

## Minutes of the Annual General Assembly Meeting

October 22<sup>nd</sup>, 2014

Location: Manoir IV Reception Hall

### Present:

Lucie Chagnon, President

Nada Kabis, Vice-President

Gladys Beshara, Secretary

Administrators: Denise Arcand

Jacques Robitaille

Marlene Spevack

### Auditors

Mr. Marcel Pilon, CPA auditor, CA, Petrie Raymond

Mrs. Line Ouellet, CPA, CGA, director, Petrie Raymond

Quorum was reached at 7:15 p.m.

### Opening

The President introduced the representatives of the accounting firm.

She reminded the Assembly that item 7, "Updating the declaration of co-ownership" had been withdrawn, and announced that the point, "Discussion relating to the creation of a committee of co-owners" had been added under "item 9". The co-owners will be consulted and advised of the time and place of a special assembly meeting.

Mr. Zylberberg (apt. 1605), Mr. Dussault (apt. 802), and Mrs. Berchtold (apt. 1702) expressed their discontent about the procedure taken to change the declaration of co-ownership as well as the costs incurred.

The following subjects were submitted for discussion as part of item 9, "Other business".

- Mrs. Sarantonis (apt. 1711) – correspondence is no longer bilingual
- Mr. Hernu (apt. 701) – regarding the balconies
- Mrs. Herrera (apt. 808) – regarding the nomination of interim administrators
- Mrs. Hmamouchie (apt. 601) – with regard to the 'role' of the administrators, and the limited office hours of the Administration Office.
- Mr. Zylberberg (apt. 1605) – regarding the carpet along the corridor leading to the swimming pool which has not been replaced

The President indicated that these items will be discussed as "item 9 – other business"

The opening of the assembly was proposed by Mr. Hernu (apt. 701) and seconded by Mr.Dery (apt.1508)

## **BOARD OF DIRECTORS' REPORT**

Jacques Robitaille detailed the following:

### **Security**

An additional high definition security camera was installed in the back parking area for better observation of activities at the southwest corner of Manoir IV's property.

We also had a very interesting quotation to replace the obsolete cameras inside the building with 16 other high definition cameras, which would include the addition of cameras in the gym and reception/playroom.

### **Insurance**

There has been a significant increase in Manoir IV's deductible for water damage claims, five times the amount...from \$10,000.00 to \$50,000.00. The co-owners must be sensitized to being more attentive to situations that can cause water damage; for example, to close the main valves when they are planning prolonged absences.

Mr. Robitaille has suggested the formation of a committee to further study the situation and suggest rules for the residents to follow.

### **Building**

#### **Inspection of the balconies**

Following inspection of the building and a sample of the balconies, the engineering firm, Ingetec, issued a report attesting to the safety of our building for the next five years, and we have received a certificate to this effect. The certificate can be viewed at the Administration office. We are still waiting for the official preliminary report of their first visit, and a second visit is scheduled for Spring 2015. The final report will include their recommendations for repairing the exterior of the building walls and the balconies. Upon receipt of this report, we will call for tenders.

#### **Ceilings which are leaking**

We are in the process of determining the cause of the leaks from ceilings in apartments 1707 and 1708. As soon as the source has been found, the ceilings will be repaired.

#### **Ventilation of the corridors**

The manufacturer of the ventilator has finally determined the reason for its malfunction. The final repair will be effected as soon as the part arrives.

Mrs. Gidaro, apt. 1009, raised three points concerning the balconies: 1) she gave the superintendent a piece of cement which detached from her balcony, but did not have any feedback from the Administration; 2) she had painted her balcony two times and it has to be repainted again; 3) why are we waiting to do the repairs?

Jacques Robitaille explained the 'sampling' method; upon receipt of the actual report, there will be a call for tenders to do the work as soon as possible.

Mr. Siag, apt. 702, would like to define the role of the committee to revise the declaration, the President asked him to defer his question when we discuss point 9 "Other Business".

Mrs. Berchtold, apt. 1702, asked a question about the damages incurred in 2012 and the pieces of green paper on the ceiling.

Jacques Robitaille explained that the 'flooding' started on the 17<sup>th</sup> floor and wound its way down to the basement; this is the reason for the increase in the deductible from \$10,000.00 to \$50,000.00.

Mr. Sepetedjian, apt. 602, made some comments: 1) there have been four water leaks since 2010 which resulted in the substantial increase in the deductible; 2) that we should not transfer funds from the Reserve Fund to a special account in case of future flooding....we should find another way to finance the costs; 3) one of the water leaks was accidental and could have been prevented had the water connection to the washing machine been changed every 5 years.

Mrs. Maschisch, apt. 1502, asked if the cost of repairs to the roof and to the ceilings in the two apartments on the 17<sup>th</sup> floor, as well as the ventilator repairs, are covered by a company guarantee, or will these two issues incur additional costs.

Jacques Robitaille replied that the Administration will be able to answer these questions after meeting with the entrepreneurs doing the inspection.

### **Financial Report**

Denise Arcand detailed the financial status of both the administration fund and the reserve fund.

### **Operating Funds**

Other revenues: the increase compared to last year is composed of a \$7,500.00 out-of-court settlement, and the sale of new access 'chips'.

Salaries and benefits: the increase is due mainly to the sick leave of one of our janitorial staff

Taxes and insurance: an increase in the water tax, insurance and payment of deductibles

Electricity and gaz: an 8.5% increase in the electricity, and an increase of 14.5% for the gaz

Maintenance: the increase is due to repairs to the garage door and to the generator, but is compensated by the reduction in purchases of equipment and outdoor maintenance.

Depreciation: the new access system has been recorded as part of the Fixed Assets and will be depreciated over 5 years for accounting purposes.

Administration: stable

Mr. Shihabuddin, apt. 1701, asked if it is not necessary to have the approval of the co-owners before starting large projects, for example, the windows, and if a follow-up is done to see if the cost of electricity has merited this renovation.

The President explained that this point is out of context.

Mrs. Sarantonis, apt. 1711, commented on the recent breakdown(s) of the elevators, and the long delay in the elevator company's intervention, necessitating a call to the fire department.

Mr. Shihabuddin, apt. 1701, asked what guarantee was given when the contract was issued.

Denise Arcand replied that the current contract with the elevator company ends in approximately one year, and that the Administration will call for tenders. In the meantime, we have made the necessary adjustments to the elevators to allow us to open the doors quickly in case of a breakdown. Normally, it is the firemen who are first responders.

Mrs. Berchtold, apt. 1701, asked for an explanation on the increase in water tax.

Denise Arcand replied that our old meter had been changed in 2012 for a numeric meter, more sensitive and precise, and compared to 2013, the consumption is stable. However, in 2013, the City used an estimate for billing purposes, whereas in 2014, the actual reading was done for billing. We are still going to contact the City for a more detailed explanation.

### **Contribution to the Reserve Fund**

Denise Arcand explained that as forecast, \$220,000.00 was transferred to the Reserve Fund in 2013-2014. In 2012-2013, there was a \$2,000.00 subsidy granted by Gaz Metro for the purchase of new ventilation and heating equipment in the corridors.

Denise Arcand also announced that in the 2014-2015 budget, there will be \$50,000.00 set aside in the Reserve Fund for water leakage deductibles.

Mr. Assef, apt. 907, retorted that the Reserve Fund should not be touched, and that the \$50,000.00 for the insurance deductible should not be withdrawn.

Denise Arcand explained that the money would remain in the Reserve Fund which is used only for external expenses.

Mrs. Mattar, apt. 1102, asked if we are preparing for the introduction of electric vehicles which will require electric sockets, and what would be the effect on the cost of electricity.

Denise Arcand underlined that at the moment, there are no 'electric cars', and that the hybrid vehicles do not require this equipment. In any case, this should be studied: i.e. equipment, location, payment mode.

Mr. Siag, apt. 702, asked if the revision of the declaration was budgeted in the expenses for 2014-2015.

Denise Arcand replied in the affirmative, but that the final decision would be made by a 'special committee'.

Mrs. Hmamouchie, apt. 601, expressed a desire that the meetings be more cordial, and that there should be more frequent get-togethers by the co-owners/residents.

The President explained that for the past several years, a celebratory evening has been arranged for January or February.

Mr. Saoud, apt. 311, asked if a decision has been taken on the Declaration of Co-owners.

The President advised that the subject would be discussed under point 9, "Other Business".

### **Budgetary Forecast and Reserve Fund**

Denise Arcand explained that the operating budget for 2014-2015 is stable enough.

A 2% increase in employee salaries and benefits is foreseen.

We expect to see the water tax remaining the same this year.

The elevated insurance expenses reflect the bills already received.

Mr. Dussault, apt. 802, questioned the \$86,929.00 reported as honorary professional fees in the administration expenses.

Denise Arcand explained the breakdown of this total amount, and indicated that the amount included \$6,000.00 for expenses related to the Declaration of Co-ownership.

Denise Arcand also specified details for the Reserve Fund in 2014-2015.

A major expense of \$250,000.00 is foreseen for work on Manoir IV's structure and the balconies (this amount was included in the five-year plan, and is only an estimate pending tenders after receipt of Ingetec's report).

It should be noted that we have advanced by one year work on the structure of the building, and delayed by one year the renovation of the swimming pool and adjacent corridor - security before esthetics.

Mr. Zylberberg, apt. 1605, commented on the state of carpeting around the swimming pool area, and would like us to undertake the two projects at the same time.

Mr. Sepetedjian, apt. 602, agrees but only if it is feasible, or otherwise paid for by a 'special contribution'.

Mrs. Maschisch, apt. 1502, suggests that we look after the structure first; the swimming pool is still functional and therefore its changes can wait.

Mr. Sepetedjian, apt. 602, reiterates that the \$250,000.00 amount for the structure and balconies project has been taken from the 25-year plan, and that the actual amount will only be determined after receipt of quotations.

Mr. Shihabuddin, apt. 1701, questions the amount of \$250,000.00.

Denise Arcand replies that the amount is our best estimate at this time, given that we have not yet received the final report. It is the maximum amount which we will not surpass before consulting with the co-owners.

Mr. Assef, apt. 907, understood that this project may cost less than \$250,000.00.

Denise Arcand replied that this is possible; it will be determined when we received the final report.

Denise Arcand also mentioned that the transfers to the Reserve Fund should be indexed at the rate of inflation, presumably 3% for the 2015-2016 fiscal year, in order to ensure the continued existence of the fund.

### **Remuneration of the Administrators**

Denise Arcand mentioned that there will be no change for 2014-2015.

Mr. Dussault, apt. 802, proposed adoption of the remuneration amounts, seconded by Mrs. Siegmann, apt. 1105. Proposal adopted.

### **Election of the Administrators**

The three administrators who offered their candidacy were elected by acclamation.

### **Election of the Assembly Officers**

Jacques Robitaille temporarily assumes the role of President during the election of the assembly officers.

Marlene Spevack, apt. 606, proposes Lucie Chagnon as President.

Lucie Chagnon, apt. 412, proposes Nada Kabis as Vice-President.

Ludger Poirier, apt. 611, proposes Gladys Beshara as Secretary.

The three candidates accepted and were elected by acclamation.

### **Other business**

The President announced the creation of a committee to establish the standards and define the necessary changes to the Declaration of Co-ownership before presenting the amended document to the co-owners at a Special Assembly Meeting.

Mr. Dussault, apt. 802, would like this committee to meet two or three times a year, and to be a spokesperson(s) for the co-owners, as a complement to the administration.

Mr. Oriol, apt. 709, proposes a committee to act as a spokesperson to the administration.

The President replied that if this means the creation of a parallel committee to supervise the administration, this should not happen; the concerned should present themselves for the position of administrator.

As for the availability of the administrators, Denise Arcand mentioned that all the co-owners and residents are able to reach a member of the Administration on his/her cellular 24 hours a day, and nothing stops them from meeting and expressing their ideas. She reminded everyone that the recommendation is to create a committee to specifically deal with the amendments to the declaration of co-ownership, and this committee should be separate from any committee of co-owners who wish to address issues which are more general.

Mrs. Gidaro, apt. 1009, wanted to ask a question about the declaration.

Mr. Siag, apt. 702, also wanted to ask a question about the declaration.

Mr. Saoud, apt. 311, asked if a committee has already been chosen and if this committee can make the necessary changes to the declaration without further expense.

The President declared that these questions would be discussed at a special assembly meeting.

Mrs. Berchtold, apt. 1702, mentioned that at one time, we had access to the garage either by key 21 or by a remote control; we are now reduced to a system of remote control only. What happens if there is a breakdown?

The President asked Jacques Robitaille to follow up on this valid question.

The co-owners started to disperse and to leave the Reception Hall. Denise Arcand, apt. 1612, proposed the end of the assembly, and was seconded by Line Langlais, apt. 502.

**The Assembly ended at 10:30 p.m.**