

RIVERSIDE GATE SHARED FACILITIES COMMITTEE

Minutes of the meeting of the Shared Facilities Committee held on Tuesday, October 22, 2015 in the Party Room at 3580 Rivergate Way, Ottawa, Ontario at 2:00 p.m.

PRESENT:

Glenys Elliott	OCSCC 667
Jean-Guy Seguin	OCSCC. 667
Andy de Schulthess	OCSCC 769
Irmela Murphy	OCSCC 769
Frank Paterson	Property Manager

A. de Schulthess called the meeting to order at 1:55 p.m.

1. APPROVAL OF AGENDA

The agenda was approved as provided.

2. APPROVAL OF MINUTES

The minutes of September 17, 2015 were approved as provided.

3. BUSINESS ARISING FROM PREVIOUS MINUTES

a) NCC Property Trees - F. Paterson noted that he has received a response from the NCC and provided a copy.

b) Traffic Light Agreement - F. Paterson stated that despite numerous e-mails to Urbandale they have not yet provided a copy of the Agreement.

c) Signing Authorities - F. Paterson mentioned that he had been to the TD. Bank at Hunt Club Road and had received the documents. He will be providing them to both respective boards' for signatures once he has a time to organize them the last week of October.

d) Forestell - F. Paterson noted that he spoke to Forestell and they are unhappy with not being paid in full regardless of any other argument that they did not provide most of the services they were contracted for. They have asked for a copy of the invoice for cutting the lawn along the exterior perimeter fence line and F. Paterson will get a copy and send it to them.

e) Fertilizing and Weed Spraying - F. Paterson is waiting on a response from TruGreen to confirm that they will do the fertilizing for \$400. per visit. If it is received F. Paterson will forward a quote summary to the SFC.

- f) Topsoil - Capital will add the topsoil the first week of November. They are behind schedule due to the rains.
- g) Compost and Mulch - F. Paterson noted that Capital had provided a quote to install mulch in their summer landscaping bid; \$2600. for 20 yards supplied and installed. This will be budgeted for in 2016 and a cost of \$1000. for compost and a labourer to install.
- h) Landscaping 2016 Budget - A draft budget for landscaping was provided. I. Murphy noted there are a few wording changes required and mentioned that the figure of \$7800. is a good figure. It was noted that if the mulch was not being done next year the budget number would be \$5200.
- i) Snow Removal Contract - The quotes (5) for snow removal services were received by the deadline and a quote summary was provided via email to the SFC. It was confirmed that the contract be awarded to Capital Properties Landscaping Inc. at a cost of \$26,500.
- j) Security System Network – F. Paterson noted that a new DVR would be purchased so that RGSF has its own system and does not have to piggyback on either RG1 or RG2 DVR's. The costs will be much lower than the previous quoted price due to the previous quote was for a top of the line model and this DVR will be a mid range model; same manufacturer.
- k) Winter Absences – Each member mentioned what dates they would be away over the winter months.
- l)
- m) Building Link - F. Paterson provided a document prepared by the concierge; M. Quain; at RG1 reviewing the building link system as well as several other similar products.

4. FINANCIAL REPORT

- a) J.-G. Seguin updated the SFC on the financials at the end of September 2015 and noted that things were progressing as expected. These numbers were utilized to develop the projections to year-end for the draft 2016 budget.
- b) F. Paterson was asked to re-send the RGSF RFSU 2nd draft.
- c) J. G. Seguin reviewed the provided RGSF 2016 budget and after a lengthy discussion the SFC agreed in principle with the numbers contained therein. J.-G. Seguin will discuss the draft with the RG2 treasurer and find out if he is in agreement as well.

5. PROPERTY MANAGER'S REPORT

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

Item 110 Swimming Pool – The liner repairs have been completed.

F. Paterson explained that he is waiting on a quote from Superior for the flooring covering product.

The holdback payments have been released to Superior as per the Engineers recommendations.

Superior has been invoiced for the water used to fill the pool after the warranty repairs.

Item 118 Reserve Fund Related Items - F. Paterson will prepare a list for 2016 as in accordance with the RFSU. once it has been completed.

Item 122 Landscaping – Capital properties landscaping continues to perform well.

Nutrilawn has provided some additional information regarding their quote. He will seek out other quotes based on numbers provided in the completed RGSF RFSU. I. Murphy asked him to find out what type of warranty is offered with the products.

Manotick tree Movers has cut down the dead tree by the east side of the tennis courts and they will be in shortly to cut down and replace the two dying spruce trees that have a fungus.

There is an ongoing problem with the parking lot lights going out on an intermittent basis or when there is a rain storm or T & M Electric has investigated and will provide a report on the situation. In the meantime the lights are on manual and are blowing fuses one or two per day. T&M suggests that to help identify the problem fixture or wiring each light post should be fitted with an in line fuse. Cost approximately \$1300. The work can be done early next week.

Item 124 Reserve Fund Study Update – Covered under financial item 3. C).

Item 128 Security System Network – covered under business arising from the previous minutes in item 3. J).

Item 129 Fire Alarm Panel Replacement – F. Paterson has been in touch with Aaron Lee of LRI Engineering Inc. a firm that deals in fire protection services and Keller Engineering. They have provided a quote for services related to

the fire alarm panels. F. Paterson will prepare a list of items to include in a call for interested parties, based on feedback provided by several Board members. **Action. F. Paterson**

Item 130 Traffic Lights – Covered under item 3. B) above.

6. CORRESPONDENCE – None to report.

7. NEW BUSINESS

Covered in several items above.

8. NEXT MEETINGS

The next meetings will be held at RG2 on Tuesday November 17, 2015.
at 2:00 p.m.

9. ADJOURNMENT

The meeting was adjourned at 3:33 p.m.by A. de Schulthess.