

**OTTAWA-CARLETON STANDARD  
CONDOMINIUM CORPORATIONS # 667 & 769**

**Shared Facility Committee Meeting Minutes**

July 22, 2024

1:00 p.m.

PRESENT:      Rose-Marie Batley, Secretary (RG2)  
                 Sylvain St. Laurent, Treasurer (RG1)  
                 Larry Boisvert (RG2)  
                 Andy Lalonde (RG1)

ABSENT:        None

OTHER:         Kim Renwick, Chair and SFC Property Manager, CMG

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1. The Chair called the meeting to order at 1:43 p.m. with a quorum confirmed. A walk about the property at 1:00 p.m. and meeting with Manotick Tree staff preceded the formal meeting.
2. Roles for the members of the SFC were determined as follows: Treasurer Sylvain St. Laurent, Secretary Rose-Marie Batley, Members Larry Boisvert and Andy Lalonde. The Property Manager will chair the SFC meetings.
3. On a motion by Sylvain St. Laurent, seconded by Larry Boisvert, the Agenda as amended was approved.  

**CARRIED**
4. Approval of Minutes:  
On a motion by Sylvain St. Laurent, seconded by Larry Boisvert the Minutes of May 27, 2024 SFC Meeting were approved.  

**CARRIED**
5. Treasurer's Report:  
The financial position of the RGSF as of the end of June 2024 is as follows:
  - Expenses for utilities are on target with the annual budget, a minor surplus is forecasted.
  - The account for cleaning services includes two charges for the month of January, a correction will be made.
  - Expenses for the pools, both for the repairs and the products are more than expected and a deficit of approximately \$5K is forecasted.
  - A correction of the account of the Tennis court is required as it includes the cleaning of the RG2 garage.
  - The account dealing with the security contract requires special attention due to the problems of invoicing in time by Iron Horse.
  - Overall, RGSF financial position is in a very good position.
6. Property Manager's Report:

**RGSF – Action List**

**19-Aug-24**

#	Item	Lead	Comments
214	Easement - DND	Kim	To schedule a meeting with DND on Zoom - Urbandale interested in joining - attempt for July 29 at 1 pm

298	Insurance	Kim	Tender for Insurance for 2025 with Gifford
300	Reserve Fund Study	Kim	RJC approved - underway
302	Xmas Lights	Kim	Committee Agreed to keep with Gov't and add Winterlude
305	Flagpole	Kim	Obtain a quote to extend the flagpole or relocate it
308	<b>Shared Agreement</b>	Kim	Committee to review and respond by <b>end of August</b>
309	Tennis Courts	Kim	Engage Tennis Court Canada for crack repairs and recommendation (Aug 6-21)
310	Stumps	Kim	Has been too wet to remove – those that can be removed will be done within a few weeks
313	RG2 Garage Entrance Drain	Kim	Engage a professional engineer for options on the drainage issue at RG2 - BCG replaced RG1 at a cost of ~ \$22-25K in 2022.
314	DND Trees	Kim	DND agreed to remove the dead black walnut tree; we will trim the other ones
315	Trees	Kim	Have trees around tennis court trimmed and remove foliage one foot away from court fence - awaiting quote and date from Manotick
321	Patio Stones	Kim	There are stones that need fixing on the walkway - tripping hazard - see if Yves can repair
322	Bikes	Kim	Committee agreed that all bikes should go through entrance and be confirmed by guard - Kim prep a draft notice
326	Landscaping	Kim	Send Marty pictures and summary of what needs to be done
327	Spot Cleaning	Kim	Investigate why there are 2 charges for the same period
328	Vans Garage Cleaning	Kim	Relocate 769 RG2 garage cleaning charge to 769, not SF
330	Boulders	Kim	Request details on the boulders and compost from the GC Chair
331	Vines	Kim	Committee to discuss vines (future agenda)
332	RG1 Slope	Kim	Investigate who cleaned out the slope, south end RG1
333	Golden Elders	Kim	Have Marty trim all elders
334	Signage	Kim	Order signage for Pool and Tennis court if approved by RG1
316	Landscape Plan	Kim	Committee to review the landscape plan - 3 year - that was prepared a year ago - attached - send details by e-mail
323	Pool Works	Kim	Updated renewal attached – approved on a motion by Larry Boisvert, seconded by Andy Lalonde
324	Pool Letter to MoH	Kim	See attached response from MoH – no questions were addressed
325	Committee Roles	Kim	Committee agreed to member responsibilities
329	Garden Committee	Kim	Advise GC the shed and retractable hoses were approved

## 7. New Business:

- 7.1 The Tennis Court Rules & Etiquette: A copy of the updated rules were provided to the SFC RG1 representatives for consideration by the RG1 Board.
- 7.2 A Property Plan showing the boundaries of the site was shown to the RG1 representatives to indicate the property line for the 667/769 property on the south side is 10' from the tennis court fence and 3' from the indented fence after the courts.
- 7.3 The golden elders at the back of RG1 will be trimmed.

7.4 There will be no changes this year in the exterior patio at the pool area.

7.5 Tennis Courts: The RG1 representatives suggested a sign is needed to say that a maximum of 2 guests is allowed and must be accompanied by a resident. This requires RG1 approval.

Date for Next Meetings:

Zoom Meeting with Urbandale and DND – July 29 at 1:00 p.m. if parties are available.

SFC Meeting – August 19, 1:00 p.m. in RG1 Library

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 3:21 p.m.

Rose-Marie Batley

Rose-Marie Batley, Recording Secretary