

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE CO-OWNERS OF MANOIR IV  
HELD ON WEDNESDAY, OCTOBER 28, 2015 AT 7:00 P.M. IN THE RECEPTION HALL**

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**Attendance:**

- 98 co-owners were present: 69 in person and 29 by proxy.
- Please note that the list of co-owners present at the General Meeting is available at the Administrators' office for consultation on the spot only. Some owners have asked that their name and apartment number not be given out to protect their privacy.

Type of unit	Number of co-owners	Value of votes per unit	Potential number of votes	Number of Co-owners present	Number of votes	% Representation
4,5	62	44,87	2781,94	28	1256,36	12,6%
5,5 centre	60	55,44	3326,50	28	1552,32	15,7%
5,5 coin	62	62	3844	42	2604	26,1%
<b>Total</b>	<b>184</b>	<b>---</b>	<b>9952,34</b>	<b>98</b>	<b>5412,68</b>	<b>54,4%</b>

**OCTOBER 28, 2015 AGENDA**

1. Verification of the Quorum
2. Opening of the Meeting
3. Adoption of the October 28th, 2015 Agenda
4. Reading and adoption of Minutes:
  - a. Minutes of the Annual General Meeting of October 22, 2014
  - b. Minutes of the Special General Meeting of December 15, 2014
    - Report of the Secretary of the Meeting
    - Report of Mme Siag (Apt. 702)
5. Tabling of reports of the Special Meeting of December 4, 2014
  - Report of the Board of Directors
6. Report of the Board of Directors
7. Financial Report 2014-2015
8. Budget Forecasts 2015-2016
9. Contingency Fund
10. Election of the Administrators
11. Election of the Meeting Officers
12. Requests submitted by co-owners
13. Other business (without vote)
14. Closing of the Meeting

## 1. Verification of the quorum

Lucie Chagnon, President of the Meeting, announces that the quorum was reached at 7:35 p.m. with representation of 54.4% of the votes.

## 2. Information and instructions in connection with the holding of the Meeting

The President informs the co-owners that this is the 34<sup>th</sup> General Meeting. The President reminds that the Meeting should take place on the basis of respect: of the procedures, the administrators, the meeting officers and the co-owners.

The President of the Meeting gives the following information:

- **Recording of the Meeting:** The General Meeting is recorded for the purpose of managing the taking of notes. A co-owner may request to not be recorded when he/she participates, however, his/her remarks will, all the same, be written down by the Secretary of the Meeting.
- **Consultation with law firms specializing in condo management:** The President explains that she has taken the steps necessary to assure herself that she will run the meeting in accordance with legal procedures. She has referred to specialized books and consulted three law firms on points which were unclear to assure herself of conducting this Meeting with rigour.
- **Attendance at the Meeting:** The Civil Code stipulates that only one representative of a condo can be present, and this, even if the two spouses are co-owners. However, if the co-owners present at the Meeting are not opposed, the spouses may be present but only one is an official representative, supposedly the person who signs the attendance register. After verifying the opinion of the co-owners present at the Meeting, no one is opposed to the attendance of spouses. It goes without saying that there is only one vote per co-ownership.
- **Language for holding the Meeting:** The language of the General Meeting is French. However, since we wish to be considerate, we will make an effort to translate into English.
- **Time for the Meeting to end:** The President informs the co-owners that the Meeting will end at 11:00 p.m. at the latest. If there are points which haven't been discussed, the Meeting will be adjourned to continue within a delay of 10 days. It is also possible that the points which haven't been discussed will be taken up at a Regular or Special General Meeting.
- **Speaking Priority.** The President informs that during the course of the Meeting, speaking priority will be given to the co-owners who haven't yet spoken.
- **Meeting Officers:** During the 2014 General Meeting, three officers were elected. Since that date, two officers have withdrawn, namely the Vice-President and the Secretary. The President of the Meeting asks the co-owners if there is any objection if Helen Hammers and Carol Saykaly assume the roles of Vice-President and Secretary, respectively. There is no objection from the Meeting.

### **3. Opening of the Meeting**

It is resolved to proceed to the opening of the Meeting

Moved by: Jean-Pierre Dery (Apt. 1508)

Seconded by Jacqueline Siag (Apt. 702).

### **4. Adoption of the Agenda of October 28, 2015**

Mrs. Jacqueline Siag (Apt. 702) moves to change the order of the Agenda by giving priority to discussing point No. 12.

Mr. Jacques Robitaille (Apt. 502) brings up a question of priority, explaining that the request was tabled to be referred to the Administrators and not to be discussed at the General Meeting. He requests that we adhere to the points concerning the General Meeting.

The President explains that there are three types of Meeting: Annual General Meeting, Regular General Meeting and Special Meeting (or Extraordinary). The Annual General Meeting must give priority to the points which are specific to it, namely: financial report, financial forecasts, reports on activities, elections of the administrators and elections of the officers. Consequently, these points will be given priority.

It is resolved to adopt the Agenda as it is.

Moved by Jacques Robitaille (Apt. 502)

### **5. Reading and adoption of the Minutes of October 22 and December 15, 2014**

Minutes of October 22, 2014:

It is resolved to adopt the Minutes of the Annual General Meeting of October 22, 2014 as submitted.

Moved by Ginette Beaulieu (Apt. 504) – by proxy appointing Lyne Langlais.

Seconded by Andrée Habra (Apt. 1403).

Minutes of December 15, 2014

It is resolved to adopt the Minutes of the Special General Meeting of December 15, 2014 as submitted.

Moved by Denise Arcand (Apt. 1612)

Seconded by Mariane Samaan (Apt. 712).

### **6. Tabling of Reports of the Special Meeting of December 4, 2014**

The co-owners have received two Reports of the same Meeting of December 4, 2014.

It is important to specify that these aren't Minutes, as the Meeting never took place as certain co-owners boycotted the information session.

A first Report was prepared by the Secretary of the Meeting, Gladys Beshara. It was sent to Marlene Spevack's personal email address. Subsequently, Mrs. Spevack looked for this Report in the email of Manoir IV. As she didn't find it, she took it for granted that the Report had never been written, without, however, checking with Mrs. Beshara.

In April, 2015, Mrs. Siag asked to see the Report of the December 4<sup>th</sup> Meeting. As she hadn't found it, Mrs. Spevack suggested to Mrs. Siag that she draft one (which was done). This is the reason there are two Reports. Mrs. Spevack has apologized for the confusion caused by the issuing of two Reports.

Considering that Mrs. Beshara was the official Secretary and that the Report had been produced in proper time and place (the proof of the email supports this), the official Report remains the one prepared by the Secretary of the Meeting. The President thanks Mrs. Siag for taking the time to draft a Report.

This Report does not need to be adopted by the Meeting because the December 4<sup>th</sup> Meeting did not take place. This Report only serves to explain the circumstances that despite the Notice of Convocation, the Meeting did not take place.

The President of the Meeting explains that she did not manage the situation of the Reports at that time because she had been hospitalized for several weeks.

## **7. Report of the Administrators**

Raymond Salama presents the report in accordance with the report submitted with the Notice of Convocation.

Mr. Salama thanks the co-owners for the confidence which they have shown him over the course of his mandate as Administrator and stipulates that it was a good experience. He specifies that he has decided not to present himself as a candidate this year because of the request tabled by co-owners concerning the presence of a surveillance committee.

The President asked whether there were any questions concerning the activities report.

- Mrs. Mascisch (Apt. 1502) asks for clarification because she feels that the Administrators did not have to pay for repairs due to water linked to the roof because Manoir IV was supposed to have a guarantee.
- A co-owner asked why Manoir IV paid for 50 % of the repairs to the roof. Mr. Salama replied that the amount had to be paid because a part of the problem was attributed to the building.
- Sergio Tommasini (Apt. 1602) said that he was surprised by the fact that the invoice had been paid in part because Manoir IV has a guarantee from the consultant and from the contractor and both are responsible for the problem. He considers that Manoir IV should recover the entire cost due to the errors of these individuals.

On another subject, the President of the Meeting emphasizes and thanks three co-owners for their initiative in organizing activities at Manoir IV during the 2014 – 2015 year.

- Jacqueline Siag (Apt. 702) for the Oasis evenings, on Thursdays
- Lyne Langlais (Apt. 502) for the aquaform sessions on Monday and Friday mornings.
- Carmen Moncida (Apt. 808) for the danse lessons on Tuesday evenings (winter 2015).

## **8. Financial Report 2014-2015**

Presentation of the financial statements by Denise Arcand (presented on screen). She explains the financial results for the general fund and contingency fund. She points out that Manoir IV has received a reimbursement of \$19,900 for water taxes (double billing by the city for 2013-2014). On another subject, major repairs which were anticipated for this year have been carried forward to next year.

- Renée George (Apt. 711) asks a question concerning water infiltrating into the lockers.

- Sergio Tommasini (Apt. 1602) says that the engineer hadn't completed his report on the balconies.
  - Denise Arcand replies that Manoir IV has the complete report of the consultant.
  - Mr. Tommasini said that he hoped the invitations to tender were based on the consultant's specifications.
  - Antoine Sepetdjian (Apt. 602) explains that since 2008 the Administrators had looked after the accounting and that their remuneration had been increased accordingly. Thus, he requests that if the new Administrators hire a professional to do the accounting, that they should adjust their remuneration accordingly.
- 9. Budget Forecast 2015-2016**
- Presentation of documents with the Notice of Convocation.
- Presentation on screen for explanation.

#### **10. Contingency Fund**

Presentation of documents with the Notice of Convocation.

Presentation on screen for explanation.

#### **11. Election of the Administrators**

- The President of the Meeting explains that there were five candidatures on September 28 and that two candidates withdrew.
- There are three positions of Administrator and three candidates. It is recommended by the three law firms to proceed with elections on request of the (and according to the "Guide de procédures des assemblées délibérantes"). Two representatives of firms stipulate that this will legitimize the mandate of the Administrators, but as soon as they have a vote, they are elected. However, if the number of votes is very weak, it is possible that during the course of the mandate the co-owners could contest the legitimacy of that Administrator. The representative of the third law firm affirms that an administrator must compulsorily be elected by a simple majority (50% +1). The President explains that she will go ahead with the voting procedure and as soon as a candidate obtains a vote, he/she will be declared elected. If the vote of a candidate is very weak (not representative), it will be up to the dissatisfied co-owners to take the necessary legal steps.
- She asks the three candidates to introduce themselves to the co-owners.

Khaled Saab. He has resided at Manoir IV since 2010 and enjoys the ambiance. He has a degree in civil engineering and one also in business administration. He retired a few years ago. Mr. Saab has worked in the United States, in Lebanon, in Nigeria and in other countries. He stated that his experience in engineering could be useful.

- Jacques Robitaille (Apt. 502) asks Mr. Saab how long he has lived here and wishes to know how Mr. Saab would manage in French as 80% of the Administration's transactions must be accomplished in French.
- Mr. Saab reassures the co-owners saying that he will do the work with integrity and that everything would be well done.

Marlene Spevack. She has been an Administrator since 2009. Previously, she worked in the management of large properties. She states that she will accomplish her work with transparency.

Sergio Tommasini. Is expert in structures (civil engineer) and was holder of a general construction company (high rise). He has worked in several countries for the Canadian Department of Foreign Affairs and has led major projects such as the Stock Exchange Building.

The President announces that considering that there were only three candidates, she would declare them elected unless someone asked that we proceed to a vote.

- Ginette Beaulieu (Apt. 504) requests a vote (by proxy appointing Lyne Langlais (Apt.502)

The results of the vote are as follows:

There were 4,970 votes. The candidates received respectively the number of votes indicated below:

- Khaled Saab : 3,326 votes
- Marlene Spevack : 4,044 votes
- Sergio Tommasini : 3,106 votes

The President declares the candidates elected and affirms that the vote had been a good exercise and has legitimized the election of the administrators.

## 12. Election of the Meeting Officers

The officers elected will be in office until the end of the next Annual General Meeting.  
Denise Arcand presides over the election of the Officers.

Candidature for the position of President of the Meeting:

- Jacques Robitaille nominates Lucie Chagnon.

Candidature for the position of Vice-President of the Meeting:

- Helen Hammers says that she doesn't wish to be a candidate.
- Lucie Chagnon nominates Mariane Samaan (Apt. 812).

Candidature for the position of Secretary of the Meeting

- Carol Saykaly declines the position of Secretary.
- Marlene Spevack nominates Jean-Pierre Déry. He declines.
- Gladys Beshara nominates Jacques Robitaille. He accepts being a candidate.
- Sergio Tommasini nominates Jacqueline Siag (Apt. 702). She accepts being a candidate.

The Meeting of co-owners proceeds to an election – written balloting.

Mrs. Jacqueline Siag is elected as Secretary of the Meeting.

The Meeting Officers are:

- Lucie Chagnon, President of the Meeting
- Mariane Samaan, Vice-President of the Meeting
- Jacqueline Siag, Secretary of the Meeting

### 13. Requests submitted by Co-owners

The request submitted by 73 co-owners has been referred to the new Administrators. They will analyze the points submitted and will call a General Meeting within a reasonable delay to discuss them. Each point will be examined separately.

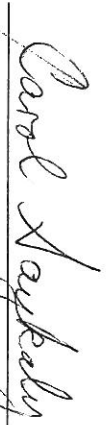
### 14. Other Business (without vote)


The President verifies whether a co-owner wishes to ask a question or briefly add a point.  
Mrs. Jocelyne Denis (Apt. 1704) wanted to know if we could clean the carpets.  
Mr. Tommasini replies that he was presently studying the possibility of proceeding with cleaning the carpets.

### 15. Closing of the Meeting

It is resolved to close the Meeting  
Moved by Mrs. De Conchy (Apt. 208)  
Seconded by Mr. Jean-Pierre Déry (Apt. 1508).

*\*Please be advised that the Meeting notes have been reproduced from the best of the notes taken since the recording of the Meeting wasn't usable because of the poor quality of the sound.*

  
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Carol Saykaly, Secretary of the Meeting

  
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Lucie Chagnon, President of the Meeting

