

# RIVERSIDE GATE SHARED FACILITIES COMMITTEE

Minutes of the meeting of the Shared Facilities Committee held on Wednesday, July 13, 2016 in the Party Room at 3590 Rivergate Way, Ottawa, Ontario at 11:00 a.m.

**PRESENT:**

Glenys Elliott	OCSCC 667
J-G Seguin	OCSCC. 667
Irmela Murphy	OCSCC 769
Larry Boisvert	OCSCC 769
Frank Paterson	Property Manager

G. Elliott called the meeting to order at 11:00 a.m.

## 1. APPROVAL OF AGENDA

The agenda was approved with the following additions: Under item 7 – c) RG2 Resident Proposal - Sculpture.

## 2. APPROVAL OF MINUTES

The approval of the minutes of June 26, 2016 was deferred so that the SFC could have time to review them as they were just provided at the meeting.

## 3. BUSINESS ARISING FROM PREVIOUS MINUTES

- a) Security System Network - F. Paterson provided a briefing on the status of the Fob and gate/garage remote system. The switch over to the new system continues and should be completed by the end of this week. A few minor problems have been encountered but things are progressing as planned.
- b) Fire Protection System – A meeting was held on June 30, 2016 with two representatives from Siemens and several members of the Boards of RG1 and RG2. It was noted that the RG2 system is a few years younger than the one at RG1. Siemens is to provide a summary of service repairs at both RG1 and RG2 and confirm if one buildings system could be changed over to the new proposed system and the other remaining with the existing system. F. Paterson noted that Siemens later had confirmed that one could be done and the other remaining with the older system. Siemens cannot provide the service summaries until the end of July due to vacations.
- c) Irrigation – I. Murphy asked F. Paterson to make note that there are several irrigation heads at the RG2 garage planter area that need to be moved. **ACTION: F. Paterson**

F. Paterson noted that we Nutrilawn is to provide a date when the actual work will commence and he will prepare a notice informing residents of the upcoming work. **ACTION: F. Paterson**

It was noted that watering by hand may be required during the installation time and of course the weather will dictate what actions will be required.

- d) Equipment for Tennis Courts – L. Boisvert noted that the tennis courts are in need of re-surfacing and that work is planned for in the reserve fund in 2016. J.G. Seguin confirmed this. It was agreed to wait until 2017 to purchase new equipment and that F. Paterson would get quotes for work to be done. **ACTION: F. Paterson**

L. Boisvert also noted that the recent cleaning of the tennis courts was done well.

#### **4. FINANCIAL REPORT**

- a) J. G. Seguin reviewed the financial statements to June 30, 2016.
- b) It was confirmed that L. Boisvert will arrange for a meeting in the early fall with J.G. Seguin and the superintendents to walk through and do a report. **ACTION: L. Boisvert**

#### **5. PROPERTY MANAGER'S REPORT**

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

**Item 118** Reserve Fund Items – It was noted that the irrigation system is the only item from the RFS that will be undertaken this year.

**Item 122** Landscaping – F. Paterson confirmed that the warranty replacement of the blue spruce on Rivergate Way will be replaced in September. **ACTION: F. Paterson.**

F. Paterson is to again discuss with the landscapers the poor state of the winter grass kill around the property. He noted that in 2017 another mode of repairs should be considered and looked into. **ACTION: F. Paterson**

F. Paterson noted that the gatehouse staff are observing many visitors following in behind residents cars rather than go to the visitors gate. They ask if a sign could be painted on the road indicating Visitors Only. Everyone agreed.

F. Paterson noted that Correct Door will proceed with the installation of the security loop for the resident's gate in the interlock in late July. **ACTION: F. Paterson**

F. Paterson updated the SFC about the painting of a line in front of the visitors gate on the ground he noted that the gatehouse supervisor suggested it be changed from in front of the visitors and be put in front of the residents gate and say residents only. Everyone agreed.

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

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

**Item 131** Lighting Audit – F. Paterson noted that this is ongoing pending additional information. It was noted that RG2 is proceeding with a trial of some lighting. He also added that another property he manages recently replaced all their outside parking lot lighting with LED lighting and it made a wonderful difference in appearance and security.

**6. CORRESPONDENCE** – F. Paterson noted that no correspondence had been received by management.

## **7. NEW BUSINESS**

- a) Pool Patio – The idea of having purchasing some comfortable patio chairs and loungers was discussed. It was agreed that each Board would be asked if they had any preferences for the area.
- b) Tennis Courts – Discussed under item 3 d) above.
- c) RG2 Resident Proposal Sculpture – I. Murphy explained a proposal being discussed at RG2 about having a sculpture purchased and installed near their gazebo at RG2's cost. G. Elliott and J.G. Seguin both agreed to discuss the matter with the Rg1 Board and see if there is any interest in RG1 doing something similar.

## **8. NEXT MEETINGS**

The next meetings will be held at RG2 on; Wednesday August 17, 2016 at 1:00 p.m.

## **9. ADJOURNMENT**

The meeting was adjourned at 11:56 a.m. by G. Elliott.