OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATIONS # 667 & 769

Shared Facility Committee Meeting

Minutes

October 9, 2025

1:30 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 1:33 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 as amended was approved. **CARRIED**

2. Approval of Minutes: On a motion by Larry Boisvert, seconded by Rosa Brancati-Schulz, the Minutes of the August 13, 2025 SFC meeting were approved. **CARRIED**

3. Treasurer's Report:
   An update of the financial situation was provided and is summarized as follows:
   - The cost of utilities is in line with the budget for 2025, a minor deficit expected related to hydro cost offset by a minor surplus related to the gas cost
   - Overall expenses for repairs (general, plumbing and electrical) will more than likely exceed our budget by approximately $2K, a minor deficit offset by surpluses in other accounts
   - The cost of irrigation/landscaping is also expected to be higher than our budget by $4K at year-end, mostly due to repairs made to our sprinkler system. The deficit will also be offset by other surpluses.
   - Surpluses of $4K in security and $13.5K in snow removal off site are anticipated at year-end.
   - Overall, a surplus of approximately $13K is expected at the end of the fiscal year for the operations of the Shared facilities.

4. Property Manager's Report:
   Item 214: **DND Easement** – There appears to be work taking place. No report has been received.
   Item 348 (B): **North Slope** – An engineer inspected the slope on September 18. There is no structural issue with respect to the building; however, the walkway is being compromised. We are waiting for the report with recommendations. (Reserve Fund Item)
   Item 353: **Three-year Landscape Plan** – Rosa and Rose-Marie tabled a revised draft plan for consideration. The SFC discussed some possible priorities and changes. The Committee decided to review the report along with the budget discussions in order to determine potential timelines. There are several expensive items related to landscaping that need to be addressed (e.g., sprinkler system, irrigation issues, stone border repair around RG1, etc.). (Reserve Fund Item) Kim was asked to get quotes for the RG1 border repair for consideration in the landscaping plan and the budget.

Item 364: **Pool Patio** – Kim will obtain a quote to refinish the fence for consideration in budget deliberations. (Reserve Fund Item)
Item 383: **Pool Exterior Flashing Replacement** – The exterior flashing near the back of RG2 and the pool wall needs replacement. Lavazza Roofing provided a quote of $5900 to replace some of the flashing. It was suggested we delay this work as there is another 30 – 50 feet requiring flashing that should be measured and included. In the meantime, the edge of the pool wall has been repaired using mulch and doesn't need a flashing.
Item 384: **Sprinkler System** – A sprinkler system is in place throughout the property. Some of the sprinkler heads require adjustment from time to time to best cover the areas needing water. The placement and state of the sprinkler heads will be reviewed in the spring. Repairs, redirections, and additions to the system will be included in the landscaping plan.
Item 390: **Security Guard Contract** – Kim met with iGuard360°; the Committee reviewed their quote for security services. Kim is waiting for a quote from Falcon.
Item 408: **Changes to Building Superintendent On-Call Hours** – possibilities were discussed. Kim will discuss the possibilities with those affected. Reliable, consistent on call substitutes for the superintendents are difficult to find and at an incredibly high cost.
Item 410: **Pool Fitness** – No further action is required at this time.
Item 411: **Court Update** – The SFC has paid 70% of the invoice for the resurfacing and lining of the courts. The outstanding work (redo red resurfacing; documentation of legality of pickleball lines as indicated by the contractor) will be completed in the 2026 season when the weather is suitable.
Item 414: **Draft Budget** – The CMG increase for this coming year will be 2%. Sylvain and Kim will draft a 2026 budget for the Committee to review prior to submission to the two corporations.
Item 418: **Tennis Rules** – Kiim has not received a draft of the new rules. The courts appear to be functioning well. NO concerns about rule changes have been received.
Item 422: **Court Divider Fence** – Any changes to the common elements must be approved by the SFC prior to installation. Submissions should go through Kim. Kim will obtain a quote for a permanent fence to separate the tennis and pickleball courts.

5. New Business:
   - 5.1 Owner email regarding the landscaping: This document was reviewed; Rose-Marie will follow up with the changes suggested by the SFC. The document is a proposed item for newsletters in both buildings.
   - 5.2 Landscaping:
     - 5.2.1 The quote for removal of the trees in front of RG1 was approved; the trees were removed. Grinding of stumps was included in the quote. The stumps have been leveled and covered with soil. When Kim was informed, she cancelled the visit of Manotick Tree to grind the stumps. This was done the day before the scheduled visit. We will await the final invoice to see if it includes the grinding.
     - 5.2.2 Two tree stumps behind RG1 have been removed. Another 5 were cut to grade.
     - 5.2.3 Topsoil is needed to complete some beds inside and outside property. On a motion by Sylvain St Laurent, seconded by Rose-Marie Batley, Larry will order the necessary topsoil from Greely Sand & Gravel. **CARRIED**
     - 5.2.4 Kim will obtain quotes for a border separating lawn and building at RG1 similar to that at RG2 so that the rocks will not be invaded by the grass.
   - 5.3 T&M Electric will be replacing the three parking lot lights that have burned out. This requires a boom, which is costly and the reason we do not call T&M until there are multiple lights out. One light on the ramp to the RG2 entrance is flickering and will be replaced.
   - 5.4 Pigeons: A balcony on one of our buildings has a bird feeder attached to it. Several pigeons are gathering there. RG2 has traps on the roof to capture the pigeons. Please do not do anything to attract or feed birds so that we can discourage the pigeons/pests.
   - 5.5 Garden Shed: Larry will investigate the cost of a structurally-sound garden shed to replace the current shed, which does not withstand the elements.

Date for Next Meeting: Monday, November 17, 2025 at 12 noon; this will be a virtual meeting.

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 3:40 p.m.

Rose-Marie Batley

Rose-Marie Batley, Recording Secretary