OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATIONS # 667 & 769

Shared Facility Committee Meeting

DRAFT Minutes

January 14, 2026

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 1:01 p.m. with a quorum confirmed.

1. Approval of the Agenda: On a motion by Larry Boisvert, seconded by Rosa Brancati-Schulz, the Agenda as amended was approved. **CARRIED**

2. Approval of Minutes: On a motion by Larry Boisvert, seconded by Sylvain St. Laurent, the Minutes of the November 17, 2025 SFC meeting were approved. **CARRIED**

3. Treasurer's Report:
   3.1 The October 31, 2025 financial documents were provided and these numbers are reflected in the 2026 Draft SF Budget summary.
   3.2 A summary of the financial situation, as of the end of November was presented. There were no major changes to the year-end forecast. The utilities are still on target with the budget, over expenditures are still expected for the repairs (electrical), irrigation (sprinklers) and landscaping. A potential minor surplus of 4-8$K is still expected.

4. Property Manager's Report:
   Item 214: **DND Easement** – No report has been received. Correspondence was received from DND restricting access to the property. The Committee will delay a response to this until all the members are in person at our March meeting.
   Item 348 (B): **North Slope** – A quote was received from Keller to inspect the north slope ($7500 + tax). Kim met with Matt Mitcheluck; he will produce a report indicating solutions to protect the integrity of the slope. (Reserve Fund Item)
   Item 353: **Three-year Landscape Plan** – The draft 3-Year Landscape Plan will be updated during the spring walk-around to confirm 2026 actions and responsibilities and will then be circulated to owners. The plan is a working document and will be reviewed each spring and fall.
   Item 364: **Pool Patio Fence** – Kim will obtain a quote(s) to refinish /remove the fence for our March meeting (Reserve Fund Item)
   Item 390: **Security Guard Contract** – The SFC had two quotes from iGuard and Falcon. Kim interviewed a third company some weeks ago and no quote has been received. Iron Horse currently charges $29.25/hr; iGuard quoted $27.60/hr; Falcon quoted $26.00/hr. Both Falcon and iGuard charge 1.5x for overtime and 2.5x for statutory holidays. RG1 currently has Falcon security services in their building and are satisfied. On

a motion by Rose-Marie Batley, second by Larry Boisvert, Iron Horse will be given the required 60-days-notice and Falcon will be hired for the SF areas. As well, it will be recommended to the RG2 Board that we engage Falcon to replace Iron Horse with Falcon for our security needs. **CARRIED**

Item 408: **Changes to Building Superintendent On-Call Hours** – Although it proved impossible to find coverage for building superintendents on an ad hoc basis, Kim, Mike, and Yves recommended a plan to the SFC to allow for 3-day weekends every other week between May and September. A training manual and training will be provided for Pierre so that the building superintendents might have the same 3-day weekend a maximum of two weekends per summer period.

Item 423: **Court Additions** – Any changes to the common elements must be approved by the SFC prior to installation. Larry will meet with Ron to discuss the proposed fence. Kim will obtain a quote for a permanent fence to separate the tennis and pickleball courts as well as a quote for permanent pickleball nets for the SFC to consider. The quotes will come to SFC for consideration.

Item 432: **RG1 Border** – Kim will obtain quotes to repair/replace the border around RG1. (Reserve Fund Item)

Item 435: **Gatehouse Restoration** – The interior of the gatehouse requires updating/repairs/replacements. The space is occupied 24/7/365 by many different guards. Kim will obtain input from Moctar on what is needed. This is not a Reserve Fund Item. There are allowances in the Reserve Fund Study for the foundation($15,000) and structure ($5000). It was suggested millwork might be a more efficient and long-term remedy. The SFC will look at the Gatehouse during the spring walkaround and determine what needs to be done and whether it could be accomplished in phases.

5. New Business:
   - 5.1 Permanent Garden Shed: In the spring Larry will investigate prices for a permanent wooden shed for the garden equipment. The current shed has not withstood the winds and weather and is cobbled together at the moment.
   - 5.2 Removal of border materials cleaned up last season: These materials are currently behind the garden shed. Kim will ask Regional Landscaping to remove the materials in the spring.
   - 5.3 Festive Lights: Positive feedback was received in both buildings for the change in the lighting this season. Although there were fewer lights than previous, the lights highlighted well the front of the property and are more resistant to wind and weather. The SFC would like to light the three hedges along the driveway. Only one hedge has a power source. The electrical situation will be addressed this year and the lighting for 2026 can be investigated. Cost remains a factor.
   - 5.4 Gardening Committee 2026: Kim will draft a letter to invite GC members for 2026.
   - 5.5 McCarthy Rezoning: Rosa will send Kim the draft letter to owners prepared for RG1 owners. A letter should go to all owners in both buildings tomorrow emphasizing the importance of attendance where possible at the meeting at the Hunt Club Community Centre on Saturday, January 17 from 1 to 4 p m. This development not only changes the dynamics of the community and the view but will add significantly to the traffic on Riverside Drive.

Date for Next Meeting: Wednesday Tuesday, March 31, 2026 at 1:00 p.m. at RG1 Party Room.

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 2:09 p.m.

Rose-Marie Batley

Rose-Marie Batley, Recording Secretary