

RIVERSIDE GATE SHARED FACILITIES COMMITTEE

Minutes of the meeting of the Shared Facilities Committee held on Wednesday, June 26, 2013 in the Party Room at 3590 Rivergate Way, Ottawa, Ontario at 9:30 a.m.

PRESIDING:

Robert Boisvert	OCSCC 769
Andy de Schulthess	OCSCC 769
Bill Austin	OCSCC 667
Suzanne Laplante	OCSCC 667
Frank Paterson	Property Manager

Robert Boisvert called the meeting to order at 9:30 am.

1. APPROVAL OF AGENDA

The agenda was approved.

2. APPROVAL OF MINUTES

The minutes of May 22, 2013 were approved as presented.

3. BUSINESS ARISING FROM PREVIOUS MINUTES

It was noted that all items in the swimming pool account are coded correctly as a follow-up by S. Laplante from the last minutes and F. Paterson added that Dumoulin Concrete will replace the three pieces of sidewalk at the same cost as Forestell had quoted. All other items are covered under other agenda items or the property manager's report.

4. FINANCIAL REPORTS

- a) S. Laplante reported that the May 2013 financials for SFC had been received from CMG and there were several questions that will require answers from CMG but that the statements provided a fair representation of the current financial standing for SFC to May 31, 2013. She added that the snow removal is over budget (due to an increase in snowfall). R. Boisvert mentioned that he is following up with the NCC concerning dumping snow from RG-1 and 2 on their property commencing this fall 2013. F. Paterson added that T. O'Hara the account representative for RG-1, RG-2 and SFC would be leaving CMG at the end of June 2013.

b) Reserve Fund Study Update

F. Paterson was asked to provide an update on the SFC Reserve Fund study work that is required in 2013 as per the 2012 RFS update.

He noted that the fence painting was completed adjacent to the gatehouse (black fence). A section of chain link fence has been repaired for approx. \$800. The RG-2 super will re-paint the doors and door frames at the gatehouse and the section of damaged sidewalk will be replaced in July 2013.

5. PROPERTY MANAGERS REPORT

A review of outstanding items from the Shared Facilities – Action List took place.

Item 109 Sidewalk Repairs – F. Paterson confirmed with Dumoulin that they will match the Forestell quote (which is \$3150 + taxes) F. Paterson is awaiting confirmation of when the work will be done and noted that the work on the walkway by the link will require more work than anticipated due to the wall being damaged on both sides.

Item 110 Swimming Pool – F. Paterson noted that this is ongoing and that Poolworks has returned and applied more epoxy. The leaks are at this point under control.

F. Paterson noted that he will arrange for a meeting with a representative from Concentric Associates and Morrison Hershfield to discuss them providing a quote to review the swimming pool leaks and provide alternatives to the current use of caulking. (Action: F. Paterson)

F. Paterson provided a quote from Poolworks for the replacement of 2 salt ionizers. The current ones are no longer working. The cost is \$1495. each. A discussion took place on where this item should be expensed? Reserve or operating. F. Paterson noted that this item would normally be expected to last 5 to 6 years and thus puts it in the category of major replacement.

Item 111 Tennis Courts Repairs –F. Paterson noted that the bad weather has delayed the repairs. He also pointed out that the brush at the south end of the courts will be cut down by L. Boisvert and will be removed and disposed of. F. Paterson added that the tennis court drainage adjacent to the west visitors parking will be improved by reducing the grade on the grass beside the tennis court fence. (Action: F. Paterson)

Item 112 Tennis Courts – F. Paterson was asked to set-up a meeting with several of the tennis court users who have expressed concern about the morning round robin rules. He noted that one of the persons has been sick, so a meeting in July is best. (Action: F. Paterson)

Item 116 Residents Gate and Visitors Gate – F. Paterson noted that he was still waiting on the safety loop drawing from correct doors. He was asked to follow-up and gets this matter resolved. Everyone was concerned by the long delay in getting this issue resolved. (Action: F. Paterson)

6. RESIDENT’S CORRESPONDENCE

- a) Correspondence concerning the tennis courts was discussed; F. Paterson noted that there were 2 emails received on this matter. The Committee discussed them and agreed that they would meet with the two people at a time convenient to everyone. (Action – F. Paterson)

7. NEW BUSINESS

- a) Landscaping

R. Boisvert updated the committee on the current status of the landscaping and F. Paterson noted that the 1st of 3 weed spraying had taken place.

- b) Horse Shoe Pits

A request was received from an RG-2 resident inquiring if the committee would consider installing a horse shoe pit in the lower lawn area adjacent to the BBQ area at RG-2. The committee agreed; in line with their previous decisions for requests to install additional amenities at RG-1 and RG-2; that they would not allow horse shoe pits at either RG-2 or RG-1. R. Boisvert agreed to inform the resident.

- c) Swimming Pool Signage

R. Boisvert explained a concern from a RG-2 resident about the swimming pool signage that is out of date and worn. It was agreed that a number of signs in the pool area be replaced.

d) Fire Alarm Contracts

F. Paterson explained that the fire alarm maintenance and testing contracts with Siemens expires in October 2013 and that he had notified Siemens that the contract would not be renewed, He thought that it would be best the SFC look into getting bids (via RFP) and asked if L. Boisvert from RG-2 and

M. Morin from RG-1 and himself could be the main contacts for this. Everyone was in agreement.

e) WINPAK System

F. Paterson explained that there have been several problems with the WINPAk system that records the video on all of the security camers. The contractor has managed to restore the hard drive for the system but warns that it may suffer a complete failure at any time. He added that he has obtained a quote from a contractor to replace the recording side of the WINPAK system with a DVR system and that he will obtail another quote for the committee.

8. NEXT MEETING

The next meeting will be held at RG2 on June 26, 2013 at 9:30 a.m.
Tentative dates for subsequent meetings are as follows:

Wednesday July 24, 2013
Wednesday August 21, 2013
Wednesday September 18, 2013
Wednesday October 16, 2013
A representative of RG-2 will chair.

9. ADJOURNMENT

The meeting was adjourned at 10:30 a.m. by R. Boisvert.