

RIVERSIDE GATE SHARED FACILITIES COMMITTEE

Minutes of the meeting of the Shared Facilities Committee held on Tuesday, June 24, 2015 in the Party Room at 3580 Rivergate Way, Ottawa, Ontario at 2:00 p.m.

PRESIDING:

Bill Austin	OCSCC 667
Glenys Elliott	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, with the addition of 2 items under point 7 – h) Gatehouse Keys and 7 i) Security Camera System.

2. APPROVAL OF MINUTES

The minutes of May 19, 2015 were approved as provided.

3. BUSINESS ARISING FROM PREVIOUS MINUTES

B. Austin and Andy de Schulthess followed up on the AGM at RG1 and RG2 and gave some background on the new Boards and the new members of the SFC. Glenys Elliott and Jean Guy Seguin would represent RG1 and Rose Marie Battley and Irmela Murphy would represent RG2.

4. FINANCIAL REPORT

There was a discussion of the 2015 May financials. Especially regarding water for the irrigation system and for the swimming pool. Paterson noted that the water leakage for the swimming pool has ended with the installation of the new liner. He also said that the irrigation system continues to be monitored so that the consumption does not get out of control.

Andy de Schulthess discussed the utility consumption at RG2 and noted large differences in gas consumption at RG2 versus RG1 and noted the same for hydro but in reverse for RG1 vs RG2. It was agreed to cooperate with both parties by providing figures on consumption for 2014.

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 the pool was finally opened three weeks late and upon opening the pool the stair railing was very loose and posed a potential hazard. F. Paterson notified the Engineers and they were taking up the matter with the contractor. In addition, the wrinkle in the liner in the deep end was to be raised with the contractor and the warranty and possibility of a discount for the delays.

It was agreed that until these items have been resolved that no payments be made to Superior Pools.

It was reported that a lot of people have commented on the wonderful look of the pool.

Item 116 Residents Gate and Visitors Gate – F. Paterson to inform the SFC when the cheque is received from Economical Insurance.

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. A discussion took place and it was agreed to wait until late summer and to use the same colour as it is now.

July

F. Paterson noted that the contractor says the work will begin on Monday

6, 2015 for the asphalt repairs and crack filling. A meeting will be held beforehand to ensure that the project is planned correctly and communicated. He mentioned that once the work was completed the parking lot lines would be painted and G. Elliott suggested that the handicap parking spaces have the word "Visitors" painted as well, everyone agreed.

Item 122 Landscaping – I. Murphy and F. Paterson briefed the Board as to the ongoing terrible state of the landscaping and reported that the contractor; Forestell; was not performing to the standards expected. i. Murphy also provided a summary of the numerous items that remain outstanding that Forestell is responsible to do and that should have done well before this point in the season. F. Paterson mentioned that he had met with Capital Maintenance on-site and that they would provide a quote to take over the contract if SFC wished as of August 1, 2015. F. Paterson was asked to get references once the quote had been received and to circulate the quote and reference information once received. The SFC at this time felt that Forestell had been given more than ample opportunities to correct their poor performance. Given the time of year and the timing it may be best to accept an alternative quote to get the property back in shape.

Item 124 Reserve Fund Study Update - F. Paterson said he would follow up with Buchan Lawton Parent (BLP) to remind them of the timeline.

Item 127 Sign in Front of Gatehouse – F. Paterson mentioned that this has been completed.

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

7. NEW BUSINESS

a) Auto Emergency Water Shut Offs – A discussion took place on the quotation provided by EKHO Engineering Inc. for the installation of emergency water shut offs that work automatically when they sense a large drop in water pressure and after some thought it was agreed that the proposal was not feasible and cost effective at either RG1 or RG2 and A. de Schulthess agreed to convey the message to EKHO Engineering.

b) Pool - See item 110

c) Meeting with City Councillor – A. de Schulthess provided a summary of the meeting and it was agreed to put pressure on Urbandale to provide a copy of the contract for the traffic light maintenance to the SFC.

d) Landscaping – See item 122 above

e) Speeding – A discussion took place and it was agreed to try and make more residents aware of the dangers associated with speeding in the garage areas as well as the roadways.

f) RG1/RG2 Informal Agreements – it was agreed to maintain a listing in the management offices for easy reference. The listing to include; Renting of Visitor and the agreement to not rent out any visitor parking; the renting of rooftop space to a 2nd antennae; the prohibition on the installation of blinds on glazing panels as well as the prohibition of tinting on glazing panels.

g) Tennis Court Perimeter Maintenance – Larry Boisvert from RG2 asked if he could volunteer to clear brush and scrub that had grown up on the south side of the tennis courts. It was agreed to allow him to do so.

h) Keys at Gatehouse – A discussion took place on emergency access to unit keys after hours and availability by the on duty superintendent. F. Paterson assured the SFC that the on duty superintendent was available on site with very little wait time to access the keys in case of emergency.

i) Security Camera System – F. Paterson noted that the WINPAK system that is used to run the fob system and view the video cameras is nearing the

end of its life cycle and a network line is being run from Rg1 to the Gatehouse to enable the viewing of the DVRecorders at the RG1 concierge desk and a similar thing can be done at RG2. F. Paterson agreed to discuss this matter with K. Renwick – property manager at RG2.

8. NEXT MEETINGS

The next meetings will be held at RG1 on Tuesday July 28, 2015 – 2:00 p.m.

9. ADJOURNMENT

The meeting was adjourned at 3:55 p.m. by B. Austin