

RIVERSIDE GATE SHARED FACILITIES COMMITTEE

Minutes of the meeting of the Shared Facilities Committee held on Wednesday, April 20, 2016 in the Party Room at 3590 Rivergate Way, Ottawa, Ontario at 2:00 p.m.

PRESENT:

Glenys Elliott	OCSCC 667
J-G Seguin	OCSCC. 667
Rose-Marie Batley	OCSCC 769
Irmela Murphy	OCSCC 769
Frank Paterson	Property Manager

G. Elliott called the meeting to order at 2:00 pm.

1. APPROVAL OF AGENDA

The agenda was approved with the following additions: Under item 3 – Irrigation System; under item 7 – Pool patio furniture, power wash tennis courts, and NSF cheques.

2. APPROVAL OF MINUTES

The minutes of October 22, 2015 were approved as provided. **MOVED: R-M. Batley, SECONDED I. Murphy, CARRIED.**

3. BUSINESS ARISING FROM PREVIOUS MINUTES

- a) Security System Network - F. Paterson noted that a notice has been provided to RG1 residents and that a copy is included in the meeting package and has been sent to K. Renwick. He added that RG2 may use it as they see fit. The system installation is waiting on the arrival of the gate and garage remote control programmer that will be installed in the management office at RG1 to allow the remotes to be programmed. The fob programmer is in stock. Once RG1 has programmed their resident's fobs and remotes, then the fob and remote programmer will be installed at RG2 and the same process will apply. Once the fob and gate programming is complete, the fob programmers will be available as spares. RG1 is hoping to start programming the first week of May for approximately 2-3 weeks and then RG2 will be able to do theirs. F. Paterson will coordinate the work schedule with K. Renwick and RG1 staff will show RG2 staff what is required. **ACTION: F. Paterson**
- b) Fire Protection System - F. Paterson reviewed the exp Engineering report that was provided in the meeting package. The report was well presented and explained. The SFC agreed with the recommendations and SFC will ask their respective Boards for approval to proceed with exp's

recommendations and asked F. Paterson if he could arrange for a meeting with exp so they could explain their report to the SFC and members of both the RG1 and RG2 boards. **ACTION: F. Paterson**

- c) Irrigation System – F. Paterson reviewed some of the information concerning quotes received for the irrigation system. I. Murphy had provided a number of questions to be asked of National Irrigation and they had provided answers but it was still not clear if the entire system requires replacement or just select parts of it. I. Murphy offered to prepare a list of question to pose to Nutrilawn and it was agreed that SFC meet with Nutrilawn to ask the questions. F. Paterson is to arrange a meeting with Nutrilawn. **ACTION: I. Murphy and F. Paterson**

4. FINANCIAL REPORT

- a) J. G. Seguin reviewed the March 2016 statements. F. Paterson was asked to inquire with CMG about an amount on the balance sheet which states operating but should actually be reserve for account 4510. Overall finances are tracking where they should be after the first quarter of the year.
- b) J.G. Seguin reviewed the 2015 audited statements and said that there is a significant surplus largely due to the utility costs being much lower than budgeted and the security being lower than budgeted.

5. PROPERTY MANAGER'S REPORT

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

Item 110 Swimming Pool – F. Paterson provided a quote from Perfect Surface Ltd. to cover the entire swimming pool area floor with a rubberized material at a cost of \$27,258. Everyone agreed that the cost was too expensive.

Item 118 Reserve Fund Related Items – F. Paterson provided a list of items that are included in the Reserve Fund Study for 2016. They are; \$40,000 for irrigation system, \$8,100 for pool equipment replacement and \$1100 for bicycle rack replacement. R.-M. Batley inquired if the bicycle racks required replacement or any of the pool equipment. F. Paterson replied no and that these monies would not be required this year unless something in the pool equipment room requires replacement due to a breakdown.

Item 122 Landscaping – F. Paterson noted Manotick Tree provided a quote and that he requires some clarification on the costs particularly for the tree pruning. He will get back to the SFC with an update on costs. I. Murphy expressed concern about a short fall of monies for installing compost and

mulch. F. Paterson said he will review his budget notes and emails to see what was budgeted. It was noted tree removal and replacements will be charged to the reserve fund and that the tree pruning will be charged to the tree care code in the budget (which has \$2,000. budgeted). **ACTION: F. Paterson**

I. Murphy and F. Paterson discussed the requirements for funds for the items note in the 2016 landscape plan. **MOTION: Approve \$4,600 for the requirements of the landscaping plan. MOVED, J-G. Seguin SECONDED, G. Elliott. CARRIED**

Capital Properties performed well over the winter months for snow removal and it was noted that the lawn damage from salt is minimal this spring.

F. Paterson will contact Capital Properties to set up an on-site walk around meeting in a few weeks. **ACTION: F. Paterson**

F. Paterson is meeting with Manotick Tree Movers to review the condition of a number of trees and to look at the three spruce trees on Rivergate for warranty. One is in poor condition. **ACTION: F. Paterson**

It was agreed that F. Paterson get a quote for a professional wash of the tennis courts. **ACTION: F. Paterson**

G. Elliott advised the SFC that she was preparing volunteers to remove the small decorative rocks from the front flower bed at RG1 and RG2 and move them elsewhere.

I. Murphy advised that landscaping volunteers are being sought at both RG1 and RG2 and that RG2 will be posting a notice asking for them. G. Elliott asked who was making the notices for RG2 and advised that she would ask the person if he could provide some to RG1 as well. **ACTION: G. Elliott.**

Item 128 Security System Network – Discussed in item 3 a) above.

Item 129 Fire protection System – Discussed in item 3 b) above.

Item 130 Traffic Lights – F. Paterson noted that copies of the agreements for the traffic light maintenance with the City of Ottawa have been received from Urbandale and clearly show that RG1 and RG2 are responsible for 2/3's of the cost to maintain the lights including hydro.

A. de Schulthess has had emails and dialogue with the City Councilor, Riley Brockington; and he has been most helpful. He informs us that chicken lines will be painted on the road (Riverside Drive) for left turning vehicles. He is also attempting to get another traffic count at the intersection to determine if the traffic levels warrant the City taking over the maintenance costs.

Item 131 Lighting Audit – F. Paterson noted both RG1 and RG2 are looking into a lighting retrofit to LED lighting and that he is waiting on a cost to do the parking lot lighting, the swimming pool lighting and the pool mechanical room from Litron. Ongoing. **ACTION: F. Paterson**

- 6. CORRESPONDENCE** – F. Paterson noted that he had two emails from RG1 residents concerned about the water line dirt marks and residue. F. Paterson informed the cleaning contractor to immediately correct the situation and to provide a longer maintenance schedule to accommodate for the cleaning required.

7. NEW BUSINESS

- a) Lighting Audit – Covered under item 5) # 131 above.
- b) Pool Patio Furniture – A discussion took place on the current furniture and its lack of use and it was agreed to ask both RG1 and RG2 Boards if they would agree to moving (1) oblong table to each buildings BBQ areas as well as several chairs for same.
- c) Power Wash Tennis Courts – Covered under item 5) # 122 above.
- d) NSF Cheques – Several RGSF cheques to various contractors and suppliers had been returned NSF due to CMG not depositing the monthly contributions from RG1 and RG2 for the month of January and February 2016. As a result there are a number of bank charges, etc., that have been paid by RGSF. F. Paterson explained the situation and assured the SFC that all costs would be reimbursed to RGSF from CMG as soon as a final total of the costs is prepared. F. Paterson will report back to the SFC on the status of the situation at the next meeting. **ACTION: F. Paterson.**

8. NEXT MEETINGS

The next meetings will be held at RG1 on; Wednesday May 25, 2016 at 10:30 a.m. and Wednesday June 29, 2016 at 10:00 a.m.

9. ADJOURNMENT

The meeting was adjourned at 4:00 p.m. by G. Elliott.