OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATIONS # 667 & 769

Shared Facility Committee Meeting

DRAFT Minutes

June 23, 2026

12:30 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 12:40 p.m. with a quorum confirmed.

1. Approval of the Agenda: On a motion by Rosa Brancati-Schulz, seconded by Sylvain St-Laurent, 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 May 4, 2026 SFC meeting were approved. **CARRIED**

3. Treasurer's Report:
   3.1 As of the end of May 2026, the year-end forecast indicates a breakeven situation. Costs associated with utilities and repairs are in line with the annual budget while expenses for the irrigation and the pool operations are slightly over the budget. The expenditures for the remaining accounts are trending below the budget, offsetting the anticipated deficit for the pool and irrigation.
   3.2 Draft Financial Audit: Both RG1 and RG2 Treasurers have reviewed the 2025 SF audit. On a motion by Larry Boisvert, seconded by Sylvain St. Laurent, the draft financial audit was approved. **CARRIED**

4. Property Manager's Report:
   Item 214: **DND Easement** – Kim received a copy of an invoice for some work completed on this project. The invoice was for information only as Urbandale is covering the costs.
   Item 353: **Three-year Landscape Plan** – The draft 3-Year Landscape Plan progress to date was updated. The pool fence has been painted, grass patches have been repaired, and the repairs to the irrigation system remain outstanding. The plan is a working document and will be reviewed each spring and fall. [See p3 for a copy of the **Landscape Plan V7**. Apologies for the size and orientation as it was difficult to fit to the page.]
   Item 383: **Border Flashing Around the Pool** – Kim will get an updated quote to repair this area.
   Item 423: **Court Additions** – A quote for a permanent fence to separate the pickleball and tennis courts was received. SFC deferred this item to next year's budget for consideration.
   Item 432: **RG1 Border** – Quotes have been requested; none received as yet. (Reserve Fund Item)
   Item 435: **Gatehouse Restoration** – A general contractor with expertise in design services and project management will be hired to provide information for the SFC to consider in order to renovate the interior of the Gatehouse. This is not a Reserve Fund Item. There are allowances in the Reserve Fund Study for the foundation ($15,000) and the structure ($5000).

Item 442: **No Smoking Policy** – The Declaration and Condominium Act define shared common property to include all exterior property as well as any shared interior property (e.g., pool). Currently RG1 has a rule for no smoking only inside their building. This will be reviewed with their Board.
Item 449: **Dectron Unit** – Three quotes were received to replace the Dectron unit. All three firms were invited to inspect the site; only Egis visited. Capacity $12,250 + 8% project management + tax; Keller Engineering $16,500 + tax; Egis $5995 + 5.9% project management + tax. On a motion by Larry Boisvert, seconded by Rose-Marie Batley, the design phase of the project was awarded to Egis. (Reserve Fund Expense) **CARRIED**
Item 450: **Storage Shed for Garden Equipment and Courts**: The garden shed will be deferred to 2027 for budget consideration. The court shed requires replacement. Larry will find a shed at a cost not to exceed $500.
Item 458: **Gate Keys** – An owner at RG1 has volunteered to facilitate a conversation with DND to determine the purpose of the letter regarding trespassing on DND land outside the border fence surrounding 3580/3590 Rivergate Way. Larry wishes to meet with this gentleman. RG1 will not provide keys to the exit gates to their owners. The east gate facing Old Riverside Drive has a different key than the other gates. There is a 5' border of land belonging to Riverside Gate outside our fence. It is important that all issues relating to shared facilities are communicated to the SF Property Manager via the individual corporation's Property Manager in order to ensure correct and consistent messaging across the one shared property.

5. New Business:
   5.1 European Chafer Beetle: These beetles are swarming some of the balcony glazing. Kim will ask Abell if there is a solution.
   5.2 Pickleball Request: The wheels on the pickleball nets are damaging the court surface. The SFC will consider permanent exterior pickleball nets during 2027 budget planning.

Date for Next Meeting: Tuesday, July 21, 2026 at 1:00 p.m. in the RG1 Party Room.

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 2:37 p.m.

Rose-Marie Batley
Rose-Marie Batley, Recording Secretary

Landscaping 3 Year Plan (V7 - June 30, 2026 Update)

A rolling plan that is reviewed annually to ensure budget, scope, priorities are in alignment.

Annual Rolling Activities and Considerations

Contract Tree Maintenance as well as General Landscaping (In place)
Contract Grass Maintenance - Fix grass areas damaged by winter (In place)
Walk around property by SFC in spring and fall to confirm/revise planned activities (Done May 4, 2026)
Contract Irrigation System Maintenance (Follow up re sprinkler repairs - spring 2026)
A list of what is needed by Gardening Committee with Costing (GC meeting week of May 4) **(Done)**
Trim trees, plants around BBQ areas for both RG1 and RG2 - for safety reasons (Done for 2026)
Replacing trees and shrubs that have died (Spring 2026)
Continue to add mulch where needed (22 cubic yards to be ordered for top up where needed) **Additional Mulch ordered.**
Landscape company to determine what (if any) improvements should be planned
Additional entries to be considered in 2026 review of property (Investigate cost of changing parking lot bulbs to LED)

Specific Plans

Short Term 2025 ---> 2026	Medium Term 2026	Long Term 2026+
RG2 Slope Assessment (Deferred at this time)	**Develop short and long term plan for North Slope to repair/replace RG2 Slope** (Deferred at this time)	**Action next steps for RG2 slope** (Deferred and to be monitored regularly)
Outdoor pool area - assess cost to paint or remove fence (Fence will be painted cost ~$2000) **COMPLETED**	**All trees to be assessed on the question of possible issues to membrane** (No issues at this time)	**Acquire proper wooden shed for garden tools** (Quote considered for possible replacement of the
Outdoor pool area - Clean up of patio stones (Regional contract responsibility)	**Optimize Sprinkler system - includes fixing sprinkler heads, lines, etc.** (Spring 2026 project) **Not Yet Complete**	**Renovate Gatehouse - Create design for an efficient and effective area; develop a plan for costing and implementation** (To begin 2026) **In Process**
Replace missing sod around pool area where the grass has died (seed, sod) COMPLETED	**Cleaning or removal of fence for pool area** (Painting will be completed spring 2026) **COMPLETED PAINTING**	**Consider replacing two scrawny black spruce trees in RG2 BBQ area.**
Trim Potentilla COMPLETED	**RG1 Slope - to be cleaned up in spring - including removal of vine by the air vent** (Done) **COMPLETED**	
Southwest corner of property - by DND prop - clean up of weeds and tree touching light to be trimmed COMPLETED	**Vine remains stuck on RG2 (side) garage wall to be removed** (Done) **COMPLETED**	
Trim shrubs that were once trees on RG1 back side of property COMPLETED	**Dead grass on right side bed in front of RG1, near RG2 gym, and near pool patio needs improvement of some kind** (Done) **COMPLETED**	
Edge all tree beds and add mulch (Done in 2025. Require additional mulch for top up in 2026) **COMPLETED**	**Clear weeds/grass thoroughly and throughout all river rock on the property** (Regional contract responsibility) **NOT COMPLETED**	
Clean plants on the left and right of front entrance at RG1 and add river rock or pebbles - similar to RG2 entrance (Getting quotes 2026)	**Add river rocks, grass or plants on left side of RG1 garage entrance** (Consider after quote for concrete border around RG1 similar to RG2 is received)	
Some shrubs need to be replaced in fron to RG1; pebbles in garden beds.	**Remove two large pines and improve area at exit to property** (Spring 2026) **Approved by the City; waiting for Manotick Tree to implement**	
	RG2 BBQ area - trim tree branches nearest BBQs for safety (noted this as an annual exercise) (Done) **COMPLETED**	
	Fix pool flashing that is peeling on the patio side (Spring 2026)	
	Driveway asphalt repair (Spring 2026 quote)	
	Acquire replacement shed for Court Equipment and return to inside the court area. (Underway)	