

RIVERSIDE GATE SHARED FACILITIES COMMITTEE

Minutes of the meeting of the Shared Facilities Committee held on Tuesday, August 26, 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
Rose-Marie Batley	OCSCC 769
Andy de Schulthess	OCSCC 769
Irmela Murphy	OCSCC 769
Frank Paterson	Property Manager

Rose -Marie Batley called the meeting to order at 2:00 pm.

1. APPROVAL OF AGENDA

The agenda was approved as provided, with the addition of 1 item under point 7 – a) v) Watermaid.

2. APPROVAL OF MINUTES

The minutes of July 28, 2015 were approved as provided.

3. BUSINESS ARISING FROM PREVIOUS MINUTES

- a) F. Paterson said that he is surveying the NCC and DND lands for dead tress and will be in contact with both to inform them of the dead trees and ask that they be cut down.
- b) F. Paterson informed the SFC that the reason the light on the rock in front of the gatehouse was not functioning for a few days in June was because the gatehouse staff forgot to turn on the switch! The matter has been resolved.
- c) F. Paterson noted that he has not yet received any agreement between Urbandale and RG1 and RG2. He has asked Urbandale's accounting department for the information.

4. FINANCIAL REPORT

J. G. Seguin provided a briefing on the financial status and it appears that things are running according to the budget with the exception of a few minor items that would be monitored and F. Paterson mentioned that the water

accrual for the irrigation water will be done for the end of August 2015 and reflected in the August financial statements.

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 a warranty letter had been received from Superior Pools. A discussion followed and it was agreed that item g) should be switched with item i) and vice versa and then the SFC will be satisfied and the outstanding invoices for Superior Pools can be paid.

A quote was provided for supplying and installing racing lines and the SFC decided that the cost was much too high at (insert quote here please) and the lines were not approved at that cost.

It was agreed that the date of the pool shut down should be posted in each building so residents know in advance that the wrinkles will be removed under warranty and that the pool will be closed for 2 weeks starting on September 18, 2015.

F. Paterson was asked to obtain a quote to supply and install a non-slippery floor material in the area from the pool stair to the shower area.

A. de Schulthess mentioned that the pool salt machine requires 2 salt cells and wondered if the machine was under warranty and if not if an additional quote could be obtained. F. Paterson to follow-up.

Item 116 Residents Gate and Visitors Gate – F. Paterson said that the cheque had been received and this matter was closed.

Item 118 Reserve Fund Related Items - F. Paterson noted that the Gatehouse painting final coat will be done this fall; the same colour as it is now

Item 122 Landscaping – F. Paterson noted that Capital Maintenance Services had commenced work on August 1, 2015 and so far had done a good job considering what they faced.

It was noted that a walk around the property had taken place with Capitals' owner, Marty Woods, I. Murphy, R. Boisvert, and F. Paterson on Monday August 24, 2015 and the meeting went well. F. Paterson is to get several prices for the 2016 budget and a quote for adding soil to the flower and shrub beds in 2015. He recalled that it was \$1500 for soil but said that he would confirm the cost. It was noted that a number of areas require mulch and that

would be looked at for 2016.

It was noted that Capital Properties Landscaping does not include the cost of weed spraying in their contract so F. Paterson will get some quotes for the 2016 season.

F. Paterson provided a quote from Nutrilawn for replacing the irrigation system. If the SFC approves the direction, F. Paterson will obtain additional quotes and work on the requirements, etc., for the spring of 2016.

I. Murphy noted that 2 of the blue spruce trees recently installed in front of RG2 were in distress and dying despite weekly watering by the RG2 superintendent. F. Paterson will contact Manotick Tree Movers to discuss their replacement. As well he will get a quote from them for several tree replacements and a quote to cut down three large trees that are dead.

F. Paterson provided a draft specification for snow removal services. A discussion took place and it was agreed that everyone would provide their feedback to F. Paterson by Monday August 31, 2015. F. Paterson provided a clarification on information provide at the last meeting; it was noted that Forestell was required to remove snow after a 1 cm snow fall when in fact it was 5 cm. The new specifications should therefore be 5 cm.

Item 124 Reserve Fund Study Update - F. Paterson noted that the RGSF draft had been received and circulated to the SFC.

Item 128 Security System Network – F. Paterson noted that the RG1 superintendent, who is knowledgeable with the security system, met with the RG2 property manager; K. Renwick, to discuss the RG2 situation and the options for the security cameras and a network. Further discussion will take place at the next SFC meeting.

6. CORRESPONDENCE – F. Paterson noted that there was no correspondence.

7. NEW BUSINESS

- a) Pool Update – Covered under item 110.
- b) Landscaping – Covered under item 122.
- c) Fire Protection System Review – F. Paterson mentioned that 2018 was the deadline that Siemens has set for rendering the fire alarm panels at RG1 and RG2 obsolete. I. Murphy felt that the issue should be addressed much earlier to ensure that the items required are in stock and that RG1 and RG2 are not put on a waiting list. A. de Schulethess felt that perhaps an engineering firm could be found to look into the requirements and the alternatives. F. Paterson to investigate and G. Elliott mentioned that she might know of a firm.

RG1 and RG2 Informal Agreements – F. Paterson presented the agreements and the SFC agreed to forward them to their respective Boards for approval. The agreements cover glazing – installation of blinds, tinting, roof antenna (no other towers or mobile providers allowed) and visitor parking (no selling of visitor parking to owners).

8. NEXT MEETINGS

The next meetings will be held at RG2 on Wednesday September 23, 2015 at 2:00 p.m.

9. ADJOURNMENT

The meeting was adjourned at 3:45 p.m. by R-M. Batley