

RIVERSIDE GATE SHARED FACILITIES COMMITTEE

Minutes of the meeting of the Shared Facilities Committee held on Wednesday, August 17, 2016 in the Party Room at 3580 Rivergate Way, Ottawa, Ontario at 1:00 p.m.

PRESENT:

Glenys Elliott	OCSCC 667
Irmela Murphy	OCSCC 769
Larry Boisvert	OCSCC 769
Frank Paterson	Property Manager

REGRETS: J-G Seguin OCSCC. 667

I. Murphy called the meeting to order at 1:00 p.m.

1. APPROVAL OF AGENDA

The agenda was approved as presented.

2. APPROVAL OF MINUTES

The minutes of July 13, 2016 were approved as presented. **MOVED: I. Murphy, SECONDED L. Boisvert, CARRIED.**

3. BUSINESS ARISING FROM PREVIOUS MINUTES

- a) Security System Network - F. Paterson informed the SFC that the work had been completed and that both RG1 and RG2 were now in possession of a spare back-up Fob reader.
- b) Fire Protection System – It was noted that RG2 will continue with their current panel and RG1 will decide at their next Board meeting on a course of action for RG1.
- c) Irrigation – F. Paterson will set-up a meeting with Nutrilawn to do an inspection and review of the installation at RG1 and RG2. **ACTION: F. Paterson**
- d) Canada's 150th Birthday – It was noted that RG2 will plant some 150th tulips and that the money for them has been donated by their social committee and RG2 is also considering the purchase of a sculpture of a wildlife theme in a planter adjacent to their gazebo.
- e) Pool Patio Use – RG2 will survey residents to see if anyone has suggestions that could be considered.

- f) Use of Shared Facilities by Non-Resident Owners – F. Paterson noted that a letter had been sent out to the party involved. L. Boisvert asked that in future such correspondence have a clause referring to “use of the common amenities of both RG1 and RG2” as well as the shared amenities”.
- g) F. Paterson explained about the delay in getting the safety loop installed on the resident’s gate and he was asked by SFC to get the work done ASAP.

4. FINANCIAL REPORT

- a) J. G. Seguin was absent however an email from him dated August 14, 2016 was provided to the SFC and used as reference to the financial standing of RGSF.

5. PROPERTY MANAGER’S REPORT

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

Item 122 Landscaping – F. Paterson provided a draft landscaping plan for 2017 as prepared by I. Murphy and SFC was asked to review it and provide comments at the next SFC meeting in September 2016.

F. Paterson and I. Murphy will meet to walk around the property to discuss the landscaping plan and the various landscaping issues.

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 – It was noted that any quote for LED lighting include for ballast replacement. F. Paterson will obtain a 2nd quote.

Item 132 Snow Removal – It was noted that the contract runs to October 2018. So there are two more seasons of the snow removal left - 2016/2017 and 2017/2018. The cost for 2016/2017 is \$42,500. plus HST, the same as in the previous season.

Item 134 Tennis Courts – F. Paterson arranged for a meeting with a contractor and members of the SFC immediately after the SFC meeting.

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 meeting will be held at RG2 on; Monday September 19, 2016 at 1:00 p.m.

9. ADJOURNMENT

The meeting was adjourned at 2:10 p.m. by I. Murphy.