

# RIVERSIDE GATE SHARED FACILITIES COMMITTEE

Minutes of the meeting of the Shared Facilities Committee held on Wednesday, October 17, 2016 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
Irmela Murphy	OCSCC 769
Larry Boisvert	OCSCC 769
Frank Paterson	Property Manager

I. Murphy called the meeting to order at 2:05 p.m.

### **APPROVAL OF AGENDA**

The agenda was approved as presented.

### **APPROVAL OF MINUTES**

The minutes of September 19, 2016 were approved as presented. **MOVED: J.G. Seguin, SECONDED L. Boisvert, CARRIED.**

### **3. BUSINESS ARISING FROM PREVIOUS MINUTES**

- a) Hydro Reconciliation - F. Paterson informed the SFC that after a long delay the hydro account for SFC had been brought up-to-date and apologized for the delay. It was noted that the corrected figures were reflected in the latest financial statements for the period ending September 30, 2016 and that the account was on budget.
  
- b) Shared Costs of Heating Swimming Pool – It was noted that J-G. Seguin and L. Boisvert had met with the RG1 superintendent and looked into the exterior lighting and as a result they asked the RG1 superintendent to apply a few tests to determine what meter(s) measure the consumption of the various items. F. Paterson will follow-up with the RG1 superintendent.  
**ACTION: F. Paterson**
  
- c) Use of Shared Facilities by Non-Resident Owners - F. Paterson noted that he had not been advised of the current standing on the issue and he will follow-up with K. Renwick. **ACTION: F. Paterson**

#### 4. FINANCIAL REPORT

J. G. Seguin reviewed the September financial statements and noted that RGSF will be close to a balanced budget and therefore unlike 2015 the SFC will need the December 2016 contribution from each corporation.

#### 5. PROPERTY MANAGER'S REPORT

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

**Item 122** Landscaping - A 2<sup>nd</sup> draft landscaping plan for 2017 was provided and discussed and it was noted that the information contained therein should be included in the RGSF draft budget.

G. Elliott advised the SFC that RG1 was not interested in pursuing the idea of a pathway to the swimming pool patio from the roadway.

The hillside adjacent to the RG1 garage was discussed and F. Paterson noted that he was working on obtaining quotes for this item. **ACTION: F. Paterson**

F. Paterson advised that the resident's gate had been having intermittent problems and that the problem was believed to be the gate control arm mechanism and that a heater was required for the control arm. He added that this has been a problem that has been encountered over the past several years off and on. F. Paterson will follow-up. **ACTION: F. Paterson**

L. Boisvert asked if signs could be installed on either side of the roadway leading into the property near the gatehouse to indicate "Residents Gate" and another for "Visitors Gate" F. Paterson saw no reason why not and the SFC agreed that signs should be installed. **ACTION: F. Paterson**

I. Murphy noted that the shrubs by RG1 gas meter had to be covered up for the winter. **ACTION: F. Paterson**

I. Murphy also noted that the snow contractor should be told to not pile snow on the RG2 plant and flower bed adjacent to their garage door. **ACTION: F. Paterson**

**Item 129** Fire protection System – F. Paterson mentioned that Siemens has advised RG1 that the gatehouse has fire panels which monitor the fire alarms in both buildings to alert them of a fire and that if RG1 changes their fire alarm panel the Gatehouse one will have to be replaced at an approximate cost of \$5,000. RG1 will keep SFC apprised of the situation of the fire alarm panel replacement at RG1.

**Item 131** Lighting Audit - F. Paterson says he is expecting a quote from

Litron and that Metrosphere has provided a quote for the exterior LED lighting for the parking lot and pathways but it does not include ballast replacement only lights so F. Paterson has asked them to provide it including ballast replacement. He also advised that Leapfrog had previously provided a quote for the same and their costs include ballast replacement however F. Paterson is waiting on clarification on the type of fixtures they propose.

**ACTION: F. Paterson**

**Item 134** Tennis Courts - F. Paterson informed the SFC that he has obtained one quote for the 2017 repairs to the courts but that he was having difficulty finding a 2<sup>nd</sup> company to quote. He noted that he had asked Keller Engineering if they know of any local contractors and they replied that they do not. F. Paterson has been in contact with Flexcourt out of Toronto and is awaiting a quote from them. **ACTION: F. Paterson**

L. Boisvert informed the SFC that the tennis courts had a problem with grass clippings getting onto the courts when the landscapers cut the lawns and asked if F. Paterson could obtain a quote for a 24" high screen to prevent against this. **ACTION. F. Paterson**

**Item 135** Christmas Lights - F. Paterson noted that he is actively looking for lights on sale and that he has been in touch with the installer to arrange for this year's installation. The lights will be installed by John Bond the same as in previous years at a cost of \$3300. RGSF will hire a helper for 2 days to assist him by holding his ladders while he climbs them to install the lights.

**6. CORRESPONDENCE** - F. Paterson provided a suggestion from a resident of RG1 to be posted on the gate arm. It was noted that the wording was too much for a sign on the gate and currently the 10 km was deemed adequate.

## **7. NEW BUSINESS**

a) Budget Planning – F. Paterson will work with K. Renwick on a draft budget.

b) Adult Swim – I. Murphy advised the SFC that a request has been received by RG2 to allow for an adult swim on Saturdays, Sundays and holidays. The SFC agreed that the current practice is sufficient.

## **8. NEXT MEETING**

The next meeting will be held at RG2 on; Monday November 14, 2016 at 1:00 p.m.

## **9. ADJOURNMENT**

The meeting was adjourned at 3:11 p.m.