OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATIONS # 667 & 769

Shared Facility Committee Meeting Minutes

April 9, 2025

11:30 a.m.

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

The Chair called the meeting to order at 11:37 a.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 Sylvain St. Laurent, seconded by Rosa Brancati-Schulz, the Minutes of the January 27, 2025 SFC meeting were approved. **CARRIED**

3. Treasurer's Report:
   More financial entries are required to make meaningful interpretations of the data. The statements received do not indicate any concerning issues. On the questions of costs for removal of snow from the property and the amount of salt, the following information was provided: during the last large snowstorm, the plow came often and tried to keep the paths clear. Unfortunately, the snow fall continued, and the wind caused some areas to fill in. Snow was removed from the handicap parking spots and a large amount of salt was distributed to prevent slips and falls possibly resulting in injury and insurance claims. Removal of the snow would have cost ~$18K. The bill for the additional salt was $1469. Given the time of the year and the fact that there continued to be adequate parking, the decision was made not to move snow offsite. A communication will be sent to owners in the late fall explaining the reason for the salt deposits and the need to avoid dangerous areas.

4. Property Manager's Report:
   Item 214: **DND Easement** – Urbandale has agreed to pay the costs related to approval of the easement on DND land. The Property Manager will facilitate access to the property for the work.
   Item 300: **Reserve Fund Study** – RJC provided a second draft, which was reviewed with Michael Park of RJC at the meeting. Mr. Park confirmed a site visit was done; the Committee believed there would be more substance in the report had there been a thorough visit. Construction costs applied to the calculations vary by location. In Ottawa these costs are higher than the cost of living. Mr. Park apologised that no Committee members were interviewed as indicated in the report. Only the Building Superintendent was present on the brief walkaround. It was noted that the canopy at the entrance to each building should be a part of the individual building reserve fund studies, not in the shared facility study. Mr. Park was advised to remove the frequent entries of $1000 for engineering updates as these are funded in operations. Other questions

were posed; Kim will send these to RJC for consideration/response/correction. On a motion by Sylvain St. Laurent, seconded by Rosa Brancati-Schulz, the Committee approved the use of Scenario 3 as outlined in the report for the costing of the RFS. **CARRIED**

Item 309: **Tennis Courts** – Kim will give two weeks' notice to owners prior to commencement of work. A lock will be put on the entrance gate during the resurfacing period allowing only the contractors' entry.

Item 314: **Weed Control** – We have a quote from Nutrilawn and are waiting for another from Weedman.

Item 348 (A & B): **South and North Slopes** – One quote was received from RJC to determine possible urgent issues with the south and north slopes. These slopes will be observed in our spring walkaround. Additional quotes have been requested. (Reserve Fund Item)

Item 353: **Three-year Landscape Plan** – 2025 is the third year of the plan; in April the committee will schedule a walk-around with Regional to update and extend the plans. (Reserve Fund Item)

Item 359: **Financial Audit** – The draft audit has been received and will be reviewed.

Item 364: **Pool Patio** – The pool patio is not the responsibility of the Gardening Committee. This item will be added to the Action List. The SFC requires an updated 2025 plan from the Gardening Committee with more detailed information regarding their plans. The Gardening Committee does not hire or contract for goods or services unless approved by the SFC as per the Terms of Reference and Landscaping Contract. (Reserve Fund Item)

Item 376: **LED Lights** – The lights in the parking lot are LED lights.

Item 378: **Landscape Specifications** – The landscape specifications have been approved by the Board and Regional.

5. New Business:
   - 5.1 Pickleball Club: An owner requested permission to seek interest in a pickle ball club. The interest will be determined, and if there are sufficient members a plan should come to the SFC for review and approval.
   - 5.2 Pool Classes: Aquafit takes place every morning at 9:00 a.m. with the restrictions on the number of people in the pool area. On some days, there are more than 10 participants wishing to attend and then some are unable to stay. A request was made to have another class at 10 a.m. The Committee had concerns about back-to-back classes in the pool and asked the participants to consider a class at 1:00 p.m.
   - 5.3 Gardening Committee: Denise Lalonde is the chair for the 2025 season. The SFC will meet with Denise on Wednesday, April 16 at 11:30 a.m. in the RG2 Party Room. Sylvain will contact Denise.

Date for Next Meeting: Thursday, May 22, 2025 at 1:00 p.m. in RG2 Party Room. Rain date – May 29, 2025 at 1:00 p.m.

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 2:47 p.m.

Rose-Marie Batley

Rose-Marie Batley, Recording Secretary