

Manoir IV

ENR.

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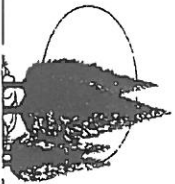
Saint-Laurent, 9 octobre 2018

À tous les copropriétaires de Manoir IV	To all Manoir IV Co-owners
Assemblée générale annuelle des copropriétaires de Manoir IV le mercredi 24 octobre 2018 à 19h à la Salle de réception	Annual General Assembly of the co-owners of Manoir IV, Wednesday, October 24th, 2018 at 7pm in the Reception Hall
<u>ORDRE DU JOUR</u>	<u>AGENDA</u>
1) Ouverture de l'assemblée	1) Opening of the Assembly
2) Adoption des procès-verbaux : <ul style="list-style-type: none">Assemblée générale du 30 octobre 2017	2) Adoption of the minutes of assemblies: <ul style="list-style-type: none">October 30th 2017 Annual General
3) Rapport du Conseil d'administration	3) Board of Administration report
4) Rapport financier 2017-2018	4) Financial report 2017-2018
5) Prévisions budgétaires 2018-2019	5) Proposed Budget 2018-2019
6) Fonds de prévoyance	6) Contingency Fund
7) Salaires des administrateurs (vote)	7) Administrators' salaries (vote)
8) Modification à la Déclaration de copropriété (vote) <ul style="list-style-type: none">Article 10.3.17 – Travaux d'urgence	8) Modification to the Declaration of co-ownership (vote) <ul style="list-style-type: none">Article 10.3.17 – Emergency works
9) Présentation des candidats au poste d'administrateur	9) Presentation of the candidates for administrators
10) Élection des administrateurs (vote)	10) Election of the administrators (vote)
11) Élection des officiers d'assemblée (vote)	11) Election of the Assembly officers (vote)
12) Autres affaires	12) Other business
13) Clôture de l'assemblée	13) Closing of the Assembly

Mohammed Hmamouchi
Administrators

Jorge Zylberberg

Denise Arcand



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REPORT OF THE ADMINISTRATORS
OCTOBER 24, 2018 ANNUAL GENERAL MEETING

Dear Co-owners,

We have concentrated, during our 2017-2018 term of office, on the aspects of management efficiency, of the maintenance of the building and of its facilities. The 2012 forecast study of the work to be carried out had pointed out that there would be important work to provide for in the coming years. Significant expenditures had been noted for 2017 work planning (for example: the façades, the balconies, elevators, pumps, garage, air-conditioning, the ventilation system, heating in the basement garage, underground drains, electricity, piping, water pipes....).

We undertook the achievement of these works, while considering the urgency of certain other priority works necessary in order to assure security to the co-owners/residents. These works also gave a modernization treatment to our building, without neglecting its structural integrity, adding value to our residence.

1. Management principles of the Board of Directors

We have chosen to integrate and harmonize three notions:

- a) **conviviality**: communication, investigation of possible solutions, exchanges with the co-owners
- b) **vigilance**: supervision of the application of the Declaration and of the regulations for a respectful cohabitation, supervision of the works for a quality living environment
- c) **rigour**: quality of the work, balanced budgets, justified expenditures

2. Administration and management

The members of the BD are always guided by a concern for transparency, meticulousness and efficiency.

The Administrators are mandated to ensure compliance with the collective choices made by the co-owners in the adoption of the Declaration and the regulations. The implementation of these regulations has sometimes caused tension with the residents, but the Administrators have always acted with a view to common good and respect for these said cohabitation regulations.

Our operating expenditures (salaries, insurance, municipal taxes, energy expenditures, maintenance and administration) are under control. Certain major expenditures have been imposed on us for repairing very urgent problems (elevators, swimming pool, sports room...).

3. Current situation of the building

After the upgrade during the previous term of office, a detailed reading of the files, inspections of the building and its surroundings helped us discover serious problems which required our immediate attention.

Our building is 37 years old this year and it needs to be well maintained, we need to expect that minor and major problems will occur. We work with a perspective of sound management by planning and prevention of problems. However, if a problem arose without notice, we solved and repaired it right away.

4. Services reorganization

After taking inventory of the commitments in progress with respect to legal aspects, maintenance contracts, internal maintenance, major construction projects and the respect of the Declaration, important strategic planning decisions were made during the current term of office:

- a) **Procedures and management**. Upgrading of management procedures to optimize the time and money of the co-owners and maintain our building in good condition;

- b) **Reorganizing the services.** Establish a scorecard for the reorganization of services, the monitoring of the activities, signed contracts as well as a register of the contractors' and suppliers' visits to better follow and control the work;
- c) **Administrators' work organization schedule.** Distribute the tasks of the Administrators. Establish a monthly and annual schedule and a distribution of the tasks among the 3 members of the BD (2 persons per activity);
- d) **Employees' work organization schedule – janitorial services.** Review of the distribution of the tasks of the janitors and the contract employee;
- e) **Complete Review of all aspects of the provision of services to the Co-Owners, with the tasks distribution.** The objective is to maintain a better level of service, at lesser cost;
- f) **Planning of the structural works.** Planning and carrying out of work on the facades, the balconies, the structural cracks, the garage drains, the vertical pipes;
- g) **Work calendar:** Planning the work and notifying the co-owners/residents of the work schedule.

5. Contingency Fund

In 2012, the Administrators had obtained a study of the contingency fund requirements for a 25 years period in order to accurately predict the maintenance needs of our ageing building. Our priorities have been based on this study.

A lot of the work planned in the study has been carried out since 2012 (more than \$1.8 M already invested), but several significant expenditures now need to be provided for and planned to continue to ensure the structural and physical integrity of the building and of its parts: repair of the balconies and facades (completed - see the section "Major works" below), the floor surface of garage levels SS1 and SS2, the electrical system, the water pipes, the pumps, the ventilation and heating system in the SS2 garage, the terrace above parking level SS1 which stretches towards the west between Manoir IV and Manoir III and almost to boulevard Montpellier, and others.

An update of this in-depth study of the required maintenance work during the coming years was required to correctly determine what contributions to the Contingency Fund will be necessary, what are the priorities and how these will be attained. The Board of Directors asked the engineering firm St-Pierre et Ass., who prepared the 2012 study, to update their report in 2018.

6. Communication

Various measures have been put in place to improve and facilitate communication with the co-owners:

- a. Direct contact by telephone call or visit to the residents;
- b. Posted notices, letters and emails;
- c. Presence of at least one administrator in the office each day, establishing a schedule and a permanence to better answer the needs of the residents and the unexpected events;
- d. Planning of the administrators' activities, of the work being performed and information on the extent of the required work;
- e. The "Party for Neighbours" to celebrate the New Year;
- f. Contact 24/24h by telephone in case of emergency (numbers posted in the lobby);
- g. Establishing the Manoir IV website (www.manoir4.com), which is much consulted (over 100 documents and over 500 pages). The objective of creating the Manoir IV site is to facilitate access to several important documents, to facilitate communication with the Administration and to put at the disposal of new residents all the information necessary with respect to the Declaration of Co-Ownership and the regulations. The information presented includes among others:
 - i. The Declaration of Co-Ownership and the Regulations of the building;
 - ii. The various forms to fill out without having to go to the office, that is forms for delivery work, renovation, change of flooring, etc.;
 - iii. Telephone directory of suppliers for the residents, list of addresses, legal affairs;
 - iv. Access to the Administration's email, for easy, instantaneous communication, and feedback between the co-owners and the Administration;
 - v. Janitors' tasks, their work schedules with a monthly calendar showing the periods on duty and the holidays for each one.

7. Management of the facilities: inventory

Five data bases have been developed:

1. Data base of all the common property of the co-owners (nature, site, quantity, condition...);
2. Maintenance notebook: inventory and technical data sheet of all the machines, the sets of devices and the facilities, for better maintenance (description and specifications, site, date of purchase, date of maintenance, nature of the work, parts replaced, companies, contact telephone/Email...);
3. Data base of all the contracts: suppliers (name of the firm, date and length of time, description of the contract (subject and nature, accounts monitoring, frequency of the visits, value of the contract (\$), invoicing cycle, cost, resource person, contact);
4. Data base of consumables and of equipment in the workshops or elsewhere in the building;
5. Data base including all the files of Manoir 4 (emails, letters, contracts...).

8. General insurance for the building

We had negotiated, with our insurance agent, a premium of \$37,350 for the financial year 2017/2018 with the Intact insurance company, with a deductible for water damages of \$25,000 (previously \$50,000). However, in 2018 Intact inspected the building and noted certain major problems which were already known (application of the laws relating to co-ownership) such as the upgrade of the façades, the fire alarm, the elevators, the pumps, the garage, the air-conditioning, the ventilation and heating system in the basement garage, the underground drains, the electricity, the piping, the water pipes. They also considered the number of rented condos and the frequency of water damages. We negotiated the new premium with Intact which was reduced to \$42,240\$ for the year 2018-2019. This increase also reflects the general increase in the condo market, which was confirmed by our agent after consulting with other insurance companies. It is important to remember that in 2016, the premium was \$45,000, with a deductible for water damage of \$50,000.

9. Legal matters and litigations

We worked at improving our communication with the co-owners and the tenants in order to prevent litigations, however, in our responsibility to implement the Declaration and the regulations, we were confronted with several situations:

- nonpayment of the condo fees, significant delay in the payments;
 - refusal to give the keys to the Administration (in case of emergency);
 - management of the use of the parking spaces;
 - interference by residents who gave orders to the concierges;
 - receipt of formal notices from co-owners who did not want to respect the Declaration or the regulations.
- Some of these situations forced us to consult the lawyer of the Syndicate of Co-Ownership to assure us that we were in compliance.

10. Suppliers' files

The current Administration also invested efforts in re-establishing good relations with our suppliers, to ensure better service, better control and greater transparency of our expenditures. A management and optimization process for the expenditures made by the employees was put into place.

11. Maintenance and Aesthetics of the Building: several actions have been carried out

- a) Bedbugs (extermination and prevention): we are pleased to confirm that following the inspection and treatment of the bedbugs carried out in 2017, no presence was reported in 2018;
- b) The regular treatments against spiders, mice, rats were carried out;
- c) Painting of several areas of the building;
- d) Renovation in the women's shower room: shower, tiles, repair of water infiltrations;
- e) Cleaning of the surfaces in the saunas (women, men)
- f) Improvement of the laundry room (ceramic, paint);

- g) Purchase of new equipment following their deterioration: 2 new treadmills and a new bicycle for the exercise room, new ping-pong table for the common room.
12. **Maintenance work**
- a) **Air exchanger in the corridors.** There are recurrent problems with the air exchanger since its replacement in 2015. Again in this winter Manoir IV had ventilation problems. However, it was possible to have the repairs made under guarantee, thus avoiding additional expenses. A maintenance contract was signed to minimize service call expenditures.
- b) **Swimming pool.** Despite the renovation work of the general mechanics and the facilities of the swimming pool and the spa which cost \$60,066 in 2016, we have had several problems on the swimming pool level and we have had to do the necessary work (underground drains, pumps and motors, ceramics).
- c) **Windows.** We have received some complaints about the windows and we have worked with the company Fenestra, who had carried out the repair work, this without cost even if the guarantee was over.
- d) **Ventilation unit.** The ventilation unit installed on the roof and the renovation of the roof in 2012 have since caused us numerous problems. Successive Administrations have tried to resolve the problem, but certain problems persist (water infiltrations to two co-ownerships). We hope that the solution which we have brought will be long-term.
- e) **The garage.** Although work was carried out on the protection membrane at the garage entrance in 2011-2012 and again in 2016, there is a premature breakdown of the protection membrane which will need to be addressed. We have repaired the cracks in the concrete on SS1 and SS2.
- f) **The elevators.** The previous Administrators signed a contract for the maintenance of the elevators with the company Kone (7-year contract) and they cancelled the one with Adams (followed by a penalty). Unfortunately, we were compelled to address formal complaints to the Kone company because of repeated failures of the 3 elevators. A significant break occurred causing the immobilization of elevator #3 for several weeks. We hope that the solution brought will be long-term but it is clear that the age of our elevators is starting to result in recurring problems.
- g) **The drainage system, the pumping stations in the 2nd basement and rain water discharges.** Following our intervention, the unblocking of an underground drain was accomplished with a minimal budget. The drainage system was repaired, which eliminated the problems of rain water discharges. At present, the problem is under control. We have also done the cleaning of the drains in the garages and the deblocking and cleaning of the 24 water evacuation columns from the units, which had not been done for more than 10 years.
- h) **Security access system (entrance doors to the building).** Expenditures were made to repair the security system, these being linked to the poor handling of automatic door opening system.
- i) **Water damages and damages to third parties.** The Board of Directors has noted that there are about 2 occurrences of water damage per month (i.e. 15 different co-ownerships). IMPORTANT: At the time water damage occurs, the co-owners definitely must tell their insurance company and inform the Administration. The Administration assures its collaboration to bring assistance in case of water damage. The Administrators notify you that it is the responsibility of the co-owners to settle their problem with their insurance company and not that of the Administration and that it is not the insurance company of the building which is responsible to pay for the damage which occurs in the units as a result of the negligence of residents. It is to be noted, however, that the insurance company may penalize us because of poor maintenance of the piping and equipments in the condos, causing water damage.
- j) **Outside landscaping.** Further to numerous comments from co-owners concerning the appearance of the flower beds and plant boxes around the building, we undertook a program of perennials and annuals plantations. We identified the successes and the failures of this year in order to improve the results next summer.
- k) **Lamp posts.** All have been repaired by our concierge at reduced cost.

13. **Major works – Repair of the Façades and Balconies**

Following inspections by the engineers in 2014, reports on the state of the balconies and the façades were produced, which identified the problems and determined the kind of intervention necessary. The required work was carried out during the 2017-2018 years.

- a) **Selection of the engineering firm.** We asked 3 engineering firms for tenders (Ingétec, Saint-Pierre et Associés and Rami Wehbe, ing. PMP). We chose the firm Ingétec, which had already carried out the inspections and reports in 2014, to establish the plans and estimates, to undertake the submission process with the contractors and to monitor the work (validation of the quality of the work and of the materials used, approval of the invoices of the contractor).
- b) **Selection of the contractor to carry Out the Work**
 - o Repair of the balconies and façades (law 2013-2016 – Certification of the structural safety of buildings): An invitation to tender to choose the company for the repair of the balconies and façades was launched with 12 well-known companies. Six companies replied and were subjected to a selection process of several days conducted by Ingétec and the Administrators. The company Construction Timmy Inc. was retained.
 - o The signed contract includes several clauses which guarantee the quality of the work, among others a penalty clause in case of delay of the work.
 - o The repair work to the concrete of the façades and the balconies was done under the inspection of the engineering company (validation of the quality of the work and the materials used, approval of the craftsmanship of the contractor).
- c) **Repair of the balcony floors**
 - o The repair work on the balcony floors as well as installation of the air evacuation grids proved to be more difficult than expected, due to the presence of epoxy finishes, glued carpets or paint on numerous balconies, while the original estimate provided for most balconies would be in the original state (bare concrete). A visit of all the balconies was made and a complete list by balcony was prepared to clearly determine the extent of the required work.
 - o Balconies which had paint, epoxy or glue residue required a much more extensive sandblasting; they were therefore the subject of an addition to the contract which provided for the additional hours of work required. A schedule of the work was prepared to plan the work and limit inconvenience for the co-owners.
 - o All the invoices for the balconies have been validated by the engineer with an inspection report of the balconies (validation of the quality of the work and the materials used, approval of the invoices of the contractor).

The project was completed in August 2018, for a total cost of \$445,113. The original budget was \$450,000. All the documents relative to this project (tenders, plans and estimates, contract, Inspection report, etc.) are available at the Administration office for consultation by the co-owners.

14. Security of the residents and of the building

- a) Production of the annual report of testing and inspection for the fire alarm system has been carried out.
- b) Introduction of a visitors registration system in the lobby: a registration book in the lobby in which all visitors must enter their name, the condo visited and the license plate number of their car, to make the follow-up of visitors easier, particularly in emergency situations.
- c) Installation of a surveillance screen in the Administration office to facilitate surveillance.
- d) Installation of a 16th camera to see the outside front parking and better control cars contravening to the regulations.
- e) Updating of the list of residents requiring assistance during an emergency.
- f) Implementation of new regulations for the swimming pool and the sports room.

15. Respect of the regulations and living well together for 184 residences.

a) The building's regulations

We are facing a growing number of cases of non-respect of the Declaration and the regulations, from co-owners, in particular the new co-owners, and the tenants. We note in particular:

- Items stored in the garage area instead of in the lockers; aggressive response from residents when a contravention to the regulations is notified; notices in the garage that has been removed; moves and delivery of furniture on Sundays or holidays, etc.

- Intervention of the police on May 18, when a stranger opened the door of a co-owner, apparently with a key, and set off the alarm system.
- A new co-owner, by lack of information on the importance of observance of the co-ownership regulations at the time of the transfer process, refusing to comply with the regulations and wrongly believing that we wanted to prevent him from arranging, came to the Administration with 2 policemen.
The failure to comply with the Declaration of Co-ownership, the regulations and the amendments which have been adopted, especially by the tenants, even though they are available on the Manoir IV website, has prompted the Administration to have these regulations printed and distributed to all the residents.
It is essential for the new co-owners and lessees to carefully read the Declaration and the regulations BEFORE moving in and for the co-owners who rent to properly inform their tenants of the regulations to be adhered to.
- b) Implementation of the New Regulations.** Following the adoption of the new regulations concerning the rental of units and the administrative fees, it was decided that a moderated implementation of these new fees would be preferable, but a register of events will allow us to evaluate the nature and frequency of the interventions and to adjust our actions accordingly.
- c) Rental.** We wish to remind you that it is the responsibility of the co-owners to know and to understand the rights and obligations of the residents of Manoir IV and, if they rent out their unit(s), to communicate that information to the tenants and to make sure that they respect these obligations.
- d) Parking.** Because of several complaints and for a better management of the parking, we have taken the following actions:
 - i. Change of the towing contract, now with the Groupe Remorquage Taxi;
 - ii. Enforcement of the regulation for the cars parked in front of the building and those parked illegally in the handicapped persons spaces;
 - iii. Carrying out of a complete inventory of the cars in the garage (model, colour, plate) and preparation of a plan of parking spaces in SS1 and SS2;
 - iv. Identification of several problems to be settled and communication with the co-owners and residents to resolve the problems;
 - v. Regular follow-up of the compliance of the cars without labels in the garage;
 - vi. Intervention on the problem of cars travelling at high speed in the garage, in the back parking, particularly at night, et at the garage exit, for which we have received several complaints. It is the responsibility of everyone to respect the speed limits posted in the indoor and outdoor parking lots. Everybody's safety to depends on it.
 - vii. Handling of the complaints of co-owners concerning the way their garage neighbours park their cars.
 - viii. Issue with insufficient parking space in the back parking – We have an increasing number of residents with 2, 3 and even 4 cars for the same apartment. There are also cars that seem to be “in storage”. We are completing a study of the residents and visitors cars and their movement/activity, to determine how many spaces are used by residents and by guests. We have identified potential solutions and an action plan will be completed in the coming weeks.

16. Problem with the recycling bins

A note was distributed to all the residents to encourage better management of the recycling, but it has resulted in mitigated success. The cooperation of all residents would be appreciated.

17. Floor installation guide

There are new standards for the installation of wood floors. New materials have been put on the market, allowing for a greater choice of floors which would comply with the requirements. We remind you that it is always necessary to ask for the Administration's permission BEFORE having the work done.

18. Various nuisances (noise, odours, negligence, dirt, etc.).

We have received several complaints from co-owners concerning negligence as to maintaining a good living environment, messes in the corridors, dirt in the waste chutes areas, excessive noise, unpleasant odors, etc. Unfortunately, these complaints are very often linked to tenants, but some co-owners are also implicated. We expend

much effort to limit these situations, but the collaboration of all residents is required to maintain a pleasant and secure living environment. The co-owners who rent units must make sure to explain the regulations of the building to their tenants and to make sure that they respect them. This affects the well-being of all residents.

19. Delegated management

As discussed during previous meetings, the Administrators have considered the possibility of delegating certain tasks to an external management firm. The Administrators play a dual role: administrators and managers, and this requires sustained efforts and limits the possible candidates to the administrator positions. A study is being completed to determine the advantages and disadvantages of such an approach, in particular an evaluation of the impact on the quality and efficiency of services to the co-owners. To that effect, we undertook the complete review of all the aspects of the provision of services to the co-owners. The objective is to maintain the current level of services, at affordable costs. The review includes in particular an assessment of the quality and the costs of the janitorial services and support presently provided to the co-owners, a comparative analysis of the costs with other similar condos and contacts with various outside organizations which provide such services, of which 4 have submitted proposals to date. No final decision will be taken in this regard with presenting the conclusions and consulting the co-owners for approbation.

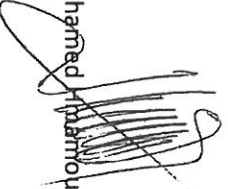
In Conclusion:

Our administrative expenditures for salaries, insurance, municipal taxes, maintenance, energy costs, upkeep and administration are under control.


We wish to remind you that it is the responsibility of the co-owners to know and understand the rights and obligations of the residents of Manoir IV and, if they rent their unit(s), to communicate that information to the tenants and to make sure that they respect these obligations.

Without your collaboration we would not have properly accomplished our term of office and we thank you for that.

Administrators of the Syndicate of co-owners of Manoir IV


Mohamed Aramouchi


Denise Arcand


Jorge Zylberberg

SYNDICATE OF CO-OWNERS OF MANOIR IV
FINANCIAL STATEMENTS
JUNE 30, 2018

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INDEPENDENT AUDITOR'S REPORT

To the co-owners of
Syndicate of co-owners of Manoir IV

I have audited the accompanying financial statements of **Syndicate of co-owners of Manoir IV**, which comprise the statement of financial position as at June 30, 2018, and the statements of operations, changes in fund balances and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

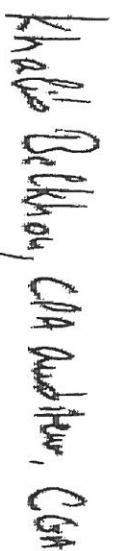
I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified audit opinion.

Basis for Qualified Opinion

As discussed in Note 2 to the financial statements, no amortization has been provided in the financial statements on the superintendent's apartment nor on the janitor's apartment, which constitutes a departure from Canadian Accounting Standards for Not-for-Profit Organizations. This is the result of a decision taken by management which has chosen not to amortize these capital assets. This caused me to modify my audit opinion on the financial statements. Based on the diminishing balance method of amortization and annual usual rate for the capital assets, the excess of revenue in general fund should be decreased by \$3 301 in 2018 (\$3 439 in 2017), the balance of capital assets and the fund balance invested in capital assets should be reduced by accumulated amortization of \$53 411 in 2018 (\$50 110 in 2017)..

Qualified Opinion

In my opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of **Syndicate of co-owners of Manoir IV** as at June 30, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



Khalid Belkhou, CPA auditor, CGA

Montreal
October 5, 2018

**SYNDICATE OF CO-OWNERS OF MANOIR IV
STATEMENT OF OPERATIONS**

FOR THE YEAR ENDED JUNE 30, 2018

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	Budget (Note 3)	General fund	Contin- gency fund	2018 Total	2017 Total
Revenue					
Co-owners' regular contributions	\$ 944,775	\$ 706,179	\$ 239,000	\$ 945,179	\$ 944,776
Other revenue	3,500	5,249	-	5,249	10,754
Interest	<u>4,500</u>	<u>903</u>	<u>2,581</u>	<u>3,484</u>	<u>5,058</u>
	<u>952,776</u>	<u>735,530</u>	<u>241,585</u>	<u>953,907</u>	<u>960,588</u>
Operating expenses					
Salaries and fringe benefits	95,000	99,948	-	99,948	101,160
Taxes and insurance (Schedule A)	37,000	44,159	-	44,159	48,342
Electricity and gas (Schedule B)	338,000	356,463	-	356,463	340,713
Maintenance (Schedule C)	93,120	117,795	-	117,795	96,757
Administrative expenses (Schedule D)	95,000	87,501	-	87,501	114,256
Major repairs (Schedule E)	630,000	-	340,161	340,161	63,754
Amortization of capital assets	<u>11,000</u>	<u>12,870</u>	<u>-</u>	<u>12,870</u>	<u>10,375</u>
	<u>1,299,858</u>	<u>718,736</u>	<u>340,285</u>	<u>1,058,897</u>	<u>775,357</u>
Excess (Shortfall) of revenue over expenses before change in fair value of investments	(347,082)	(6,410)	(98,580)	(104,990)	185,231
Change in fair value of investments	<u>-</u>	<u>-</u>	<u>539</u>	<u>539</u>	<u>(1,213)</u>
Excess (Shortfall) of revenue over expenses	<u>\$ (347,082)</u>	<u>\$ (6,410)</u>	<u>\$ (98,041)</u>	<u>\$ (104,451)</u>	<u>\$ 184,018</u>

SYNDICATE OF CO-OWNERS OF MANOIR IV
 CHANGES IN FUND BALANCES
 FOR THE YEAR ENDED JUNE 30, 2018


	<u>General fund</u> Internally restricted- invested in capital assets	<u>General fund</u> Unrestricted	<u>Contingency fund</u> Externally restricted	2018 Total	2017 Total
Balance, beginning of year	\$ 155,478	\$ 146,678	\$ 708,014	\$ 1,010,170	\$ 826,152
Excess of revenue over expenses	<u>12,315</u>	<u>(18,725)</u>	<u>(98,041)</u>	<u>(104,451)</u>	<u>184,018</u>
Balance, end of year	<u>\$ 167,793</u>	<u>\$ 127,953</u>	<u>\$ 609,973</u>	<u>\$ 905,719</u>	<u>\$ 1,010,170</u>


**SYNDICATE OF CO-OWNERS OF MANOIR IV
STATEMENT OF FINANCIAL POSITION**


AS AT JUNE 30, 2018

Page 6

	General fund	Contin- gency fund	2018 Total	2017 Total
Assets				
Current assets				
Cash	\$ 212,994	\$ 392,127	\$ 605,121	\$ 686,796
Current portion of Investments (note 4)	-	60,600	60,600	133,358
Accounts receivable (note 5)	5,008	-	5,008	5,886
Interest receivable	-	530	530	1,243
Account receivable from Government	-	-	-	5,144
Prepaid expenses	14,227	-	14,227	4,992
Advances to contingency fund	-	55,169	55,169	105,527
Investments (note 4)	232,229	508,426	740,655	942,946
Fixed assets (note 6)	154,923	-	154,923	155,478
	<u>\$ 387,152</u>	<u>\$ 648,149</u>	<u>\$ 1,035,301</u>	<u>\$ 1,162,129</u>
Liabilities				
Current liabilities				
Trade account payable and accrued liabilities	\$ 36,237	\$ 38,176	\$ 74,413	\$ 46,432
Advances from general fund	<u>55,169</u>	<u>-</u>	<u>55,169</u>	<u>105,527</u>
	<u>91,406</u>	<u>38,176</u>	<u>129,582</u>	<u>151,959</u>
Fund balances				
Internally restricted-Invested in capital assets (note 7)	167,793	-	167,793	155,478
Externally restricted	-	609,973	609,973	708,014
Unrestricted	<u>127,953</u>	<u>-</u>	<u>127,953</u>	<u>146,678</u>
	<u>295,746</u>	<u>609,973</u>	<u>905,719</u>	<u>1,010,170</u>
	<u>\$ 387,152</u>	<u>\$ 648,149</u>	<u>\$ 1,035,301</u>	<u>\$ 1,162,129</u>

Signed for the Board,

Director


Director


Director

**SYNDICATE OF CO-OWNERS OF MANOIR IV
STATEMENT OF CASH FLOW**

FOR THE YEAR ENDED JUNE 30, 2018

Page 7

	2018	2017
Operating activities		
Excess of revenue over expenses	\$ (104,451)	\$ 184,018
Non-cash items:		
Amortization of fixed assets	12,870	10,376
Interests	-	(4,694)
Change in fair value of investment	<u>536</u>	<u>1,213</u>
	(91,045)	190,913
Net change in non-cash working capital items:		
Trade account payable and accrued liabilities	27,981	19,959
Account receivable	878	1,131
Prepaid expenses	(9,235)	3,160
Interest receivable	713	(2,595)
Account receivable from Government	<u>5,144</u>	<u>-</u>
	(65,564)	212,568
Investing activities		
Investment acquisition	(138,552)	(60,600)
Investment proceeds	134,758	59,500
Acquisition of fixed assets	<u>(12,317)</u>	<u>(3,702)</u>
	(16,111)	(4,802)
Increase (decrease) in cash and cash equivalents	(81,675)	207,766
Cash and cash equivalents, beginning of year	<u>686,796</u>	<u>479,030</u>
Cash and cash equivalents, end of year	<u>\$ 605,121</u>	<u>\$ 686,796</u>

Cash and cash equivalents consist of cash.

SYNDICATE OF CO-OWNERS OF MANOIR IV
NOTES TO FINANCIAL STATEMENTS

AS AT JUNE 30, 2018

Page 8

1. Constitution

The Syndicate of co-owners of Manoir IV was established under a declaration of co-ownership for the management of common expenses on the property located at 720 Montpelliier, Saint-Laurent (Québec). It is a not-for-profit organisation under the federal and provincial income tax acts and is exempt from income taxes.

2. Significant accounting policies

The Syndicate applies the Canadian accounting standards for not-for-profit organizations in Part III of the CPA Canada Handbook – Accounting.

Fund accounting

The syndicate follows the restricted fund method of accounting for contributions.

General Fund

The General Fund is used for the Syndicate's day-to-day operations. Co-Owners' contributions are based on the budget prepared by the directors and on the declaration of co-ownership which determines each coowner's percentage. This fund includes assets, liabilities, revenues and expenses other than those related to the Contingency Fund.

Contingency Fund

The purpose of the contingency fund is to provide for major repairs and the replacement of common portions. Co-owners' contributions to the contingency fund must be at least 5% of co-owners' regular contributions as required under Article 1072 of the Civil of Quebec.

Revenue recognition

Co-owners' fees allocated to the General Fund are recognized in the statement of operations using the accrual basis of accounting. Co-owners' fees allocated to the Contingency Fund are treated as externally restricted contributions and are recorded in the statement of operations in accordance with the restricted fund method of accounting.

Financial instruments

SYNDICATE OF CO-OWNERS OF MANOIR IV
NOTES TO FINANCIAL STATEMENTS

AS AT JUNE 30, 2018

Page 9

2. Significant accounting policies (continued)

Financial instruments (continued)

Evaluation

The Syndicate initially measures its financial assets and financial liabilities at fair value. The Syndicate subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments which are measured at fair value. The change in fair value is recognized in net income.

The Syndicate's financial assets measured at amortized cost include the cash, the accounts receivable and the account receivable from government.

The Syndicate's financial liabilities measured at amortized cost include the trade accounts payable and accrued liabilities.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of write-off is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is not greater than the amount that would have been reported at the date of reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Fixed assets

Fixed assets are accounted for at cost. Amortization is calculated using the following methods and rates:

	Methods	Periods
Maintenance equipment	Declining balance	20%
Safety and access equipment	Straight-line method	20%

Appartments number 106 and 110 are not amortized.

Capital assets are tested for impairment whenever events or changes in circumstances indicate that they no longer have service potential for the Syndicate. An impairment loss is recognized when the carrying amount of the asset exceeds the residual value.

SYNDICATE OF CO-OWNERS OF MANOIR IV
NOTES TO FINANCIAL STATEMENTS

AS AT JUNE 30, 2018

Page 10

3. Budget

The figures shown under Budget in the statement of operations are presented for information purposes only and are unaudited. The budget has been prepared by the directors and presented at the annual general meeting of co-owners.

4. Investments

	Fair value	2018	Fair value	2017
Bonds, rate of 3.036%, maturing in October 2019	\$	139,026	\$	138,553
			\$	75,469
				\$
				72,558
Guaranteed Investment Certificates, rate of 1,50% to 1.82%, maturing from October 2017 to November 2018		60,600	60,600	121,401
Interest receivable	-	1,170	-	3,104
Current portion of investments	199,626	200,323	196,870	197,063
	<u>60,600</u>	<u>60,600</u>	<u>133,358</u>	<u>133,358</u>
	<u>\$</u>	<u>139,026</u>	<u>\$</u>	<u>139,723</u>
			<u>\$</u>	<u>63,512</u>
				<u>\$</u>
				<u>63,705</u>

5. Accounts receivable

	2018	2017
Account receivable	\$	5,221
	(213)	-
Allowance for doubtful accounts	<u>\$</u>	<u>5,008</u>
		<u>\$</u>
		<u>5,886</u>

**SYNDICATE OF CO-OWNERS OF MANOIR IV
NOTES TO FINANCIAL STATEMENTS**

AS AT JUNE 30, 2018

Page 11

6. Fixed assets

	2018		2017	
	Cost	Accumulated amortization	Net book value	Net book value
Janitor's apartment number 106	\$ 76,645	\$ -	\$ 76,645	\$ 76,645
Janitor's apartment number 110,	56,001	-	56,001	56,001
Administrative office number 108,	1	-	1	1
Safety and access equipment	50,125	41,380	8,745	15,069
Maintenance equipment	17,835	4,304	13,531	7,762
	<u>\$ 200,607</u>	<u>\$ 45,684</u>	<u>\$ 154,923</u>	<u>\$ 155,478</u>

7. Internally restricted

The board of directors has purchased new safety and maintenance equipments. An amount of \$12 307 has been capitalized to capital assets and presented with the internally restricted - invested in capital assets, in the general fund relatively to the equipments.

8. Financial instruments

Financial risks

The Syndicate is exposed to various risks through its financial instruments, without being exposed to concentrations of risk. The main risks are broken down below.

Liquidity risk

Liquidity risk is the risk that the Syndicate will encounter difficulty in meeting obligations associated with financial liabilities. The Syndicate is exposed to this risk mainly in respect of its trade accounts payable and accrued liabilities.

SYNDICATE OF CO-OWNERS OF MANOIR IV
 ADDITIONAL INFORMATION

FOR THE YEAR ENDED JUNE 30, 2018

	General fund	Contin- gency fund	2018 Total	2017 Total
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Schedule A - Taxes and insurance

Insurance	\$ 37,349	\$ -	\$ 37,349	\$ 41,847
Water taxes	4,600	-	4,600	4,819
Real estate and school taxes	<u>2,210</u>	-	<u>2,210</u>	<u>1,676</u>
	<u>\$ 44,159</u>	<u>\$ -</u>	<u>\$ 44,159</u>	<u>\$ 48,342</u>

Schedule B - Electricity and gas

Electricity	\$ 288,598	\$ -	\$ 288,598	\$ 271,487
Gas	<u>67,865</u>	-	<u>67,865</u>	<u>69,226</u>
	<u>\$ 356,463</u>	<u>\$ -</u>	<u>\$ 356,463</u>	<u>\$ 340,713</u>

Schedule C - Maintenance

Service contrats	\$ 43,836	\$ -	\$ 43,836	\$ 46,896
Building	27,296	-	27,296	16,591
Exterior	24,284	-	24,284	22,980
Plumbing	10,215	-	10,215	3,058
Safety and access equipment	5,734	-	5,734	2,948
Pool	5,305	-	5,305	4,284
Equipment	<u>1,125</u>	-	<u>1,125</u>	-
	<u>\$ 117,795</u>	<u>\$ -</u>	<u>\$ 117,795</u>	<u>\$ 96,757</u>

SYNDICATE OF CO-OWNERS OF MANOIR IV
 ADDITIONAL INFORMATION

FOR THE YEAR ENDED JUNE 30, 2018

	General fund	Contin- gency fund	2018 Total	2017 Total
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Schedule D - Administrative expenses

Directors' fees	\$ 45,000	\$ -	\$ 45,000	45,000
Shortfall-apartments numbers 106 and 110	9,474	-	9,474	9,474
Auditor's fees	8,911	-	8,911	8,048
Others professional fees	6,195	-	6,195	24,167
Telecommunications	5,592	-	5,592	5,317
Office expenses	5,222	-	5,222	10,707
Accounting fees-bookkeeping	4,455	-	4,455	7,984
Sundry expenses	2,034	-	2,034	2,559
Bank charges	374	-	374	449
Bad debts	213	-	213	-
Computer system expenses	31	-	31	551
	<u>\$ 87,501</u>	<u>\$ -</u>	<u>\$ 87,501</u>	<u>114,256</u>

Schedule E - Majors repairs

Structural repair- balconies and facades	\$ -	\$ 324,697	\$ 324,697	9,830
Update 25 years plan for contingency fund	-	8,681	8,681	-
General mechanical and equipment- Pool and spa	-	3,334	3,334	4,610
Lighting replacement - garage, pool, exterior	-	-	-	18,365
Drain Cleaning -SS2 parking	-	3,449	3,449	8,916
Exterior - demolition of tractor Shed	-	-	-	7,473
Interior arrangement- floor tiles, reception room	-	-	-	7,333
Interior arrangement- hardwood floor, office	-	-	-	7,227
	<u>\$ -</u>	<u>\$ 340,161</u>	<u>\$ 340,161</u>	<u>63,754</u>

Syndicate of co-owners of Manoir IV
GENERAL FUND
Statement of Operations 2017/2018 vs. 2016/2017

(in \$)	2017/2018	2016/2017	Variation vs. last year		Comments
			\$	%	
Revenue					
Condo fees	945 179	944 776	403	0.04%	
Sundry	5 244	10 754	(5 510)	-51.24%	2016/17: included 5 700\$ re: 50\$ surcharge from july to december 2016 and an insurance recovery of \$1,400 juillet à décembre 2016 et un remboursement d'assurance de 1 400\$ 2017/18: increased revenues from administrative fees, reception hall rentals, access keys, laundry room, etc. for the remaining
Interest	903	0	903		
	951 326	955 530	(4 204)	-0.44%	Better interest rate negotiated on the General chequing account
Operating Expenses					
Salaries and fringe benefits	99 948	101 160	(1 212)	-1.20%	Replacement of the superintendant par a janitor
Taxes ans Insurance	44 159	48 342	(4 183)	-8.65%	Insurance premium lower by \$5,000 Taxes higher by \$1,200
Électricity and Gas	356 463	340 713	15 750	4.62%	Electricity higher by \$17,000, mostly because of the colder winter Gaz lower by \$1,400
Maintenance	117 795	96 757	21 038	21.74%	See "Maintenance Charges" details attached
Administration	87 501	114 256	(26 755)	-23.42%	See "Administration Charges" details attached
Amortization	12 870	10 375	2 495	24.05%	New equipment
	718 736	711 603	7 133	0.99%	
Excess of revenue	232 590	243 927			
Contribution to the Contingency Fund	(239 000)	(220 000)	(19 000)	8.64%	Regular contribution of \$232,000 + \$6,000 catch-up for 2016/17 - as budgeted
Excess of revenue (expenses)	(6 410)	23 927			

Syndicate of co-owners of Manoir IV
GENERAL FUND
Maintenance charges 2017/2018 vs. 2016/2017

(en \$)	2017/2018	2016/2017	Variance	
Maintenance	<u>117 795</u>	<u>96 757</u>	<u>21 038</u>	
<u>Main source of variance</u>				Comments
Service contracts	43 836	46 896	(3 060)	
				(4 000) 1) annual fire alarm inspection delayed until after June 30th - will be part of 2018/2019 expenses
				(3 900) 2) bedbugs treatments in 2016/2017 - none this year (3 900\$)
				2 100 3) new maintenance contract for the pumps in the garages
				2 000 4) replacement of 2 pannels of the garage door
				740 5) all other contracts
Building	27 296	16 591	10 705	
				1 700 1) insurance recovery in 2016/2017 which reduced the expenses
				4 000 2) repairs to the ceilings in SS1 and SS2
				3 200 3) repairs to the air evacuation covers which were causing water leakage in the 17th floor
				700 4) peint for the access door to the garage, parking space lines, columns in the garages, etc.
				600 5) repairs to the electric door opening system of the front door which had been forced
				505 6) others
Exterior	24 284	22 980	1 304	Snow removal contract given to outside contractor, higher cost by \$1,900
Plumbing	10 215	3 058	7 157	Unforeseen: hot water system leaks + repairs to the drains in the garage
Security and access equipment	5 734	2 948	2 786	Replacement of old viewing monitors and addition of a new one - more frequent problems with the front door access console
Pool	5 305	4 284	1 021	Replacement of the whirlpool filter
Maintenance equipment	1 125	0	1 125	New ping-pong table

Syndicate of co-owners of Manoir IV
GENERAL FUND
Administration charges 2017/2018 vs. 2016/2017

(en \$)

2017/2018	2016/2017	Variance
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Administration **87 501** **114 256** **(26 755)**

Main sources of variance:

Professional fees

	<u>6 195</u>	<u>24 167</u>	<u>(17 972)</u>
Legal fees	5 793	23 500	(17 707) 2016/2017 - case files of the administration vs. co-owners and past administrators and of co-owners vs. administration

All files were closed in 2017/2018

2017/2018 fees include consulting on new building regulations and some files with co-owners

Other fees	402	666	(264)
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Office expenses **5 224** **10 707** **(5 483)**

Supplies	625	2 126	(1 501) 2016/2017 included new filing cabinets and chairs for the office
Official documents	572	3 180	(2 608) 2016/2017 included the creation of the website
Other expenses	4 027	5 401	(1 374)

Frais de comptabilité - tenue de livres **4 455** **7 984** **(3 529)** 2016/2017 included \$4,800 for external accounting services, not required in 2017/2018

sous-total **(26 984)**

other variances: 229

TOTAL **(26 755)**

Syndicate of co-owners of Manoir IV
GENERAL FUND
Statement of Operations 2016/2017 vs. budget

(in \$)	Forecasted Budget	2017/2018 Actual	Variation vs. Budget		
			\$	%	
Revenue					
Condo fees	944 776	945 179	403	0%	
Sundry	3 500	5 244	1 744	50%	\$1,000 in administrative fees and penalties following implementation of new regulation, not forecasted Revenues for access keys, hall rentals, etc. higher than expected
Interest	0	903	903		
	<u>948 276</u>	<u>951 326</u>	2 147	0%	
Operating Expenses					
Salaries and fringe benefits	95 000	99 948	4 948	5%	Plus de temps que prévu par l'employé contractuel pendant la transition du nouveau concierge + budget slightly understated
Taxes and Insurance	37 500	44 159	6 659	18%	Budget error - taxes were not included
Électricity and Gas	338 238	356 463	18 225	5%	Electricity expenses higher by \$17,000 due to colder winter
Maintenance	93 120	117 795	24 675	26%	Higher than budgeted mostly because of unforeseen expenses for building maintenance and plumbing - see expense analysis
Administration	95 000	87 501	(7 499)	-8%	Legal fees lower than expected and lower office expenses
Amortization	11 000	12 870	1 870	17%	New equipment purchases
	<u>669 858</u>	<u>718 736</u>	48 878	7%	
Excess of revenue	278 418	232 590			
Contribution to the Contingency Fund	(239 000)	(239 000)	0	0%	
Excess of revenue (expenses)	<u>39 418</u>	<u>(6 410)</u>			

Syndicate of co-owners of Manoir IV
CONTINGENCY FUND
Statement of Operations 2017/2018 vs. 2016/2017

(in \$)	2017/2018	2016/2017	Variation vs. last year		
			\$	%	
Revenue					
Contribution from General Fund	239 000	220 000	19 000	9%	3% increase + \$6,000 catch-up contribution for 2015/17
Interest	2 581	5 058	(2 477)	-49%	
	<u>241 581</u>	<u>225 058</u>	<u>16 523</u>	<u>7%</u>	
Operating Expenses					
Major repairs	340 161	63 754	276 407	434%	
	<u>340 161</u>	<u>63 754</u>	<u>276 407</u>	<u>81%</u>	
Excess of Revenue	(98 580)	161 304			
Change in fair value of investments	536	(1 213)			
Excess of Revenue	<u>(98 044)</u>	<u>160 091</u>			
Major repairs - summary					
Balconies and facades	324 697	9 830	2017/18 - Facades work completed summer 2017- Balcony work started summer 2017, about 1/3 completed		
Update - 25-year Contingency Fund plan	8 681				
Drain cleaning - SS2 parking	3 449	8 916			
Repairs to drains and tuiles around the pool	3 334				
Lighting replacement - garage, pool, exterior	0	18 365			
Exterior - demolition of tractor shed	0	7 473			
Tile floor - reception hall	0	7 333			
Wood floor - administration office	0	7 227			
Pool and spa	0	4 610			
	<u>340 161</u>	<u>63 754</u>			

Syndicate of co-owners of Manoir IV
CONTINGENCY FUND
Statement of Operations 2017/2018 vs. budget

(in \$)	Forecasted Budget	2017/2018 Actual	Variation vs. Budget	
			\$	%
Revenue				
Contribution from General Fund	239 000	239 000	0	0%
Interest	4 500	2 581	1 919	74%
	243 500	241 581	1 919	1%
Operating Expenses				
Major repairs	630 000	340 161	289 839	85%
	630 000	340 161	289 839	46%
Excess of Revenue	(386 500)	(98 580)	(287 920)	
Summary of major repairs :				
Facades and balconies - project completion	450 000	324 697	Facades work completed in 2017 - balcony works started in 2017 and completed in july/august 2018 Amount that will be recognized in 2018/2019: \$110,600 Total cost of the project: \$445,130	
Elevators - repairs and upgrade	35 000		Deferred to 2018/2019	
Upgrade to changing rooms, sauna and common areas	20 000		Deferred to 2018/2019	
Fire alarm system - repairs required (per inspection report)	15 000		Deferred to 2018/2019	
Replace rain water evacuation drains - SS2	20 000	3 449	preventative cleaning of the drains - no replacement required for now	
Lighting - garage - replace neons	15 000		Deferred to 2018/2019	
Heating and ventilation - garage	45 000		Deferred to 2018/2019	
Update - 25-year plan for Contingency Fund	10 000	8 681		
Unexpected and others		3 334	pas faits lors de la rénovation en 2015-16	
	20 000			
	630 000	340 161		

Syndicate of co-owners of Manoir IV
GENERAL FUND
Budget Estimates 2018/2019

(in \$)	2016/2017	2017/2018	2018/2019	COMMENTS
	Actual	Actual	BUDGET	
Revenue				
Condo fees	944 776	945 179	963 777	3% increase for 2018/2019
Other revenues	10 754	5 244	5 500	
Interests		903	900	
	955 530	951 326	970 177	
Operating Expenses				
Salaries and fringe benefits	101 160	99 948	102 000	2% increase
Taxes and Insurance		44 159	50 650	Insurance costs higher by 13% (actual renewal)
	48 342			
Électricity and Gas	340 713	356 463	348 600	Last 2 years average
Maintenance	96 757	117 795	107 300	Last 2 years average
Administration	114 256	87 501	90 200	3% increase - inflation
Amortization	10 375	12 870	5 000	Some equipment amortized 100% at June 30th, 2018 - no future expense for them
	711 603	718 736	703 750	
Excess of revenue	243 927	232 590	266 427	
Contribution to the Contingency Fund	(200 000)	(239 000)	(240 000)	Regular contribution of \$232,000 in 2017/2018 increased by 3%, as per the 25-year plan
Excess of revenue (expenses)	43 927	(6 410)	26 427	

Syndicate of co-owners of Manoir IV
CONTINGENCY FUND
Budget Estimates 2018/2019

(in \$)	2016/2017	2017/2018	2018/2019	COMMENTS
	Actual	Actual	BUDGET	
Revenue				
Contribution from General Fund	220 000	239 000	240 000	Regular contribution of \$232,000 in 2017/2018 increased by 3%, as per the 25-year plan
Interest	5 058	2 581	3 100	
	<u>225 058</u>	<u>241 581</u>	<u>243 100</u>	
Operating Expenses				
Major repairs	63 754	340 161	347 500	See below
	<u>63 754</u>	<u>340 161</u>	<u>347 500</u>	
Excess of Revenue (ofExpenses)	<u>161 304</u>	<u>(98 580)</u>	<u>(104 400)</u>	

2018/2019
BUDGET

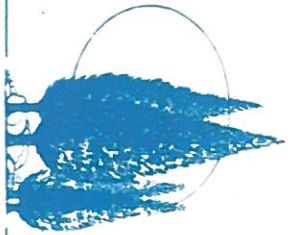
COMMENTS

Major repairs			
Balconies and facades - project completion	110 600		Balcony work completed july/august 2018
Exterior landscaping - refection of paving stones walkways, retaining walls, main sidewalk	30 000		in progress
Elevators - repairs and upgrade	35 000		
Changing rooms, sauna and common restroom upgrade	10 000		
Fire alarm system - required repairs (per inspection report)	15 000		
Add backflow prevention system for fire water intake	6 900		
Interior lighting - garage - neons replacement	10 000		
Heating and ventilation - garage	52 200		
Monoxide detector - replacement	19 300		
Cleaning - all drainage pipes	27 000		
Inspection - interior garage safety (Régie du Bâtiment)	11 500		
Unforeseen and others	20 000		
	<u>347 500</u>		

5-Year Plan 2018-2023

Major Expenses and Evolution of the Contingency Fund

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
	actual	budget	projection	projection	projection	projection
Projects						
2017/2018	340 161					
Balconies and facades - project completion	324 697	110 600				
Drain cleaning - SS2 parking	3 334					
Drain cleaning - SS2 parking	3 449					
Elevators - repairs and upgrade		35 000	35 000	35 000	200 000	200 000
Changing rooms, sauna and common restroom upgrade		10 000				
Fire alarm system - repairs required - upgrade to conform to Quebec fire safety laws		15 000	253 900			
Refection of paving stones walkways, retaining walls, main sidewalk		30 000				
Monoxyde detection system - replacement		19 300				
Fire water intake - backflow prevention system		6 900				
Cleaning - all drainage pipes		27 000				
Internal lighting - garage - neons replacement		10 000				
Ventilation - general - units replacement		52 200			91 970	
Re-certification - Interior parking safety (Régie du bâtiment)		11 500				
Re-certification - Structural safety (Régie du bâtiment)			18 180			
Painting of stairwells walls and floors				32 020		
Interior parking slabs study					15 000	
Partial rehabilitation of the interior parking slabs waterproofing					48 350	
Replacement of floor membrane - SS1 level					95 520	
Replacement of the fire water pump					23 800	
Current transformers - replacement					25 950	100 690
Transfer switch - replacement					12 600	
Replacement of generator					20 030	
Replacement of gas furnace						63 800
Update - Contingency Fund plan						9 840
Others - unforeseen events		20 000	21 000	22 000	23 000	24 000
TOTAL	671 641	347 500	328 080	89 020	556 220	398 330
Opening balance - Contingency Fund	708 014	609 973	505 673	427 893	596 773	306 053
Contributions (ajusted for inflation 3%)	239 000	240 000	247 000	254 500	262 000	270 000
Major Expenses	(340 161)	(347 500)	(328 080)	(89 020)	(556 220)	(398 330)
Autres items (interest, etc.)	3 120	3 200	3 300	3 400	3 500	3 600
Closing balance - Contingency Fund	609 973	505 673	427 893	596 773	306 053	181 323



Municipalité **ENR.**

720, boul. Neufpâtes, bureau 108, Ville de Laurent, (Qc) H4L 5B5
Tél: 747-5019 Télécopieur: 747-0293

St-Laurent, 1^{er} octobre 2018

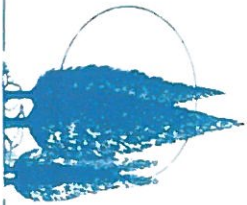
SALAIRES DES ADMINISTRATEURS

Il est proposé que le salaire des administrateurs pour l'exercice 2018/2019 soit de 15 000\$ par administrateur, soit le même montant que pour l'exercice 2017/2018.

ADMINISTRATORS' SALARIES

It is proposed that the administrators' salaries for the year 2018/2019 be \$15,000 per administrator, being the same amount as for the 2017/2018 year.

Denise Arcand	Mohammed Hmamouchi	Jorge Zylberberg
Administrateurs/Administrators		



Manoir IV Enr.

726, boul. Montpeller, bureau 108, Ville St-Léonard, (Qc.) H4L 5B5
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PROPOSITION OF AMENDMENT TO THE MANOIR IV DECLARATION OF CO-OWNERSHIP

AMOUNT ALLOWED FOR REPAIRS IN CASE OF EMERGENCY

Article 10.3.17 of the Declaration of co-ownership of Manoir IV, under the « Powers and Duties of the Administrators », reads as follows:

Proceed in case of emergency to all the works necessary for the conservation of the immovable, without consulting in advance the Meeting of the Co-owners, as long as these works do not involve costs exceeding FIVE THOUSAND DOLLARS (\$5,000.00); and with approval of the Meeting of the Co-owners for any expense exceeding this amount.

This article was modified at the 1993 Annual General Meeting (amendment 4670400 registered in à Montréal le 23 décembre 1993) to increase the authorised amount without advance consultation to TEN THOUSAND DOLLARS (\$10,000.00\$).

Since the 1993 amendment:

- The **Consumer Price Index** has increased from \$100 in 1993 to \$156,59 in 2018
 - a \$10,000 cost in 1993 would be a \$15,659 in 2018
- The **Price Index specifically for the residential construction sector**, which would cover the majority of the emergency repairs that Manoir IV faces or could face, has increased from \$100 in 1993 to \$224.21 in 2018
 - a \$10,000 cost in 1993 would be a \$22,421 in 2018.

Despite the continuous efforts of the various administration since 1993 to ensure the maintenance, upkeep and proper functioning of the building and all the equipment, their age is starting to have an important impact on the number and the size of the urgent repairs to be made.

Through sustained efforts from the administrators, the costs have been controlled through numerous submissions to achieve the best price, through the identification of the best suppliers to ensure the best price for quality work and through tight negotiations with these suppliers. Yet, the administration is more and more confronted to the \$10,000 limit imposed in the declaration. The recent situation of the Elevator #3 malfunction is one example.

If the \$10,000 amount is maintained, it will likely that the administration will have to call special meetings of the co-owners to get approval for any emergency expense in excess of \$10,000, which will have an impact on the timely resolution of such situations, and cause inconvenience for the co-owners.

PROPOSITION :

That the amount for emergency work without consulting in advance the Meeting of Co-owners provided for in article 10.3.17 of the Declaration of co-ownership of Manoir IV be increased to TWENTY THOUSAND DOLLARS (\$20,000.00).

Denise Arcand

Mohammed Hmamouchi

Jorge Zylberberg

Directors