OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATIONS # 667 & 769

Shared Facility Committee Meeting Minutes

May 22, 2025

1:00 p.m.

PRESENT:	Rosa Brancati-Schulz (RG1) Sylvain St. Laurent, Treasurer (RG1) Larry Boisvert (RG2) Rose-Marie Batley, Secretary (RG2)
ABSENT:	None
OTHER:	Kim Renwick, SFC Property Manager, CMG

The Chair called the meeting to order at 12:56 p.m. with a quorum confirmed.

1. Approval of the Agenda: On a motion by Sylvain St. Laurent, seconded by Rosa Brancati-Schulz, the Agenda was approved. **CARRIED**

2. Approval of Minutes: On a motion by Rosa Brancati-Schulz, seconded by Sylvain St. Laurent, the Minutes of the April 9, 2025 SFC meetings were approved. **CARRIED**

3. Treasurer's Report:
   An update of the financial situation as of the end of April was provided and is summarized as follows:
   - the expenses for utilities (hydro, water and gas) are on target and a breakeven situation is expected at the end of the year'
   - a small deficit of $3K is anticipated in the electrical repairs budget (due to unexpected repairs to our fob system, light post and camera);
   - surpluses at year-end are anticipated in landscaping ($10K), snow removal off site ($13K), and security contract ($5K).

   Overall, a surplus of $25K is forecast at year-end within the overall operating budget. However, it is still early in the year and unforeseen events may reduce the potential surplus.

4. Property Manager's Report:
   Item 214: **DND Easement** – There has been no response to our calls to DND yet.
   Item 300: **Reserve Fund Study** – RJC provided a third draft. Kim will print copies for the SFC members for review.
   Item 309: **Tennis Courts Resurfacing** – Kim will give one week's notice to owners prior to commencement of work. Hot, dry weather is required before this can start.
   Item 314: **Weed Control** – We have a quote from Nutrilawn (~$1000 with no Fiesta weed control) and are waiting for a quote from Weedman.
   Item 348 (A & B): **South and North Slopes** – A quote was received from RJC to determine possible urgent issues with the south and north slopes. Additional quotes have been requested. These slopes were observed in our spring walkaround. The RG1 slope is in sound structural shape. A stump will be removed next spring when the foliage is low. The RG2 slope is sliding away and needs to be addressed. A civil engineer will provide an analysis of this slope including what should be done and when. (Reserve Fund Item)

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Item 353: **Three-year Landscape Plan** – Kim will forward copies oof the plan to the SFC members for review and an update will be undertaken. This is an item for the agenda of the next meeting. (Reserve Fund Item)
Item 359: **Financial Audit** – The audit is complete. We are waiting for the RG1 audit to come in to confirm that some numbers match.
Item 364: **Pool Patio** – The pool patio furniture is in bad shape and will be removed. We will get a quote for repainting or removing the fence at the pool patio. (Reserve Fund Item)
Item 381: **Sewer Near Hydro Box at South Side of Property** – The sewer at this location is sinking and needs repair. A quote has been received from Regional Landscaping for $5000. On a motion by Sylvain St Laurent, seconded by Rosa Brancati-Schulz, the work was awarded to Regional. **CARRIED**
Item 383: **Flashing** – The exterior flashing near the back of RG2 and the pool wall needs replacement. Quotes will be obtained for SFC review.
Item 384: **Sprinkler System** – The system was to begin functioning on May 21. There was a portion that required repair; it is expected to be on next week. A sprinkler head near the tennis court needs to be aligned so that it sprays on the lawn, not on the courts.
Item 387: **Pool Dehumidifiers** – Two dehumidifiers are needed to place inside the Dectron unit to control humidity at a cost of $10,783 including tax. These units are portable if they are needed in case of floods in other areas of the building. On a motion by Larry Boisvert, seconded by Sylvain St Laurent, the quote from CoolWave was accepted. **CARRIED**
Item 388: **Grounds** – An owner expressed concerns about the property. Most of these are being addressed this season or next; the gardening and landscaping budgets have been increased significantly this year. Currently there are no members of the Garden Committee from RG1. A communiqué will be issued in both buildings welcoming volunteers on an ad hoc basis. The 3-year Landscaping Plan is currently being updated and expanded to other years.
Item #389: **Employee Code of Conduct** – A draft code was reviewed and initial comments tabled. Kim will make the changes and send the second version to SFC members for review.
Item 390: **Blinds on Balcony Glazing** – No coverings on the glazing panels are allowed in either building.
Item 391: **Garden Market Onsite** – A young local urban gardener has asked if he could set up a garden market for products inside the Rivergate Way gates. The SFC was not comfortable with this option. He also proposed a second option wherein owners could order from him if they wish and he would deliver on a given day(s) of the week. This urban gardener is local, has several gardens, one very close to Rivergate Way. He has been asked to draft a flyer to owners as to what he will have in place and when, the cost, etc., for consideration. Many of our owners currently order food and other products for delivery.
Item 392: **Iron Horse** – Concerns have been received from some owners about service on the weekends. We will look at other suppliers knowing that it will be up to Cyndy and Bradley whether they choose to leave Iron Horse. We cannot hire them as staff under their current contract stipulations.

5. New Business:
   - 5.1 More Topsoil: The two beds outside the property on either side of the gatehouse require topsoil; some will be ordered.
   - 5.2 Pool Classes: A request was received to begin an aquafit class in the evening (6–7 p.m.) with a professional instructor. This was approved for a 10-week trial period. The class would be open to both buildings and there would be a charge to the participants. The cap of 10 people total in the pool area must be respected.
   - 5.3 Pool Hours: An owner from RG1 wants to investigate the pool hours in the hopes of finding a solution to an earlier opening. All documentation available has been provided to this owner in the past and nothing more exists.

Date for Next Meeting: Monday, July 7, 2025 at 12:30 p.m. in RG2 Party Room.

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 2:42 p.m.

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Rose-Marie Batley

Rose-Marie Batley, Recording Secretary

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