

# **RIVERSIDE GATE SHARED FACILITIES COMMITTEE**

Minutes of the meeting of the Shared Facilities Committee held on Tuesday, November 17, 2015 in the Party Room at 3580 Rivergate Way, Ottawa, Ontario at 2:00 p.m.

**PRESENT:**

Rose-Marie Batley	OCSCC 769
Irmela Murphy	OCSCC 769
Glenys Elliott	OCSCC 667
J-G Seguin	OCSCC. 667
Frank Paterson	Property Manager

R-M. Batley 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 October 22, 2015 were approved as provided.

**3. BUSINESS ARISING FROM PREVIOUS MINUTES**

- a) Urbandale Traffic Light Agreement - F. Paterson noted that he is awaiting the agreement from Urbandale and that he has been reminding them several times a month to do so. F. Paterson mentioned that he could get a copy of the Agreement if it is registered on title from the Land Registration Office for approx. \$80. SFC agreed to pay the cost and asked F. Paterson to accrue the outstanding invoices.
- b) Update on Signing Authorities - F. Paterson noted that he dropped off the documents to the TD Bank at Riverside and Hunt Club c/o P. Proskos and he is to forward them to the branch at the World Exchange Plaza.
- c) Forestell Situation – F. Paterson said that Forestell is still requesting full payment regardless of the arguments via phone calls and emails. The matter was discussed in length and it was agreed that F. Paterson send a letter reminding them that there is extensive physical evidence proving that they did not perform the requirements of the contract and SFC does not believe it should pay for work that was not done.
- d) Snow Removal Contract – F. Paterson said there is a meeting next week to get the contract signed.

- e) Security System – F. Paterson had discussed the matter with K. Renwick and M. Duval and was preparing a document to call for quotes to replace the WINPAK system. He was asked to have it ready by the first week of December. The WINPAK system is at the end of its lifespan and there is no backup. It needs to be replaced as a reserve fund cost, total cost being approximately \$40,000. Given urgency, the SFC asked F. Paterson to develop specifications for an RFP before the end of December. The existing FOBs' will still work. The transfer of data will require some manual input. In order to facilitate a speedy transition, residents will have to turn in their FOB's and receive new ones.
- f) Personnel Confidential
- g) Fire Protection System – F. Paterson said that he could have the documentation calling for bids sent out on November 23, 2015.

#### **4. FINANCIAL REPORT**

- a) J. G. Seguin reviewed the October 2015 financial statements.
- b) Reserve Fund Study Update – The update was provided previously and the SFC agreed with its findings. A Form 15 will have to be prepared and signed by the SFC once the Final Report is completed. The work of BLP was discussed in that the report was poorly prepared and indeed the latest report, which was to be the final report, was still marked draft. Spelling and grammar errors abound and the calculation were slapdash.
- c) 2016 Budget Presentation – The budget was reviewed and after discussion it was approved. It calls for a reduction in contributions to \$209,300 from each corporation, down from the 2015 amount of \$211,910. The draft budget was conditionally approved by RG2 pending some discussion with C. Wolff and J-G. Seguin. RG1 was to approve the draft on November 18, 2015.
- d) J-G. Seguin will send a copy of his log to R-M. Batley during the winter while C. Wolff is away. R-M. Batley will be signing cheques for RG2.

#### **5. PROPERTY MANAGER'S REPORT**

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

**Item 110** Swimming Pool – F. Paterson continuing to look for flooring products. Superior Pools has not provided a quote as of yet.

**Item 118** Reserve Fund Related Items – A list of 2016 items will be prepared once the RFS update is completed. To be on the April agenda for review.

**Item 122** Landscaping – F. Paterson noted Manotick Tree movers has replaced the two spruce trees in front of RG2 and the adjacent visitor parking area.

Capital Properties says they will supply and install the new soil in the beds if the weather co-operates by the end of November.

It was noted that the problem with the parking lot lights appears to have been corrected.

F. Paterson noted that the Christmas lights have been installed. The lights are usually turned on to coincide with the lighting of the Christmas lights on Parliament Hill, which is Wednesday December 2, 2015.

It was agreed to put Christmas lights on the three new spruce trees in front of RG2 and on trees at the west of RG1 and a budget of \$500. was agreed to.

I, Murphy asked F. Paterson to talk to Manotick tree and ask them to evaluate a spruce tree in distress, some trees on top of the RG2 parking garage roof, a locust tree on the RG1 parking garage roof and some tree stumps. She also asked whether the newly planted trees should be wrapped so that they are pointed up rather than down.

The SFC agreed that F. Paterson should proceed to develop specifications for an RFP to replace the irrigation system, which is a SFC Reserve Fund item for 2016. I. Murphy noted the system should be installed in time for the usual spring opening.

**Item 124** Reserve Fund Study Update - F. Paterson said that the draft had been received. Discussed in item 4 b) above.

**Item 128** Security System Network – F. Paterson noted that he will be discussing this with K. Renwick to be sure that both buildings are in agreement with the proposal and to obtain additional quotes as required.

- 6. CORRESPONDENCE** – F. Paterson provided an email and a response concerning apparently high chlorine levels in the swimming pool. He was asked to ask the superintendents to monitor closely the chlorine levels.

## **7. NEW BUSINESS**

- a) Gate Remote – F. Paterson provided a quote which would mean that the car operated gate remotes would not work from a distance of more than 8 to 10 feet from the resident's gate. This will slow traffic down. It was agreed to proceed in the spring of 2016.

- b) Insurance Renewal Information – A letter dated November 13, 2015 was provided for information purposes outlining the insurance costs for RGSF for 2016. This was reviewed and the increase will be 5% in 2016.
- c) Trees – I. Murphy pointed out the large trees over the garage at RG2 (4 spruce, 1 sugar maple) are too large for the amount of soil below them. RG1 has more soil behind it above the garage than RG2. There is insufficient soil to maintain large trees. The trees were planted at the last minute by Urbandale because an owner insisted on trees planted prior to agreeing to purchase the unit. F. Paterson is to find the cost to remove the trees and the roots. Owners should be notified in advance. Testing should be completed in the spring to determine if there is sufficient soil to support growth. F. Paterson will ask Manotick Tree for the costs and species suitable for replacement.

## **8. NEXT MEETINGS**

The next meetings will be held at RG1 on Wednesday April 20, 2016.

## **9. ADJOURNMENT**

The meeting was adjourned at 3:22 p.m. by R-M. Batley.