

**Ottawa Carleton Standard Condominium Corporations 667 & 769
Shared Facility Committee**

Meeting on: January 31, 2024 (DRAFT)

Present: Larry Boisvert (RG2 and Director)
Sylvain St. Laurent (RG1 and Treasurer)
Mala Nag (RG1 and Chair)
Branislav Vracaric (RG2 and Secretary)
Kim Renwick (SFC Property Manager)

Absent: N/A

1. The Chair, Mala, called the meeting to order at 1:00 pm.
2. On motion by Larry Boisvert, seconded by Mala Nag, the minutes were approved. Kim will send the finals to both buildings for uploading on the websites.
3. SFC Financial Report ending December 31, 2023:
An update of the financial situation of the RGSF was presented. A deficit of approximately \$10K expected at the end of the 2023 fiscal year subject to adjustments required from the audit of the statements in April 2024. The deficit is mainly due to the following:
 - *Snow removal expenses caused by the snow fall exceeding the limit of the contract.*
 - *Traffic light charges*
 - *Landscaping expenses to fix damages caused in April 20*

The deficit is slightly offset by savings in the utilities (hydro and water)

4. Property Manager's Report:

#	Item	Lead	Comments
214	Easement - DND	Kim	DND is still working on a storm drain. Some work has been done, but it is far from over.
267	Dectron	Kim	Still scheduled for February 12, 2024. Roger Turtle will be on site today (January 31, 2024) @ 14:00 hrs. to inspect the facility and advise on best approach for Dectron replacement.
283	Gardening Committee	Kim	Discussed the size and scope of the Gardening Committee and set of rules (terms of reference) that Gardening Committee needs to follow going forward. Kim to find terms of reference from another condo and to put together a draft document and send to all.
284	Tennis Supplies	Kim	<ul style="list-style-type: none">▪ All items purchased in new year will install in Spring.▪ The decision what to do with the courts surface will be made in the spring once SFC inspects them.▪ Minimum to be done is washing the courts and Kim should get a quote for it when Garage floor is done.▪ Also: the vegetation that is growing through the fence shall be trimmed for which there is budget planned for 2024.
287	Subcontract	Kim	Continuing to monitor Iron Horse.

**Ottawa Carleton Standard Condominium Corporations 667 & 769
Shared Facility Committee**

#	Item	Lead	Comments
292	Traffic Lights	Mala	Mala is hoping to receive a call from City Hall soon as they promised to contact her by the end of January 2024. She will keep the SFC apprised on progress.
293	Urbandale Dectron	Kim	Roger Turtle will be on site today (January 31, 2024) @ 14:00 hrs. to inspect the facility and advise on best approach for Dectron replacement.
298	Insurance	Kim	Tender for Insurance for 2025.
300	Reserve Fund Study	Kim	Update RFS is due for Jan 2025 - Kim to obtain quotes.
302	Xmas Lights	Kim	<ul style="list-style-type: none"> ▪ Discussed how long the Xmas lights are to be on for. Currently the rule is as long as they are on Parliament Building. ▪ Branislav to calculate cost for mini light for 2,000, 5,000 and 10,000 lights per hour and provide report to SFC. ▪ Because there are people in both buildings that do not like Christmas lights, Branislav proposed to conduct a survey in each building to find out how many owners per building are against keeping lights on for prolonged time period. ▪ Kim to draft a survey and send it to SFC for review.
303	Flagpole	Kim	<p>Lary proposed to increase the height of the Flagpole and asked for the professional opinion to be obtained on the height and stability. Kim to provide quotes for:</p> <ul style="list-style-type: none"> ▪ to extend the height of the current Flagpole ▪ to relocate the Flagpole to different location

1. Next Meeting: to be determined.
2. Adjournment: Moved by Larry Boisvert and seconded by Branislav Vračarić, the meeting was adjourned at 2:00 pm.