

**OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATIONS # 667 & 769
Shared Facility Committee Meeting Minutes**

October 2, 2024

1:00 p.m.

PRESENT: Rose-Marie Batley, Secretary (RG2)
 Sylvain St. Laurent, Treasurer (RG1)
 Andy Lalonde (RG1)

ABSENT: Larry Boisvert (RG2)

OTHER: Kim Renwick, Chair and SFC Property Manager, CMG

1. The Chair called the meeting to order at 1:02 pm with a quorum confirmed.
2. Approval of the Agenda: On a motion by Sylvain St. Laurent, seconded by Sylvain Andy Lalonde, the Agenda was approved. **CARRIED**
3. Approval of Minutes: On a motion by Sylvain St. Laurent, seconded by Andy Lalonde, the Minutes of August 14, 2024 SFC Meeting were approved. **CARRIED**
4. Treasurer's Report:
An update of the financial situation was provided at the meeting. It is summarized as follows:
 - Utilities expenses are on target with the annual budget;
 - Electrical work to seal light post will cause a minor deficit in the account;
 - A small surplus is expected in landscaping as most of the work has been performed for 2024;
 - The deficit associated to the pool is caused by unexpected repairs;
 - The funding set aside for the removal of snow offside is still available.

Overall, a surplus of less than \$20K is forecasted at the end of the year. However, the surplus does not take into consideration a potential charge of \$10K related to the easement issue brought by DND which is still being investigated.
5. Property Manager's Report:

#	Item	Lead	Comments
214	Easement - DND	Kim	Urbandale continues to search for proof of approval for the easement. Sylvain and Kim will check the RG1 Declaration to see if the engineers signed off on completion of approvals.
298	Insurance	Kim	Tender for Insurance for 2025 with Gifford in late September; should know by mid-November.
300	Reserve Fund Study	Kim	RJC has completed the site visit. A draft will be sent to the SFC members as soon as received.
305	Flagpole	Kim	Kim will get an estimate to relocate the current 25' pole. If this pole is kept, the estimate should include a manual rope apparatus to change flags. New poles are very expensive
309	Tennis Courts	Kim	Defer to the next meeting.
310	Stumps	Kim	The stump beside the tennis courts was removed.
313	RG2 Garage Entrance Drain	Kim	Kim contacted Colin Ross at BCG, but he has not responded. This will be an RG2 expense.
314	DND Tree	Kim	DND removed the dead black walnut tree.
321	Patio Stones	Kim	Completed,
322	Bikes	Kim	Committee agreed that all bikes should go through the gatehouse entrance and be confirmed by the guard on duty. Kim prepared a draft notice that needs clarification.
330*	Boulders	Kim	SFC has engaged RJC to determine if there are any issues that preclude the placements prior to approval of the boulders and locations. Report has not yet been received.
334	Signage at Tennis Courts	Kim	Completed.
335*	Gardening Committee	Kim	The ToR are completed. A submission for 2024 year-end requests was provided, including 7 yards of topsoil + labour (to be costed) and a request to have Green Roof Landscaping provide a report re gardens to the committee. A budget of \$9000 was requested for 2025 and will be considered in the preparation pf the draft SF budget to go to both Boards for approval.
336	Posting of Draft SFC Minutes	Kim	The draft minutes of SFC meetings will be posted after the SFC members have reviewed and made any comments/suggestions/additions.
337	Update to Tennis Rules	Kim	SFC to review and confirm or suggest changes.
338	GC Plan	SL/LB/RMB	The GC is to provide a plan for a 2025 budget to be considered in SFC budget deliberations.
339	Financials	Kim	Moving some entries to the correct budget line.
340	Budget 2025	SL/KR	Draft a budget 2025 for SFC to review prior to sending request to both Boards.
341	Tennis Court Rollers	Kim	Purchase 4 new rollers and a broom.

*Andy Lalonde left the meeting for these items.

6. New Business:

- 6.1 Light flickering at the right side of the canopy entrance to 3580.
- 6.2 East and south walls on property: may require an engineer to review to determine possible solutions if required. Kim will ask RJC to investigate.
- 6.3 Festive Lights: John will be installing the lights this year.

Date for Next Meetings:

- SFC Budget Meeting – October 28, 1:00 pm in RG1 Party Room (if available)
- Meeting with Chair of Gardening Committee – October 15, time tbd

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 1:57 p.m.

Rose-Marie Batley

Rose-Marie Batley, Recording Secretary