

RIVERSIDE GATE SHARED FACILITIES COMMITTEE

Minutes of the meeting of the Shared Facilities Committee held on Tuesday, April 21, 2015 in the Party Room at 3580 Rivergate Way, Ottawa, Ontario at 2:00 p.m.

PRESIDING:

Bill Austin	OCSCC 667
Suzanne Laplante	OCSCC 667
Andy de Schulthess	OCSCC 769
Irmela Murphy	OCSCC 769
Frank Paterson	Property Manager

B. Austin called the meeting to order at 2:00 pm.

1. APPROVAL OF AGENDA

The agenda was approved as provided.

2. APPROVAL OF MINUTES

The minutes of December 9, 2014 were approved as provided

3. BUSINESS ARISING FROM PREVIOUS MINUTES

It was noted that both RG1 and RG2 Boards approved the swimming pool repairs on motions that read , “ to proceed with shared pool renovations as recommended by Keller Engineering at a cost of up to \$55,250 plus HST .”

4. FINANCIAL REPORT

S. Laplante noted that she and L. Gauthier had just received the draft 2014 RGSF audit and that both of them had talked with the auditors and that there were no adjustments necessary and the finances as reported by CMG at December 31, 2104 were accurate as provided.

5. PROPERTY MANAGERS REPORT

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

Item 110 Swimming Pool – It was noted that RG1 passed a motion to approve the swimming pool repairs; MOTION: TO PROCEED WITH SHARED POOL RENOVATIONS, AS RECOMMENDED BY KELLER

ENGINEERING (OUTLINE ATTACHED) AND THE SHARED FACILITIES COMMITTEE, AT A COST OF UP TO \$55,250 PLUS HST. MOVED: B. AUSTIN, SECONDED S. LAPLANTE. CARRIED; and RG2; MOTION MOVED BY CLIVE WOLFF, SECONDED BY LISE GAUTHIER THE SFC WAS AUTHORIZED TO PROCEED WITH THE SWIMMING POOL REPAIRS AS RECOMMENDED BY KELLER ENGINEERING. CARRIED.

After a brief discussion it was agreed that no lane markings or RG logo would be installed on the pool liner due to maintenance concerns, they may fade, will collect salt buildup and may shift over time.

F. Paterson noted that Superior Pools had provided a proposal for maintenance of the swimming pool and added that it was significantly lower than the current charge by Pool Works.

MOTION: Approve the contract for swimming pool maintenance which calls for weekly maintenance at a cost of -\$390. per month for the first year of the contract. MOVED. I. Murphy. SECONDED B. Austin

F. Paterson was asked to ensure that Keller Engineering provides weekly updates of the progress on the pool.

F. Paterson explained that he had asked T & M Electric to look at the swimming pool ceiling lights to determine if there was a possibility of purchasing LED lights or alternatives to save energy. He noted that T & M had a specialist visit the pool area and review the current lighting and make a proposal. Unfortunately, the cost to replace the current lighting with LED lighting was in excess of \$35000 (\$2500. per fixture). And the energy savings would not justify the cost. In addition, T & M. pointed out that in the interest of safety it is recommended to leave the lights on 24/7 and not install sensors that would turn the lights off and on during bright days.

Item 116 Residents Gate and Visitors Gate – F. Paterson updated the SFC adding that the cheque had been received but contrary to the last meeting the cheque somehow did not get deposited! He is investigating.

Item 118 Reserve Fund Related Items - F. Paterson noted that the Gatehouse painting final coat will be done this spring.

F. Paterson noted that repairs to several catch basins around the property and some asphalt repairs should be carried out in 2015 and 2 quotes have been obtained. **MOTION; TO PROCEED WITH HRS TO DO THE ASPHALT REPAIRS AND CATCH BASIN REPAIRS AS PER THEIR QUOTE OF SEPTEMBER 30, 2014 AT A COST OF \$7200.00 MOVED I. MURPHY, SECONDED B. AUSTIN CARRIED**

Item 124 Reserve Fund Study Update - F. Paterson noted that Buchan Lawton Parent (BLP) will perform the update commencing in the late spring of 2015 and will be completed in 1st draft form by July 30, 2015.

Item 127 Sign in Front of Gatehouse – F. Paterson mentioned that the logo is discoloured from hard water (calcium) and needs to be re-painted. Two quotes were provided and one quote calls for an approximately 2 week period to carry out the work and the other calls for on-site work. It was agreed to go with the quote from Hawthorne Signs.

- 6. CORRESPONDENCE** – F. Paterson noted that he had received a request – suggestion from a resident of RG1 about having a dog debris disposal box adjacent to the dog walk area. After some discussion it was agreed that this was not necessary at this time and to thank the resident for the suggestion.

7. NEW BUSINESS

- a) Harrassment Policy A discussion took place on RG1 looking to adopt a policy and a suggestion that RG2 give consideration as well.
- b) Landscaping Budget – A discussion took place on the 2015 landscaping season and it was agreed to implement the plan as provided previously in the amount of \$4910. **MOTION; TO AUTHORIZE THE EXPENDITURE OF UP TO \$4910.00 FOR THE LANDSCAPING BUDGET FOR 2015 AS IN ACCORDANCE WITH THE PLAN. MOVED I. MURPHY, SECONDED S. LAPLANTE CARRIED**
- c) Off Property Parking and Traffic Lights – A. DeSchulthess advised that he and Bill Austin should meet later in May with the new City of Ottawa Councilor Riley Brockington to attempt to get him onside to understanding the occasional needs of RG1 and RG2 for on street parking longer than the allotted 3 hour periods and to attempt to convince the City Councilor that the charges for the traffic lights should be discontinued.
- d) Siemens – It was noted that Siemens has sent notice to both RG1 and RG2 that the fire panels will need to be replaced prior to 2018 as the panels will be discontinued and parts will no longer be available. To be brought forward to the Reserve Fund Update Engineers and B/F to 2016.
- e) Tennis – It was agreed that F. Paterson draft a covering letter – memo – explaining the hours, etc for 2015 as in accordance with the previous correspondence.

8. NEXT MEETINGS

The next meetings will be held at RG1 on Tuesday May 19, 2015 – 2:00 p.m. and Tuesday June 23, 2015 – 2:00 p.m.

9. ADJOURNMENT

The meeting was adjourned at 3:45 p.m. by B. Austin