chemicals like draino and liquid plumber.

Business:

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

Independent Unit Inspections: All 3 quotes were sent to committee members for review last month as follows;

CML Services:	\$5,980.00
Halstead Home:	\$4,140.00 (plus tax)
CoHo Management	\$8,750.00 (plus tax)

Halstead Homes (HH) was recommended by Cana as a company they have worked with before.

Motion to hire Halstead homes to do our external unit inspections. Susie will contact Halstead for a start date and timelines.

Motion: Susie **Second:** Gloria **Carried**

Engineers Report: Bill will do the walk thru with the Engineer. Kevin, Bill, Derek and Mima will meet before to discuss any questions, but Bill will meet with the Engineer alone.

A/C in Common Room & Office: We will purchase portable stand alone air conditioning units for the common room and office.

Back Lobby Door lock broken: The door is not broken it needs new pivots. Kevin will purchase pivots and install.

Property Carpet Cleaning: Cleaning complete. Donna will create a list of all Members that did not have the cleaning done as this is a mandatory item.

Fence Repair: The new quote from Guy for \$1,800.0 is for fencing along Smith by the bus stop. Some of our fence posts are now loose after the irrigation system was put in. Mima questions the need for 10 horizontals. Susie will get clarification from Guy and if we agree then we can vote by e-mail

Trades parking on Ramp: Heather to get quotes for signs **Table**

Guest parking Signs: Heather to get quotes for signs **Table**

TH #10 – request for green house on patio: **Pending**

Accurate Lock Security Update: Donna is working on the list of key changes and will contact Accurate to schedule the work.

Keys for Trades: **Pending**

Unit Painting: We have received 3 requests for painting. We have enough money left in the budget to do 2 units. Unit #109 will be fully painted (it has been 10 years). Unit

#303 has requested 1 bedroom and the bathroom be painted where paint is peeling.
Unit #211 will be postponed as they are having flooring replaced at this time.

Motion to approve painting for Unit #109 and Unit #303 from this maintenance budget.

Motion: Donna

Second: Bill

Carried

Seismic Bracing: Bracing for the main hot water tanks is being done tomorrow by Trinity at a cost of approximately \$1,200.00

AAA Wildlife: We need to bring in AAA Wildlife to look at the property to see where additional meshing may need to be installed, especially near the north face of the building by the west stairwell door and the patio area of Unit #110 where there is evidence of rodents burrowing under the concrete.

Motion to bring in AAA Wildlife.

Motion: Susie

Second: Donna

Carried

Elevator: Doris reported that the elevator is making loud noises. We will report to Metro.

Bucks with Trucks: Susie is meeting with Bucks tomorrow at 4:00 to review and confirm the scope of work on the approved lattice quote. We will show them the loose paving caps behind Unit #104.

Ongoing:

Intercom system upgrade

Independent Unit inspections

New camera system (scope of work)

Kitchen & bathroom upgrades

Adjourned: 9:00

Next Meeting: October 17, 2023

Minutes: Taken by Donna