OTTAWA-CARLETON STANDARD
CONDOMINIUM CORPORATIONS # 667 & 769

Shared Facility Committee Meeting
DRAFT Minutes
July 21, 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 1:04 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 Sylvain St. Laurent, seconded by Larry Boisvert, the Minutes of the June 23, 2026 SFC meeting were approved. **CARRIED**

3. Treasurer's Report:
An overview was provided by the Treasurer on the financial situation as of the end of June, 2026 to draft.
A minor negative variance of $3K is forecasted at year-end: More specifically:
   - Costs of utilities are in line with the annual allocation.
   - Expenses related to general repairs and maintenance including electrical works are expected to be slightly over the annual allocation.
   - Costs of repairing the pool mechanical elements are higher than anticipated. The cost of the security at the gatehouse is also anticipated to be marginally higher that the annual budget for this account.

   The above overbudget variances are partially offset by some expected surplus in landscaping.

4. Property Manager's Report:
Item 353: **Three-year Landscape Plan** – Progress has been made with respect to the Midterm portion of the 3-Year Landscape Plan. Since the last update in June 2026, the asphalt repairs have been partially completed; Kim will ensure the cracks have been sealed prior to paying the invoice and then the lines will be painted. Items not yet complete include clearing dead grass and weeds from the river rock areas on site; scheduling tree removals (approved by the city) by Manotick Tree; the addition of a border of river rock around the RG1 building; and the pool flashing. The sprinkler heads have been repaired; it is not clear yet if optimizing the system is complete. We continue to look for a suitable storage shed for the tennis/pickleball court equipment.
Item 383: **Border Flashing Around the Pool** – Kim will resend the previous quote to repair this area for the SFC members to reconsider.
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 was hired to provide information for the SFC to consider in order to renovate the interior of the Gatehouse. (Not a Reserve Fund Item.) We are waiting for the draft plan and we are considering plans to maintain the security of the site while the renovations are underway.

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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). RG1 Board reviewed its position on smoking on the property and the Board agree that no one should smoke in the shared common areas. Once this rule has been through the process for circulation to RG1 owners, a communiqué will be shared with owners in both buildings.
Item 449: **Dectron Unit** – EGIS (Jim Dilawri) visited the site and is preparing a report with specifications for posting a request for tender.
Item 456: **Removal of Two Trees** – Kim will ask Manotick Tree to remove a limb on a tree identified by Larry when they come to remove the two trees approved by the city. She will let Larry know when Manotick Tree is to be on site.
Item 461: **Sinking Patio Stones at BBQ Areas** – Yves can make the repairs needed in both BBQ areas.
Item 467: **Water Consumption** – the treasurer for RG2 has analysed water use for shared areas; RG1 is using three times the water used in RG2. A request will be made for the building superintendents to read the meters monthly and provide the information to the treasurers. The intention is to determine a reason for the difference in use and whether there is a leak or other deficiencies.
Item 468: **LED Lights in the Pool Area** – Kim will ask the property manager at RG1 for information regarding the conversion of the lighting there to LED lights and will try to determine if the grant for such a change is still available.
Item 470: **Tennis Lesson Request** - A tennis professional contacted Kim to ask whether he could provide tennis lessons on our court. A communiqué will be posted on bulletin boards indicating a contact here at Rivergate Way should any owner be interested. No other advertising or soliciting will be done.

5. New Business:
   5.1 Court Booking Times: Courts can only be booked exactly one week in advance of the time requested. For example, if you want to book Monday morning at 8 next week, you cannot book until Monday morning at 8 this week or later. No advance bookings can be accommodated in order to be fair to all players.
   5.2 Landscaping Contract: Larry has offered to maintain trimming of the shrubs and trees on the property. He will be using personal equipment. In exchange, Kim will ask Regional to push mow around any area where mulch has been placed and not to spread 3-in-1 on the mulched areas. They will also be asked to complete the weeding of the river rock areas as per the contract
   5.3 Pool Opening Times: A group of pool users has requested the two superintendents test the pool at 6 am so that the pool could open at 7 am rather than an hour later. This group has offered to collect money to pay the superintendents. This option has been addressed previously and was addressed again today. Neither RG1 nor RG2 Board is in favour.
   5.4 Dogs off Leash: Directors in both buildings are being made aware of owners walking dogs off leash on the property. A reminder will be sent to all owners that dogs are to be on a leash at all times when on the property. There are many owners who are not comfortable when approached by dogs not on leash. Please take the dogs off property or to the designated dog area (near the courts) as grass and plant beds are being damaged. Dog rules apply to visitors as well. A memo will be sent to all owners.

Date for Next Meeting: Thursday, September 17, 2026 at 1:00 p.m. in the RG1 Party Room.

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 2:26 p.m.

Rose-Marie Batley
Rose-Marie Batley, Recording Secretary

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