

Ottawa Carleton Standard Condominium Corporations 667 & 769
Shared Facility Committee
Oct 19, 2023 (DRAFT)

Present:

Larry Boisvert (President of SFC)
Sylvain St. Laurent (Treasurer)
Mala Nag (Secretary)
Kim Renwick (SFC Property Manager)

Absent:

Branislav Vracaric (Director at Large)

1. The Chair, Larry, called the meeting to order at 4:08 after confirming quorum.
2. The motion by Sylvain, seconded by Mala, the Agenda was approved with the addition of 3 items under New Business: i) Request from Cyclists; ii) Rideshare Company; iii) Christmas Lighting
3. On motion by Larry, seconded by Sylvain, the minutes were approved as amended.
4. SFC Financial Report ending Sep 30, 2023:
An update of the financial situation as of the end of September was presented to the Board. A deficit of approximately \$12K is forecasted at the end of the year. More specifically, the deficit is caused by the following:
 - Irrigation services (\$8K) due to multiple repairs to our irrigation system this summer.
 - Snow removal (\$19K) due to snow fall in excess of threshold specified in the contract.
 - Landscaping (\$4K) due to damages done by a storm this summer.
 - Traffic lights (\$9K) due to repairs to the traffic lights at the corner of Riverside/Rivergate Way. The Board has decided to contact the City of Ottawa to investigate the invoice. The above deficits are offset by surpluses in snow removal offsite (\$15K), Hydro (\$4K) and security contract (\$10K).
5. Property Manager's Report:
 - i. DND Easement: Since the access to our storm drain is on DND side, we are still awaiting confirmation in writing from DND to access to the drains. Currently, DND has verbally granted access.
 - ii. Vines: Read Jones Christoffersen were retained to conduct an assessment of the exposed concrete foundation specifically where the vines are growing. The report concluded that there were no visually obvious signs of structural deterioration directly related to the vines. However, the root structure would need to be monitored.
 - iii. Gardening Beautification: Parameters to be discussed in Spring.
 - iv. Tennis Courts: It was agreed to install 2 new nets in Spring & Larry to purchase rollers.
 - v. Grinding trees: West side of Tennis court tree will be grinded by Marty in Spring 2024
 - vi. Dectron: Repair work has been authorized and work has begun as previously agreed. Total costs should not exceed \$35,000. Currently, waiting for one more part. Board advised that the compressor & custom-made coils will be ready in 2 months. The target date of readiness

has been fixed for 2023 year-end. Kim also to reach out to Urbandale to investigate their design of the closed-in mechanical room.

- vii. Security subcontract: Kim met with Allied & currently monitoring Iron Horse for the time being.
- viii. Solar panels: Suggestion of establishing solar panel on swimming pool was discussed. Various reasons against the idea were discussed including, severe wind velocity, long shadows on the north side, integrity of roof structure and being financially prohibitive. Suggestion not accepted.
- ix. Draft minutes: Protocol established where, after every SFC meeting, the final pdf draft minutes will be uploaded on website. Also, pdf copy will be forwarded to Frank for uploading to RG1 Building link. Once the minutes are approved, the same protocol is to be followed.
- x. Draft Budget meeting: Date set for Nov 6, at 1pm
- xi. City Traffic Lights: The Board agreed to follow-up & investigate the traffic light bills with City of Ottawa again. Previous attempts have not been fruitful and Rivergate ends up paying approximately 66% of the costs of repairs & annual fees.

6. New Business:

Walk-in Security: The Board continues to brainstorm ideas to ensure the perimeter of the building is secure including walk-in security. It was agreed to do a physical inspection to see if any further physical structure would prevent walk-in intruders.

Safety for bicyclists: It was agreed that Gatehouse Staff would open gates for bicyclists but only when they are able to identify the owner & no cars are exiting the RG2. The issue was that it was not safe to ride down the wrong-side of the road to enter the property since the automatic clicker does not work when riding bicycles. Kim to convey instructions to Gatehouse.

Christmas Lighting: Over the years, many approaches to Christmas Lighting have been tested. A few years back, to save costs, the lights were purchased by SFC and an installer was hired to ensure lighting is optimal in the front and back of the buildings. To save costs on insurance as well, the rule of 10 feet high trees/bushes are to be decorated. The installer will try different ideas this year as the winds have been quite fierce on our grounds.

Rideshare Company: After a RG1 Townhall meeting, a suggestion had come up to invite a Rideshare company to station within the Rivergate perimeters. Given that Ubers & taxis are easily available, the suggestion was not accepted as it would take valuable parking spaces & monitoring them would be difficult from security standpoint.

Landscape Beautification: The SFC Board appreciates all Volunteers who have helped in weeding and keeping the place clean. A Volunteer Beautification team was proposed by some residents for the following year. The Board will discuss details in Spring 2024.

- 7. Next Meeting: Monday Nov 6, 2023 at 1pm
- 8. Adjournment: The meeting was adjourned at 5:30pm The SFC Board members proceeded for the walk to the Gatehouse to inspect & improve walk-in security ideas.