

*Manoir IV*

ENR.

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Saint-Laurent, 02-06-2017

À tous les copropriétaires de Manoir IV

To all Co-owners of Manoir IV

**OBJET : convocation**

**Subject: convocation**

**Assemblée générale spéciale des copropriétaires  
de Manoir IV**

**le mercredi 14 juin 2017 à 19 h**  
à la salle de réception.

**General Assembly Special Meeting  
for the co-owners of Manoir IV**  
**Wednesday, June 14<sup>th</sup>, 2017 at 7:00 pm**  
In the Reception Hall.

**ORDRE DU JOUR**

**AGENDA**

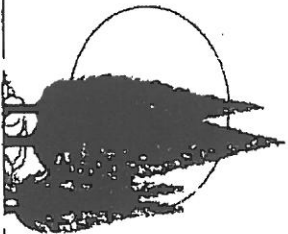
1. Ouverture de l'assemblée
2. Élection d'un administrateur
3. Mise à jour sur les activités du conseil
4. Clôture de l'assemblée

1. Opening of the Assembly
2. Election of one administrator
3. Update on Board's activities
4. Closing of the Assembly

Mohamed Hmamouchi



Jorge Zylbergberg

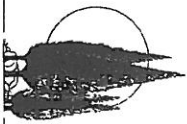
Denise Arcand



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<b>Candidatures pour les élections des administrateurs</b>	<b>Candidates for the position of Administrator</b>
<p>Vous trouverez ci-dessous la liste des candidats pour l'élection spéciale du 14 juin 2017</p> <p><b>Denise Arcand</b></p> <p>Soyez avisé que selon le Code civil, lorsque le nombre de candidats est égal ou inférieur au nombre de poste à combler, le président les déclare élus par acclamation sans la nécessité de passer au vote, mais seulement après avoir vérifié qu'aucun participant ne s'oppose à l'élection par acclamation. En cas d'opposition, il y a lieu de procéder à un vote.</p>	<p>Please find below the list of candidates for the special election on June 14<sup>th</sup> 2017</p> <p><b>Denise Arcand</b></p> <p>Please be advised that according to the Civil Code, should the number of candidates be equal to or less than the number of positions, the President declares them elected by acclamation without the necessity to vote, but only after having checked that no participant opposes this election by acclamation. In case of opposition, we will proceed by vote.</p>
<p>Lucie Chagnon Président d'élection Le 29 mai 2017</p> 	<p>Lucie Chagnon Président of the Assembly May 29<sup>th</sup>, 2017</p> 



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Annex 1

## Clarifying Statement of the Principal Activities of the Board of Directors Special General Meeting of June 14, 2017

A new administrative team was formed following the Annual General Meeting of October 26, 2016. In order to allow a harmonious transition and a transfer of the rights and obligations, including a better knowledge of the contractual obligations, the new Administrators consulted most of the files and the procedures adopted or established at Manoir IV since its construction in 1981.

A meticulous reading of the files and inspection of the building and its environs helped us to discover serious problems and defects which required our immediate attention; other solutions are required for the future.

The inventory of current commitments was made according to the following categories:

legal aspects, maintenance on contract, in-house maintenance, major construction sites, respect of the

Declaration .....

We then decided to include and to harmonize three notions:

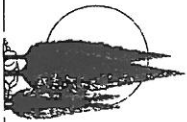
- 1- friendliness: communication, exploration of leads to solutions, exchanged with the co-owners
- 2- vigilance: supervision of the application of the Declaration and of the by-laws for living together in the building respectfully, supervision of work for a good quality of life environment
- 3- rigour: quality of the work, balanced budgets, justified expenditures.

**For that, two important decisions were taken at the beginning of our mandate:**

1. To set up management procedures to optimize the time and money of the co-owners and to maintain our building in good condition.
2. To establish a trend chart for the reorganization of services, the follow-up of the activities, signed contracts as well as a register of the visits of contractors and suppliers to better follow and control the work.

**Today, you are invited to a Special General Meeting for two objectives:**

- I- To elect an Administrator following the resignation of our friend Alexandre Debs whom we would like to thank for his services.
- II- To inform you on 3 important points:
  - 1- the supervision of the rentals...
  - 2- the major work on the balconies and the facades
  - 3- reorganization of the services
  - 4- the financial situation



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## I- Election of an Administrator

### II-Information on 3 Important Points:

#### 1- The Supervision of the Rentals...

In order that Manoir IV may be well administered and maintain a degree of respectability, the residents/co-owners must follow the regulations stipulated in the Declaration of co-ownership as well as the various amendments which followed.

In view of the importance of this problem and that several co-owners have complained, we are consulting and providing information for the file from lawyers to suggest a certain number of by-laws to better supervise the rentals and protect the interests of Manoir IV.

#### 2 –Major Work

Our building turned 36 years old this year and it needs to be well maintained. The study of the forecasts made in 2016 -2027 revealed to us that there is significant work foreseen for the 25 years to come. Of course, significant expenditures were also specified to predict and plan the budget (see the file forecasting of the expenditures for the balconies, the garage, the drains, the electricity, the piping, the water pipes, the pumps, the ventilation and heating system in the basement garage). We also decided to present to you during the regular General Meeting an in-depth study of the need for the maintenance work required during the coming years.

#### In 2017 we decided to concentrate on the work relating to:

- balconies and facades,
- pumps and drains in the garage on level SS2,
- the aesthetic aspect of the building to give it a rejuvenating treatment, without disregarding its structural integrity. That will give our residence an added value and better manage our finances.

In view of the urgency of certain work, it was also urgent to make repairs in order to ensure the security to the co-owners/residents. Above all that the important work was foreseen, but not subsequently carried out.

#### - Facade and Balconies

One of the priorities this year is the repair of the balconies and facade. Inspections and reports were produced in 2014 and in 2015 on the condition of the balconies and the facade and the type of intervention considered necessary. Despite the fact that this work had been planned since 2012 and that several studies had been made for a cost of ....., the work wasn't subsequently carried out.

Offers were made by 3 companies and a meeting was held with the firms, Ingetec, Saint-Pierre and Rami Wehbe, ing. PMP.

The engineering company Ingetec was hired to draw up the plans and estimate and follow up on the work.



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The objective of this term of office is to meet the requirements of the work recommended in the verification report on the facades of the month of March 2015 and of the verification report of the balconies of 2014, and to draw up the plans and estimate. The plans and estimate must include an update of the damages inventoried in the reports mentioned in order to specify the estimate of the quantities and the costs of the intervention before the process of invitation to tender (margin of error of 20% to 30 %). A detailed inspection will be carried out after the signing of the contract for realization of the work to specify the Estimate (margin of error of 5% to 10%).

The budget predicted during the General Meeting of October 26, 2016 for the renovation of the balconies had been estimated at \$150,000 for the year 2017 while the projected studies made for the period from 2012 to 2027 predicted a budget of \$500,000.

Today, the engineering company Ingetec which had been hired to draw up the plans and estimate and follow up on the work estimated the cost of the work at: \$550,000.00

### **-The Drainage System and Pumping Stations in the 2<sup>nd</sup> basement – The Drainage System**

The drainage system and pumping stations in the 2<sup>nd</sup> basement was repaired in 2007, but problems of forcing back water still exist because of blockage of drains, like the 6” pipe leading to the pump, which resulted in certain cars being submerged in water (half the tires). Following our intervention, the unblocking of this drain was accomplished with a minimal budget, thus we saved more than \$10,000.00.

In addition to this problem, on December 31, 2016, the drains located on SS 2, on the opposite side to the 1<sup>st</sup> caused a forcing back of the rain water. The problem was quickly studied and the repairs were made.

The pumping station in the 2<sup>nd</sup> basement:

There has been a major problem since 2007 in the garage of basement 2 which still causes flooding in part of several car parking places on SS2. Note that several repair works have already been carried out by the former Administrations without success. Major work on the water level monitors and on the control panel have been made. At present, the problem is under control.

### **-The evaluation of our building if new today has been performed.**

It is estimated at \$49,000,000.00. We would like to point out that the last estimate which we found dates back to 2002.

### **3- Services Reorganization**

Since the Annual General meeting in October 2016, the new Board of Administration has undertaken a complete review of all the aspects of the services provided to the co-owners. The objective is to maintain the same level of services, or even better ones, at lesser costs, an achievable objective. The review includes in particular an evaluation of the quality and the costs of the current janitorial and support services currently provided, a comparative analysis of costs at



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other similar condo buildings and contacts with various external organizations that provide such services, from which 4 have submitted proposals which are being studied. We have also met with the superintendent and the janitor to discuss their roles and responsibilities and review certain problems encountered in the last months.

In this context, the Board has decided not to renew the superintendent contract which will end on June 30th. We realize that this is an important change for all Manoir IV co-owners. Normand Lachapelle, our janitor, and Sébastien Monette, our part time worker, have assured us of their full collaboration during the transition period.

We assure you that the Board and the personnel will deploy all the required efforts to ensure a harmonious transition toward our new service model.

#### **4-Financial Situation**

The financial year-end of the Co-owners Syndicate will be on June 30th. Based on the results as of June 13<sup>th</sup> and our best estimates of the operations until the end of the month, the operating results of the Syndicate should show revenues and expenses basically equal, after transferring \$220,000 to the Contingency Fund as planned in the budget presented to the co-owners at the General Assembly in October 2016.

The expenses for the projects undertaken and paid for by the Contingency Fund during the current year have totalled about \$70,000. The projections presented at the last General Assembly for the financial year 2016/2017 amounted to \$375,000, which included \$300,000 for structural work and repairing of the balconies, which could not be undertaken during the current year.

As at June 30<sup>th</sup>, 2016, the Contingency Fund was \$553,000. If we add the \$220,000 contributed this year and deduct the \$70,000 of costs incurred, we project that the Fund will amount to \$703,000 on June 30<sup>th</sup> 2017.

As mentioned in the report on infrastructure works in the future, the estimated costs for the repairing of the balconies and facades will be about \$550,000. If all these works are completed in 2017/2018, it will leave about \$153,000 in the Contingency Fund. If we add the projected contributions of at least \$220,000 next year, the Contingency Fund will total about \$373,000 at the end of the 2017/2018 financial year.

Mohammed mentioned some of the expected projects in the building maintenance plan in the coming years, the cost of some of which could be significant and exceed the available amount in the Contingency Fund. Our decision not to increase the condo fees for 2017/2018 was based on our tight management of operating expenses that would allow us to contribute more than \$220,000 to the Fund. Even if we had increased the condo fees by the current inflation rate, about 1.8%, this would have provided only an additional \$17,000 to the Fund.



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It is clear that an in-depth study of the required maintenance works in the coming years is required to determine what contribution level will be necessary to achieve them and how to achieve them. The Board has already started this study and is committed to submit our conclusions and recommendations at the October 2017 General Assembly. We will then have on hand the final results for the 2016/2017 financial year and a better estimated evaluation of the expected costs for major works to be completed on the building.

The Board of Directors  
Co-Owners' Syndicate of Manoir IV