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**MINUTES OF THE SPECIAL MEETING  
OF THE CO-OWNERS' SYNDICATE OF MANOIR IV  
HELD ON WEDNESDAY, JUNE 14, 2017 AT 7:00 P.M. IN THE RECEPTION ROOM**

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**PRESENT**

**The Administrators:** Mohammed Hmamouchi, Jorge Zylberberg and, on an interim basis, Denise Arcand

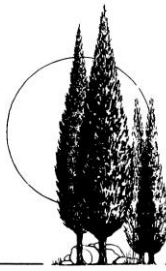
**The meeting officers:** Lucie Chagnon (President), Marianne Samaan (Vice-President), Jacqueline Siag (Secretary)

**The co-owners.** 60 of the 183 co-owners were present: 39 in person and 21 by proxy. Of course, that includes the Administrators and the meeting officers. Please note that the list of co-owners present at the General Meeting is available at the Administration office for consultation on the spot only. Several co-owners have asked that their names and apartment numbers not be distributed out of respect for their privacy.

Type of Unit	Total Number of Units	Number of People Present at the SGM	% Representation According to the Units	Value of Votes per Unit	Potential Number of Votes	Total Number of Votes at the SGM
4 ½	61	18	29.5%	44	2684	792
5 ½ centre	60	12	20%	55	3300	660
5 ½ corner	62	32	51.6%	62	3844	1984
	183	62			9828	3436

**AGENDA OF THE SPECIAL GENERAL MEETING OF JUNE 14, 2017**

1. Opening of the Meeting, Verification of the Quorum and Agenda
  2. Election of an Administrator
  3. Update on the activities of the Board of Directors
    - a. Rentals
    - b. Major Work
    - c. The Financial Situation
    - d. Reorganization of the Services
  4. Closing of the Meeting
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*Manoir IV* Enr.

720 boul. Montpellier, bureau 108  
Saint-Laurent, Mtl, QC, H4L 5B5

Tél.: (514) 747-5019  
Télec.: (514) 747-0293

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## **1. Verification of the Quorum, Opening of the Meeting and Agenda**

The President announces at 7:30 p.m. that the number of votes present is 3436. The quorum is 4915. Since the quorum has not been reached, the President suggests either to wait until 8:00 p.m. to open the meeting or to begin right away. As no one was opposed to it, the opening of the Meeting took place and no additional co-owner was entered on the register from 7:30 p.m.

Given that it is a Special Meeting, it was announced that the Minutes of the last General Meeting would not be adopted as this will be done at the next General Meeting next October.

It is resolved to open the Meeting with the Agenda as presented.

Moved by: Paul Champagne (412)

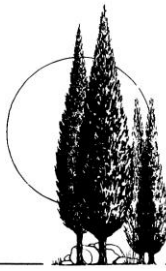
Seconded by: Jacqueline Siag (702)

## **2. Elections**

The Meeting President informs that there is only one candidate. She would be elected by acclamation if no co-owner requests the vote. No co-owner did request the vote. No co-owner present at the Meeting opposed the election by acclamation.

Question: Why a vote since Mme Arcand was appointed by the Administrators to fill the position of Administrator on an interim basis until the next General Meeting?

Reply: Mr. Hmamouchi explains that the Declaration stipulates that in the case of a vacancy on the Board of Directors, according to the Declaration, there are two options: to appoint an Administrator on an interim basis, as allowed by the Amendment of December 1985 (#3557157) or initiate an election within the 8 weeks following the resignation of an Administrator, according to Article 10.2.4 of the Declaration of co-ownership. In this case, the Board of Directors decided to call a Special General Meeting to hold the election.



### **3. Tabling of the Report of the Board of Directors as attachments.**

Mme Chagnon presents the subjects which will be dealt with by the Administrators. There is a question period planned at the end of each subject. We ask you to refer to Annex 1 for the presentation of the subjects.

#### ***a. Rentals: Comments, Questions and Replies***

Comment: Mr. Hmamouchi states specifically that there is an amendment (# 3262238, May 1982) which has never been respected. He adds that the Board of Directors intends to propose regulations to control rentals. There are legal consultations in progress and the Board is waiting for the recommendations. He specifies that the amendments will be submitted at least 30 days before the General Meeting.

Question: A cotenant asks what the impact will be on the units already rented.

Reply: That will be discussed in October.

#### ***b. The Major Work: Comments, Questions and Replies***

Following the presentation of the general situation concerning future major work. The Administrators emphasize that, regarding the balconies and facades, they have invited tenders to choose the engineering firm which will prepare the plans and estimate and will manage the work and have received three submissions: Ingétec, St-Pierre and Rami Wehber ing.

The submission of Ingétec has been accepted for the repairing of the balconies and the facade for an estimated amount of \$550,000.

Question: Antoine Sepetdjian (602): The Government Department requires that repairs to conditions said to be dangerous must be made with a technical follow-up.

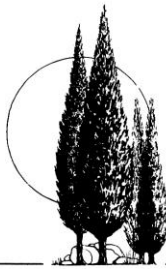
Reply: The Board points out that Ingétec has added that none of the situations identified is “urgent” or dangerous. The Board confirms that if they are not satisfied with the work of the engineering firm, it is possible to cancel within 10 days according to the contract.

Question: Khaled Saab (1012) asks whether or not the contract has been signed.

Reply: The Board confirms that the contract with Ingétec has been signed. However, there is an invitation to tenders process for contractors who will carry out the work and these contracts will be signed when a tenderer has been chosen.

Question: Khaled Saab (1012) asks whether we will be informed about the recommendations of the engineers.

Reply: The Board replies that all the files, the details and the plans are available at the office and that the co-owners are welcome to consult them on the spot.



Comment: Carlos Sanchez Barrios (209) mentions whether we should take into consideration insulation of the facades compared with loss of heat.

Reply: The Board explains that that has not been taken into account at this stage. The work will consist mainly in treating and repairing the cracks. The work on the insulation is important but that would be very expensive. It will be necessary to determine by a technical study the pertinence of this aspect and whether this should be part of another construction work in future.

Question: Renée Georges (711) Do all the balconies need to be repaired?

Reply: All the balconies which have problems have been listed by categories of work. The Board has at its disposal a detailed plan at the office which the co-owners can consult on the spot.

Question: Adèle Mascisch (1502) wants to know whether there is a schedule to determine which balconies will be repaired and when?

Reply: The Board confirms that the work must begin (if possible) this autumn from August to October, otherwise the costs will be higher in the spring. The specific schedule will be drawn up with the contractor chosen following the invitation to tender.

Question: Samira Mourad (912) says that during the day of the inspections, no one came to check her balcony. She wants to know how the engineers know the conditions of her balcony?

Reply: The Board specifies that the engineers had already previously produced reports on the balconies and had identified the problems (reports 2014 and 2015, available for consultation at the office). It is for this reason that they did not inspect all the units. The Board apologizes for the fact it had announced a visit to all the units but the Administrators knew only the same morning from Ingétec that they would only visit certain condos, mainly to make estimates by type of work.

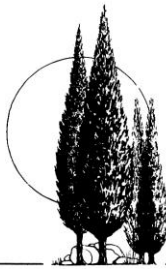
Comment: Carlos Sanchez (209) advises to add a penalty clause for delays in the work to make sure that everything will end on the date planned as stipulated in their schedule.

Reply: The Board confirms that this will be done, as it is done in all the contracts.

Comment: Samir Shihabuddin (1701) suggests putting on the Manoir IV website, the list of the balconies which need to be repaired.

Reply: The Board confirms that that is part of the considerations and could be done.

Comment: Mr. Hmamouchi explains that the Board will go to invitation to tender in 15 days. The contractors will have 2 weeks to submit their tender. A first meeting will allow them to obtain the planning and to know when the work will begin and will be finished. Towards the end of July, a choice will be made to start the work.



**Other matters discussed:**

- Basement 2 and the Pumping System: There are blocked drains on SS2. Some cars had water halfway up their wheels. Work was done to correct the situation.
- The Insurance: The insurance company asked for a valuation of the building and the last estimate which went back to 2002 was about \$28 million. This is not the market value, but the price which it would cost to rebuild it today. The fact of having had a previous valuation allowed us to pay only \$2,500 instead of paying between \$12,000 to \$15,000. The Board thanks Mme Dufresne for her assistance in tracking the previous information (her husband was an Administrator for several years). Therefore, the Manoir currently has at its disposal a new valuation which amounts to \$48.95 million. Mme Arcand adds that it is an estimated cost for the reconstruction of the building.

**c. The Financial Situation**

See Annex 1

No question or comment.

**d. Reorganization of the Janitorial Services**

Mme Arcand explains that the Board has made a comparative analysis on the costs of these services carried out by companies, which appear to be lower. Various meetings have taken place with outside companies and candidates for the position of superintendent. To this effect, the Board has decided not to renew the contract of the superintendent, Mr. François Simard, which will expire on June 30<sup>th</sup>, 2017.

Comment: Donna Sarantonis (1711) specifies that during the early years, Manoir IV had only one superintendent (no other janitors) and that it was very efficient.

Question: Adèle Mascisch (1502) asks what type of company, cleaning or supervision? Will there be someone who will live on the premises? Will be present during the day?

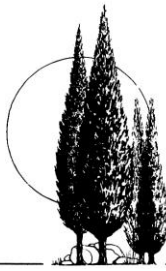
Reply: The Board explains that several scenarios are being considered at the moment. In every case, there will be a telephone for emergencies even if we hire a management company.

Question: Will the co-owners be called upon to vote for choosing an option?

Reply: The Administrators have the right to enter into an agreement with service management companies or to choose another employee.

Question: Renée Georges (711) wants to know whether we will have Norman Lachapelle and Sébastien Monette until the moment when a decision will be made.

Reply: The Board confirms.



Question: Donna Sarantonis (1711) wants to know what will become of the superintendent's apartment?

Reply: Mme Arcand specifies that it is under consideration and that the Board has not yet given a ruling on this point.

Comment: Mr. Hmamouchi explains that at present the Board is carrying out meetings with companies and candidates for the position of superintendent and that there is a proposal under way of which the work and tasks are similar to what the superintendent does on the level of services (4 hours a day for 5 days) on top of being on duty 24/24 hours at a price of \$35,000. As for the superintendent's apartment, this point will be tackled at the next General Meeting.

Comment: Samira Mourad (912) says that as neighbours we need to encourage people to be more careful because there is incorrect behaviour and it is our building.

#### **4. Closing of the Meeting**

It is resolved to adjourn the Meeting at 9:00 p.m.

Moved by Jacques Robitaille 502

Seconded by Réal Cyr 1604

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Jacqueline Siag, Meeting Secretary

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Lucie Chagnon, Meeting President

**Thank you to Carol Saykaly who translated the notes surrounding the comments, questions and replies of these Minutes.**