

RIVERSIDE GATE SHARED FACILITIES COMMITTEE

Minutes of the meeting of the Shared Facilities Committee held on Tuesday, July 28, 2015 in the Party Room at 3590 Rivergate Way, Ottawa, Ontario at 2:00 p.m.

PRESENT:

Bill Austin	OCSCC 667
Glenys Elliott	OCSCC 667
Jean Guy Seguin	OCSCC. 667
Andy de Schulthess	OCSCC 769
Irmela Murphy	OCSCC 769
Frank Paterson	Property Manager

ABSENT: Rose-Marie Batley OCSCC 769

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

1. APPROVAL OF AGENDA

The agenda was approved as provided, with the addition of 3 items under point 7 – h) Debris from Balconies and 7 - i) Dead Trees 7) – j) Security Cameras.

2. APPROVAL OF MINUTES

The minutes of June 24, 2015 were approved as provided.

3. BUSINESS ARISING FROM PREVIOUS MINUTES

It was agreed that any items of issue would be covered under the property manager's report.

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 over the next several months such as water consumption.

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 F. Paterson and an Engineer from Keller Engineering had met with the owner of Superior Pools and he had promised to provide a warranty letter to cover both labour and material repairs to the pool liner as well as a promise to repair the wrinkles that are currently in the pool and pay for the cost of the water required to refill the pool. It was noted that the work to repair the wrinkles would take approximately 10-14 days. F. Paterson noted that Superior promised to send a letter confirming same. It was agreed to have the work done commencing the week of September 21 and 28th.

It was noted that Keller will make recommendations on what to pay Superior and when at some point in the coming month.

F. Paterson mentioned that he was looking on purchasing (2) new patio tables for the swimming pool area.

It was noted that one of the jets in the pool is not functioning and F. Paterson noted that Superior will look into it and that he will mention it to Keller to follow up.

F. Paterson mentioned that a bill had been received from Superior to repair the sand filter and that this was mentioned during the swimming pool repairs and he felt that it should be charged to the swimming pool project and thus paid from the reserve fund.

Item 116 Residents Gate and Visitors Gate – F. Paterson noted that again he has contacted Economical Insurance numerous times and continues to follow-up.

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 currently is.

F. Paterson noted that the contractor has completed all of the asphalt and catch basin repairs as well as all of the crack repairs. He will follow-up with them as to why the large square cracks by RG1 canopy were not filled with crack filler.

Item 122 Landscaping – F. Paterson noted that Capital maintenance Services will commence work on August 1, 2015. He also noted that Capital had been contracted to cut the lawn around the exterior perimeter of the property fence for RG1 and RG2 and in fact were performing the work today. I. Murphy mentioned that for some reason the workers had cut down a large tree that

was outside of the area adjacent to RG2 where they should cut. F. Paterson was asked to follow-up. F. Paterson explained that for some reason the RG1 exterior fence area has not been properly maintained like the RG2 side for many years and he felt that if the area is to be maintained it should be done so around the entire property.

It was noted that F. Paterson had contracted a labourer to perform weeding of many garden beds that the volunteers were not able to tackle and that Forestell had not done since early May. It was agreed that the cost should be deducted from Forestells' final cheque. A discussion took place on the great lack of service provide by Forestell for the landscaping contract and it was agreed to inform them that 15% of the June and July payments would be withheld as well as the cost of the replacement gate in item 116 (in the amount of \$4350.25) as Forestells' insurance company has not yet provided said. F. Paterson said he would inform Forestell of this decision.

A discussion took place on snow removal and F. Paterson advised the SFC that Capital declined to provide a quote for snow removal services due to the 1 cm clause; calling for snow removal after 1 cm accumulation of snow as well as the limitations of doing snow removal between 11:00 p.m. and 6:00 a.m. It was agreed to change that from 1 cm to 3 cm. and F. Paterson agreed to provide a draft snow removal contract for the next meeting.

Item 124 Reserve Fund Study Update - F. Paterson said he had received an email from Buchan Lawton saying that the draft should be ready by the first week of August.

- 6. CORRESPONDENCE** – F. Paterson noted that there was one item of correspondence about what to do in the swimming pool area during a fire alarm or electrical storm. He provided the correspondence and the follow up to the SFC

7. NEW BUSINESS

- a) Pool Update – Covered under item 110.
- b) Landscaping – Covered under item 122.
- c) Speeding – F. Paterson mentioned that he had talked to the gatehouse supervisor about this and that they were monitoring but that it was difficult due to the direction that the staff are positioned in to look out onto Rivergate Way. They actually identified one person and F. Paterson will follow up with that person about slowing down.
- d) RG1 and RG2 Informal Agreements – F. Paterson drafting them for inclusion at both management offices.
- e) Tennis Maintenance – F. Paterson mentioned that he had met with L.

Boisvert of the tennis round robin group and he had volunteered to clear some brush and dead branches from the east side of the tennis courts. The SFC agreed with his request. F. Paterson to inform him of the decision.

- f) Irrigation – A discussion took place on the amount of water required and the timers, the condition of some new plantings and the system servicing. F. Paterson to monitor.
- g) Front Gate Light – A. de Schulethess mentioned that he noticed that the light was not on again and asked F. Paterson to investigate.
- h) Debris from Balconies – There was a discussion about people throwing debris off of their balconies such as cigarette butts and bread crumbs for birds and it was agreed that both RG1 and RG2 should mention that people refrain from doing so in the next newsletters.
- i) Dead Trees – A discussion took place about several dead trees on the adjacent NCC property as well as on the DND property. F. Paterson was asked to follow-up to see if he could let both the NCC and DND know about the trees. As well there are several trees on the RGSF property that will require cutting due to the ash borer beetle.
- j) Security Camera System – F. Paterson noted that he will discuss the matter (WINPAK system is failing on a daily basis) with the RG 2 property manager and he noted that he suggests that a separate DVR be purchased for the SFC security cameras to allow for the separation of the RG1 and RG2 camera systems as well as one for the SFC cameras.
- k) Traffic Lights – F. Paterson noted that he had received an email from Urbandale with documentation on the agreement between Urbandale and the City of Ottawa. He will follow up to have Urbandale provide the agreement between Urbandale and RG1 and RG2.

8. NEXT MEETINGS

The next meetings will be held at RG2 on Wednesday August 26, 2015 at 2:00 p.m.

9. ADJOURNMENT

The meeting was adjourned at 4:00 p.m. by B. Austin

