

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATIONS
SHARED FACILITY COMMITTEE
April 10, 2019
MINUTES

PRESENT: Rose-Marie Batley
Larry Boisvert
Jean-Guy Seguin
Sylvain St. Laurent

ABSENT: Tom Maville

IN ATTENDANCE: Kim Renwick, Property Manager

1. Chair Larry Boisvert called the meeting to order at 1:00 pm and confirmed a quorum.
2. Moved by Jean-Guy, seconded by Larry, the Agenda was approved. CARRIED
3. Approval of the Minutes of October 18, 2018. Moved by Jean-Guy, seconded by Larry. CARRIED
 - a. The signs mentioned in the minutes refer to the pedestrian crossing signs.
 - b. A reminder will be included in the next newsletters/communiqués to owners regarding how to activate the resident entry gate.
 - c. Mention was made of the tree at the canopy entrance to RG2 that is dying.
4. **SF Financial Report**
 - a. There was a small surplus at the end of the February resulting from the accruals to 2018 financial statements that were paid in 2019. The 2018 year-end surplus of ~\$14K will become a deficit of ~\$2000.
 - b. Kim has told the CMG Property Accountant not to close the year-end financials until approved by the property manager.
5. **Property Manager's Report**
 - a. #4 – Landscaping: Keller has confirmed that the RG2 Cliff is not a structural concern at this time. Possible changes will be addressed in the proposal from the landscape architect. The RG1 Cliff is also not a structural concern. The bowing of the wall is as built. The landscape architect (James Lennox) will prepare options for cliff remediation to alleviate the washing away of soil. James will observe the trailing of water during rain in order to identify the route water is taking. He is considering river rock as part of the solution as there is no maintenance. After the SFC receives proposals from James, the committee will decide if additional proposals are necessary. Mr. Lennox is considering the property as a whole entity and indicated that a project of this size could be initiated this year but work could not be completed until 2020 as contracts have been let for the approved 2019 summer projects. Trees could be replaced this fall. The committee discussed the problem of getting sufficient volunteers to plant annuals and decided to do limited planting at the entrance of the property and in front of both buildings. Kim will get an estimate to repair the RG2 garage bed so that the leaking into the garage stairwell is stopped.

Action: Kim
 - b. #74 – Patio Areas: Waiting for quote; Keller is updating the specifications. The estimated cost is ~\$2K for each BBQ patio area.

Action: Kim
 - c. #75 – Wrought Iron Fence: Kim will obtain quotes for painting the wrought iron fence. Funding for hand-painting the fence could be addressed through operating expenses; sandblasting and painting on site or off site would be too expensive to be an operating expense. The Reserve Fund Study shows \$65K to restore/replace fence in 2038.

Action: Kim
 - d. #96 – Pedestrian Crossing Signs: Both 667 and 769 Boards approved the signage.

Action: Kim

e. #98 – Gatehouse Receiver: The pointing of your remote is not the issue with respect to problems opening the residents’ gate arm. The vehicle must be in the correct spot on the pavement to activate the arm; either too close or too far away will not succeed.

Action: Kim

f. #101 – Christmas Lights: RG1 Board wants all the lights to come off the trees. It was noted that there would not be lights placed on the taller trees in the future. Professional installation and removal of the lights would cost ~\$29K for fewer lights. Moved by Jean-Guy, seconded by Larry, the Christmas tree lights will all be removed and fewer trees will be lighted in 2019.

Action: Kim

g. #103 – Draft Audit: Moved by Larry, seconded by Jean-Guy, the draft audit was accepted by the SFC. CARRIED. The format of the report was appreciated. Errors or corrections should be sent to Kim for correction.

h. #108 – Proposal for Fertilization: Moved by Larry, seconded by Jean-Guy, the Committee approved the quote from True Green for a 3-year contract to fertilise the lawns and gardens and for aeration this year only.

Action: Kim

6. New Business:

- a. RG1 is updating the electric panel to allow owners to install a 115V outlet at their parking spaces; it will take 8 hours to fully charge a vehicle. This item can be removed from our Action List.
- b. The SFC Minutes and Rose-Marie’s summary report prepared for RG2 Board meetings will be sent to Richard, Tom, and Jean-Guy. SFC minutes will be posted on websites.
- c. It was decided that the SFC will meet in RG2 for the calendar year 2019 and meetings will be in RG1 during 2020. Locations will rotate on an annual basis. The chair and recording secretary will also rotate annually.

7. Dates for Next Meeting: June 19, 2019 1:00 pm at RG2

Motion to Adjourn: Moved by Sylvain St. Laurent. The meeting was adjourned at 1:38 pm.

Rose-Marie Batley, Recording Secretary