

RIVERSIDE GATE SHARED FACILITIES COMMITTEE

Minutes of the meeting of the Shared Facilities Committee held on Tuesday, May 19, 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, with the addition of 2 items under point 7 – d) visitor parking rental and 7 e) benches at front entrances and F. Paterson to add Siemens Fire Systems to the management report as an ongoing item.

2. APPROVAL OF MINUTES

The minutes of April 21, 2015 were approved as provided.

3. BUSINESS ARISING FROM PREVIOUS MINUTES

F. Paterson noted that the Tennis Court Communique had been distributed on May 14, 2015 and that the sign with the various hours and types of play allowed has been posted on the fence adjacent to the entrance to the courts.

4. FINANCIAL REPORT

There was a discussion of the 2014 audited figures. S. Laplante reviewed the April financial statement figures.

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 there have been several delays

with the repairs and liner installation. F. Paterson reported that the Engineers' were visiting the site weekly but that the contractor was not on-site for several reasons for one or two work days per week. Superior Pools is to be contacted by F. Paterson immediately and explain the SFC's serious concerns with the lack of progress.

F. Paterson noted that the Superior Pools employees had broken the glass tops of two patio tables and he had informed them that they were responsible to replace them.

Item 116 Residents Gate and Visitors Gate – F. Paterson updated the SFC stating that we are still waiting on the Economical Insurance to provide a replacement cheque for the misplaced cheque.

Item 118 Reserve Fund Related Items - F. Paterson noted that the Gatehouse painting final coat will be done this spring. A discussion took place and it was agreed to wait until late summer and to use the same colour as it is now.

F. Paterson noted that he is awaiting confirmation from the contractor for the date that the parking lot catch basin and asphalt repairs will take place.

Item 122 Landscaping – I. Murphy briefed the Board as to the current state of the landscaping and reported that the contractor; Forestell; was not performing to the standards expected and as provided in previous years. F. Paterson noted that he had been in contact with the contractor several times and had requested a follow-up to the concerns. So far the performance was lacking and the contractor was notified of same. It was noted that for the second year the salt kill of the grass areas from excessive salt use was very large and the top dressing that Forestell had done was insufficient and had to be corrected ASAP. The Board was very concerned.

Item 124 Reserve Fund Study Update - F. Paterson noted that Buchan Lawton Parent (BLP) will perform the update and has said they will be onsite in mid-June to do a visual inspection. The 1st draft is supposed to be ready 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. To be done in late May.

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 a

presentation 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. A. de Schulthess agreed to contact the company and see if they would visit the site(s) and provide a ballpark figure so that the Boards could consider if they think the proposal is viable.

- b) Cell Phone Antennae on Buildings – A discussion took place on the installation of additional antennae on the roofs of RG1 and RG2 and it was noted that there has been an informal agreement between both Boards to not allow any. It was noted that this could also be extended to cover visitor parking rentals that are noted in both RG1 and RG2 Declarations and that both Boards agree that regardless of the Declaration neither would rent spaces in the visitor parking. It was suggested that this be formally agreed to by both Boards and that the agreements be kept in both management offices for reference. I. Murphy mentioned it should also include the balcony glazing blinds.
- c) Meeting with City Councillor – A. de Schulthess agreed to set up a meeting with B. Austin, himself and the City 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 at Rivergate Drive and Riverside Drive should be discontinued. F. Paterson was asked to see if he could find a copy of the agreement in the files at RG1, RG2 or at CMG.
- d) Visitor Parking Rental – See above item c)
- e) Benches at Front Entrances – It was agreed that F. Paterson would provide some paint to RG2 so that their superintendent could paint the bench similar in colour to what RG1 had done.

8. NEXT MEETINGS

The next meetings will be held at RG1 on Wednesday June 24, 2015 – 2:00 p.m.

9. ADJOURNMENT

The meeting was adjourned at 3:50 p.m. by B. Austin