

RIVERSIDE GATE SHARED FACILITIES COMMITTEE

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

PRESENT:

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| Glenys Elliott | OCSCC 667 |
| B. Austin | OCSCC. 667 |
| Rose-Marie Batley | OCSCC 769 |
| Irmela Murphy | OCSCC 769 |
| Frank Paterson | Property Manager |

R-M. Batley called the meeting to order at 2:10 pm.

1. APPROVAL OF AGENDA

The agenda was approved as provided, with the addition of several items: point 7 – b) iii) Capital Pick-Up Brush iv) Top Soil – Fall v) Branches in the air shaft vents and the addition of 7 e) Signing Authorities f) SFC Budget Preparation g) Repair to RG2 Garage h) Irrigation System i) Gatehouse Supervisor Anniversary j) Building Link.

2. APPROVAL OF MINUTES

The minutes of August 28, 2015 were approved as provided.

3. BUSINESS ARISING FROM PREVIOUS MINUTES

a) F. Paterson noted that he is awaiting the return of a representative of the NCC from vacation to get a reply about the dead trees on the NCC. lands.

b) F. Paterson noted that he has not yet received any formal agreement between Urbandale and RG1 and RG2 despite having repeatedly asked Urbandale's accounting department for the information. He noted that as per SFC directions no further payments will be made to Hantom Holdings until an agreement is provided or the SFC is satisfied that Hantom Holdings (Urbandale) has done what they can to have the City of Ottawa stop billing for the traffic light costs.

4. FINANCIAL REPORT

a) J. G. Seguin was absent but did provide an email on September 14, 2015 with information concerning the financial statements up to August 31, 2015.

b) Several members of the SFC inquired about when they will receive their copies of the Reserve Fund Study update (RFSU)? F. Paterson noted that copies had been sent to all SFC members and to B. Austin and A. de Schulthess several weeks ago and the A. de Schulthess had even provided some comments on the update. F. Paterson will re-send the RGSF RFSU.

5. PROPERTY MANAGER'S REPORT

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

Item 110 Swimming Pool – It was noted that the repairs to the liner (wrinkles) will take place as scheduled and commence on Monday September 21, 2015. The superintendents will start to drain the pool on Friday September 18, 2015 after 5:00 p.m. The windows will be papered over to allow the repair crew to work in privacy.

Readings of the water meter will be taken prior to the pool being filled as well as after it is filled so that Superior can be billed for the cost of the water.

F. Paterson noted that he had found a company that installs non-slip flooring in swimming pool areas. The Canadian representatives are Superior Pools. Superior will measure the area to provide a quote.

It was noted that the salt cells carry a one-year warranty and that the machine itself is 6 years old.

Item 118 Reserve Fund Related Items - F. Paterson noted that the Gatehouse painting final coat had been completed.

Item 122 Landscaping – I. Murphy says she has pictures of the poor condition the flower and shrub beds were in when Forestell was doing the landscaping in May, June, and July 2015 for future reference. She also asked to get Capital to remove the dead scrub bush around the perimeter of both properties. Also get Capital to remove the vine growing over the air shaft vents at RG2 north of the sidewalk by the perimeter fence area.

A quote from Manotick was provided for various items including cutting down some dead trees adjacent to the east tennis court fence area (item 2); removing, supplying and installing a spruce tree to replace a dying one by the RG2 visitor parking area (item 3); and stump grinding – partial (item 4.3 not 4.2). It was agreed to remove the dead trees this year.

F. Paterson to provide to the SFC quotes for the lawn fertilizing and weed spraying. He noted that these costs are not included in the Capital contract

but were included in the Forestell contract.

F. Paterson was asked to provide some additional information on the quote from Nutrilawn for an irrigation system.

F. Paterson was asked to prepare a draft budget and review it with C. Wolff and J-G Seguin prior to the next SFC meeting and have a draft for the SFC at the next meeting.

B. Austin pointed out a few areas that need to be addressed by Capital. It was noted that the RG1 hill area along the south walkway is being worked on by volunteers and a large number of hostas are being transplanted from other areas to the hill. The SFC expressed their appreciation for their assistance.

F. Paterson said that the new spruce trees referred to by I. Murphy at the last meeting recently installed in front of RG2 that appear to be in distress were looked at by Manotick Tree Movers and they pruned them and reported that the trees should have been heavily pruned prior to being planted. The branches on the bottoms were too close and thus starving them for water. They will look at the trees again in the spring of 2016 and determine if they are healthy. Manotick feels they will be fine.

F. Paterson informed the SFC that the snow removal contract documents had been sent out to 8 contractors and the deadline for submitting bids is September 30, 2015. He will send off a summary to the SFC once the deadline is past.

Forestell was provided with their final payment and have reported that they disagree with not being paid the full amount owed.

It was agreed to contract Capital Properties landscaping to supply and install soil to the beds for a cost of \$1500 + HST (20 yards)

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 a note from a resident about children spraying water from water pistols on the windows. It was agreed that this would be addressed in the Newsletters of each condo. corporation.

7. NEW BUSINESS

a) Pool Update – Covered under item 110.

b) Landscaping – Covered under item 122.

- c) Fire Protection System Review – F. Paterson provided a quote that includes a full fire audit of all equipment. It was agreed to get another quote.
- d) Winter Absences – This item was discussed informally to make the SFC who was available to sign cheques.
- e) Signing Authorities – F. Paterson noted that he met with a representative of TD Bank at the downtown branch to review the signing authorities' files for RGSF and added that they will require signatures from each board member and the documents will be forwarded to the Hunt Club T. D. Bank branch to facilitate the signing of the documents. F. Paterson to advise when the documents will be ready to sign.
- f) SFC Budget Preparations – Covered under item 4. above.
- g) Repair to RG2 garage – I. Murphy informed the SFC that there are some waterproofing repairs to take place on the northwest section of the garage and that to do the repairs the pathway will be closed for a few days. F. Paterson will inform the RG1 residents in the upcoming newsletter.
- h) Irrigation System – I. Murphy pointed out that adjustments will need to be made in 2016 to the system if the system is not replaced. F. Paterson and I. Murphy noted that this will be part of the SFC reserve fund study update and that it was not included in any reserve fund studies prior.

F. Paterson was asked to provide some additional information on the quote from Nutrilawn for an irrigation system.

- i) Gatehouse Supervisor Anniversary – A discussion took place on the review process and timing.
- j) Building Link – B. Austin informed the SFC that RG1 was considering a proposal to enhance and upgrade the concierge services, communication systems and asset tracking through a service called building link. He reviewed the costs associated and the benefits. To be discussed further at the next meeting.

8. NEXT MEETINGS

The next meetings will be held at RG2 on Thursday October 22, 2015 and Tuesday November 17, 2015 at 2:00 p.m.

9. ADJOURNMENT

The meeting was adjourned at 4:00 p.m. by R-M. Batley.