

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE CO-OWNERS' SYNDICATE OF MANOIR IV  
HELD ON WEDNESDAY, OCTOBER 26, 2016 AT 7:00 P.M. IN THE RECEPTION HALL**

---

**PRESENT:**

- **The administrators:** Marlene Spevack, Sergio Tommasini, Jorge Zylberberg
- **The meeting officers:** Lucie Chagnon (President), Marianne Samaan (Vice-President), Jacqueline Siag (Secretary)
- **A guest:** Me Yves Papineau
- **The co-owners.** 134 of the 184 co-owners were present: 80 in person and 54 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 AGM	% representation according to the units	Value of votes per unit	Potential number of votes	Total number of votes at the AGM	Potential of 3 votes per ballot/attendance at AGM
4 ½	62	40	65%	44	2728	1760	5280
5 ½ centre	60	45	75%	55	3300	2475	7425
5 ½ corner	62	49	79%	62	3844	3038	9114
	184	134			9872	7273	<b>21819</b>

**OCTOBER 26, 2016 AGENDA**

1. Verification of the quorum and opening of the Meeting
2. Reading and adoption of the October 26, 2016 Agenda
3. Reading and tabling of the Minutes of the Annual General Meeting of October 28, 2015
4. Report of the Board of Directors 2015-2016
5. Financial Report 2015-2016
6. Budget Forecasts 2016-2017
7. Contingency Fund
8. Administrators' Salary — VOTE
9. Presentation of the candidates for the position of administrator
10. Election of the administrators
11. Election of the meeting officers
12. Other business: bonding of the administrators; rentals; proxies
13. Varia
14. Closing of the Meeting

## **1. Verification of the quorum and opening of the Meeting**

The quorum of 4937 votes is reached at 7:35 P.M. with 5424 votes in attendance.

### a) Resolution to open the Meeting

2016-10-26\_01\_01

It is resolved to proceed to the opening of the Meeting

Moved by Denise Arcand (Apt. 1612)

### b) Meeting instructions. The President of the Meeting, Lucie Chagnon, welcomes the 36th Annual General Meeting. She proceeds to the instructions for the smooth running of the Meeting and the elections. They are attached to Annexe 1 of the Minutes.

### c) Attendance of persons other than the co-owners. The President verifies whether there is any objection to the attendance of spouses of the co-owners since, legally, one person only is permitted to be present. It goes without saying that only one of the two co-owners may act (intervene or vote). There is no objection.

There is also verification of the approval of the attendance of Maître Yves Papineau, the Syndicate's lawyer. Alexandre Debs inquires who requested that the lawyer attend. The administrators confirm that they requested the lawyer's attendance. The President specifies that his role will be to make sure of the compliance of the procedures and that he will intervene if necessary. She affirms that she has no objection to his presence.

The President also informs the Meeting there are two security guards in attendance.

### d) Recording of the Meeting. The President informs the people present that the Meeting is recorded to facilitate the work of writing the Minutes. The co-owners can choose to ask not to be recorded just as they are about to speak.

## **2. Reading and adoption of the Agenda**

2016-10-26\_01\_02

It is resolved to adopt the Agenda.

Moved by Andrée Habra (Apt. 1403)

## **3. Reading and tabling of the Minutes of October 28, 2015**

The Minutes had been delivered to the co-owners during the weeks following the 2015 Meeting. They had not been included in the sending of the October 26, 2016 Meeting documents. The President asks whether anyone requires that they be read. None of the co-owners make the request. The Minutes are tabled.

#### 4. Report of the Board of Directors 2015-2016

The President asks whether the co-owners accept that points 5, 6, 7 and 8 be presented all at the same time and then to proceed to a question period. This will allow us to have an overall view of the administrative and financial components. A few co-owners object and wish to be able to ask questions after each point.

Show of Hands Vote. The President proceeds to a show of hands vote. As there are only 4 co-owners who request a question period after each point, the Meeting will ask its questions at the end of the four points.

**Tabling of the Report prepared by the Administrators.** Mr. Tommasini explains the activity and financial reports by adding the following comments:

- **Walls, balconies and roof.** The work has begun, but has been suspended, as the engineer's structural specifications were incomplete. The administration has resorted to the services of another consultant to finish the specifications. The units from the 2<sup>nd</sup> to the 6<sup>th</sup> floors have evacuation exits on their balcony; that must be taken into consideration in the repair of the work. The administration had to suspend all work on the balconies.
- **Swimming Pool and Hot Tub.** Since 2007, the water in the swimming pool and hot tub has been treated with salt (instead of chlorine). It was necessary to change the plumbing because there had been damage to the plumbing system and to the concrete. The shower drains, those around the swimming pool, the heating systems of the swimming pool and hot tub as well as the swimming pool and hot tub filters had to be changed.  
The wall carpeting had been removed due to the mouldiness underneath and was replaced by Italian ceramic. There remain the shower pipes to be repaired (one has already been repaired). It was necessary to open the walls and redo the whole thing.
- **Storage, Garage and Corridors.** Injections of concrete into the walls and the ceilings of the garage storage spaces had to be carried out, as there had been water infiltration this winter. There had also been water infiltration problems in the corridors and it had been necessary to use the same injection process.
- **Electricity.** The bulbs of the electric lamp posts on the back parking lot were replaced with LED lights and that results in a 30% saving. The lights in the garages were also replaced by LED lights.
- **Central Ventilation System.** In 2012, Manoir IV acquired a ventilation system which suffered damages resulting from faulty installation. Repairs costing \$7,000 were made, but last December, the controllers of the water-heaters were defective and the system had to be changed. The manufacturer agreed to provide a new system, making the variations to try to avoid water infiltration. The problem originated from the fact that the machine had to be installed on 2 feet (footing) of 18 inches. To remove and replace the unit with the new one, there was the expense of the crane and the adjustment of the new machine which cost \$12,300.
- **The Elevators.** Last November, there were problems with the elevators which stopped on several occasions. After inspection, it was ascertained there had been negligence in the maintenance: several problems of oil leaking; in one of the three elevators, there was no brake claw and according to the file, the inspection had never been carried out after 2013. In the elevator shaft, it was noticed

that the contactors had never been cleaned. There were then invitations to tender with three companies. Adams, which was already serving us, Kone and Schindler. The administration retained the services of the Kone company and is satisfied with its services to date.

- Considering that the administration was not satisfied with Adams which hadn't done maintenance for a period of three months, payment was stopped. The administration resorted to the services of a lawyer. That cost \$1,233 in legal costs versus \$5,000 for the three months of non-maintenance. Mr. Tommasini emphasizes that when children jump in the elevators, that causes them to stop and necessitates climbing onto the roof to restart the system.
- **Legal Professional Fees:** Mr. Tommasini explains that there are several co-owners who have rented their apartment without depositing the required documents with the administration. Considering that these co-owners did not want to cooperate, that led to legal proceedings.
- **Condo Fees and Fees of \$50 per Month for Rented Units.** Mr. Tommasini indicates that the condo fees have not been increased, but that there has been a surplus of \$50 per month for each unit rented by their co-owners. He justifies the reason for the additional cost by the fact that Manoir IV's insurance cost has increased by \$3,000, because there are 37 rentals. There is also a deductible of \$50,000, taking into account all the problems with water damage in the past. Mr. Tommasini explains that these amounts have been collected to compensate for the cleaning expenses due to oil stains on the carpets and the walls (he cites the example of one apartment). An increase of 1.5% on the condo fees could have been collected for all the co-owners, but the choice was to increase the renters by \$50, considering that this year, the financial situation is good.

## **5. Financial Report 2015-2016**

Tabling of the audited Financial Report.

Mr. Zylberberg (Apt. 1605) has been an administrateur since April, 2016. He took office to replace Mr. Khaled Saab who had submitted his resignation. He took over the responsibility for financial management. Mr. Zylberberg comments on the financial report.

## **6. Financial Forecasts 2016-2017**

Tabling of the Financial Forecasts.

## **7. Contingency Fund**

Tabling of the document on the Contingency Fund

**Question period following points 4,5,6,7: The President thanks the administrators and invites the co-owners to ask their question with a short introduction to the subject matter.**

**Question 1. The \$50 fee for rental.**

Q-1. Gabriel Issid (Apt. 1001). Did the administration have the right to increase the fees by \$50 per month for the co-owners who rent an apartment without a vote by the co-owners? Is it legal?

R-1- Mr. Tommasini replies that he perhaps didn't have the right, but that it had "compensated for the expenses" instead of increasing the condo fees of the co-owners by 1.5%.

Sub-Q-1 Antoine Sepetdjian (Apt. 602) for Mme Beshara (Apt. 602). He wishes to specify above all that the \$50 fees should be described as surcharges and not as condo fees. For a surcharge, the acceptance of the co-owners is necessary. He asks Me Papineau to validate.

Specification requested by the President: Is it legal or not?

R-1 Me Papineau confirms that Mr. Sepetdjian is correct and that it is in fact a surcharge and not condo fees, because the fees are equal for everyone. That is the reason we are here this evening. When we see the budget forecasts, the Board proposes a budget and we are here to understand what you think of it. You don't vote on the budget; we are here to see whether or not you agree. Me Papineau specifies that it is a budget which is proposed to the Meeting and it is up to the Meeting to decide whether it agrees with the budget. Does the Board have the right to add a surcharge? It is not part of the condo fees, it is a surcharge.

**Question 2. Denunciation of the court proceedings.**

Q-2: Me Yves Joli-Cœur for Mme Françoise Cartier-Forest (Apt. 407). It was said during the financial year that there was an action for an amount of \$10,000 which was brought against the Syndicate of Co-ownership and the administrators. At this time, it is impossible to foresee the outcome of the litigation, and if need be, whether the Syndicate will have to pay an amount. Why wasn't information given to everyone in accordance with the obligations under the Code of Civil Procedure, with respect to this legal proceeding?

R-2: Sergio Tommasini says that he will consult Me Papineau and give a reply afterwards.

Sub-Q-2. Me Yves Joli-Cœur for Mme Françoise Cartier-Forest (407) would like to know whether this proceeding has been declared to Manoir IV's insurers and by whom the legal costs will be paid: by the insurance or the Syndicate of co-owners of Manoir IV?

R-2. Sergio Tommasini declares that the insurance has been advised and that the legal costs have been paid directly by the Syndicate, but after the month of June. That is why they are not found in the financial statement.

**Question 3. The surcharges of \$50 on the rental fees.**

Q-3. Alexandre Debs (Apt. 1505) who represents Apt. 403 (Skaf) asks that the \$50 surcharge be justified in a precise manner. Moreover, the amount has been deducted directly from the bank accounts without preliminary consultation. He wants to know whether, in the event the insurance decreases its charges, the amount (of the surcharge) will also decrease.

R-3. Sergio Tommasini explains that the surcharge is not only for the increase of the insurance, but for all that involves as additional expenses: the cleaning, the painting...

Sub-Q-3. Alexandre Debs (Apt. 1505) wants to know whether that isn't also due to the more frequent moving of the tenants. According to Me Papineau, it is today that the Meeting must accept or reject the Budget on this small matter and that he does not agree.

**Question 4. The deductible charges to the tenants relating to water damage.**

Q-4 Antoine Sepetjian (Apt. 602) for Gladys Beshara (602) explains that the two situations should not be confused: the deductible of \$50,000 is tied to water damage of the past and the stains on the carpet seem to be tied to situations of the tenants. In that case he wants to know whether the expenses of the two separate situations are attributed to the co-owners/tenants only.

R-4. Sergio Tommasini agrees that most of the time, that is caused by tenants; it is neighbouring resident co-owners who tell us about incidents such as oil stains on the carpet in front of their door. These oil stains can only be removed with the pressure machine, seeing that the carpet is glued with an oil-based glue and should not come into contact with water. He specifies that one can't remove just the stain; it is necessary to pass the machine over the whole floor.

**Question 5. Additional charges and the responsibility of the co-owners and the tenants.**

Q-5. Martine Laporte (Apt. 705) says that at the time of moving the co-owners give a deposit of \$200 in case of damage during the move. Why not increase it?

R-5. Sergio Tommasini replies that the administration will not make repairs for minor problems every time there is a move. The deposit of \$200 is returned following the move and that has nothing to do with the \$50 surcharge to the co-owners.

Comment 5. Donna Sauro Sarantonis (Apt. 1711) states she has lived at Manoir IV for more than 25 years. The co-owners must educate their tenants, because we live here, it is our home and our investment, whereas those who rent are there to make money with their property. The tenants don't have the same interest as the co-owners to pay attention to the common areas. That is the reason she considers that we must counterbalance this situation in a certain way.

**Question 6. The Contingency Funds.**

Comment 6. Jorge Zylberberg (Apt. 1605) explains that the contingency fund has not been touched, it remained the same this year.

Q-6. Denise Arcand (Apt. 1612) refers to the financial statements tabled (page 4) and says that the contingency fund is now placed at \$553,155 as the year end balance. She has two questions with respect to the projects of the five-year plan which should have been carried out; she asks the reason they were not. The first concerns the bringing up to the required level of the fire alarm systems due to the change in the law in March, 2016; major work was to be done in the building to assure ourselves that all the apartments are conformable. The second is with respect to the estimates surrounding the plumbing of the building foreseen in the 25 year building maintenance plan. A re-evaluation and a bringing up to the required level of all the plumbing are necessary. These two important items are missing from the contingency fund.

R-6 : Sergio Tommasini replies that he is waiting for a complete evaluation of the cost of the fire alarm systems. He brings up the matter of the concrete slab in the garage which has been the object of periodic repairs creating expenses every year without solving the real problem which is to redo the whole thing once and for all; it is a priority.

Sub-Q 6. Denise Arcand (Apt. 1612) wishes to have a reply concerning the plumbing. She wants to know whether the work has been rescheduled for the 4 following years because there is no amount in the budget estimates.

Sub-R 6. Sergio Tommasini explains that the administration has already begun to perform an in-depth analysis before advancing a cost. That is the reason it does not appear in the estimates.

**Question 7. The slab at SS1.**

Q-7 Alexandre Debs (Apt. 1505) declares that this year, interventions on the slab on SS1 have been made and \$150,000 is anticipated for next year in the budget for what is called structure as well as \$150,000 for the balconies, which would decrease our contingency fund to \$410,265. Is that correct?

R-7 Sergio Tommasini agrees. He confirms that there has been no intervention on the slab, but only a repair of the slab running down between columns 8 and 9. He suggests redoing the entire slab, as all the concrete has been damaged by salt.

**8. Administrators' Salary**

The point in the Agenda was announced as requiring a vote. The administrators wished simply to signify a decrease in income to pay the fees of an external resource for doing the bookkeeping. However, as it is only a question of a distribution of tasks and of funds distributed differently, it is within the administrators' right to manage to proceed without a vote.

## 9. Introduction of the Candidates

The order of introduction of the candidates is decided by a random draw.

**9 a) Raymond Salama.** Mr. Salama withdraws his candidacy, specifying that the new candidates Denise Arcand, Mohamed Hmamouchi and Alexandre Debs are qualified to administer and manage our building. He wishes they will restore peace, serenity and good understanding between the co-owners and the administration of Manoir IV as well as peace of mind in our homes. There were no questions for Mr. Salama.

**9 b) Denise Arcand (Apt. 1612).** Madame Arcand has been a co-owner since March, 2013. A retired chartered accountant, she worked at Canadian National for 30 years and, previously, in an accountants' office. She was an administrator from October, 2014 to October, 2015. On arrival at Manoir IV, she had been impressed by the quality of the maintenance of the building, by the atmosphere which prevailed as well as by the financial health of the Syndicate. She appreciated her appointment and worked at her best. However, she preferred not to present herself again in 2015, as certain situations had undermined the climate of confidence. What had led her to present herself was the will to continue to take care of the financial health, to improve the building, to maintain communication with everyone and to make sure that she can listen to everyone. She thanks Raymond Salama for his support.

Q-1. Samir Shihabuddin (Apt. 1701) says he has heard that it seems there was at a given moment a double payment of an invoice. He would like to know whether that is true and to know the circumstances. The second point was in connection with the poster of the 4 candidates which, in his opinion, erroneously led certain co-owners to think that the 2 other candidates had withdrawn, whereas there were 6 candidates.

R-1 Me Joli-Cœur intervened making a point of order to the President, requesting that the candidates presenting themselves not be insulted by disagreeable remarks which are not convincing in a Meeting.

R-2 Denise Arcand says she wishes to reply to the second question on the leaflet by specifying that this was an electoral campaign. She doesn't think that Hillary Clinton would put Donald Trump on her placard and that Donald Trump would do the same. She specifies that they formed a team of 4 and that they drafted their poster accordingly. She points out that Mr. Zylberberg also displayed alone.

**9 c) Sergio Tommasini (Apt. 1602).** Mr. Tommasini explains that he tried to respect the regulations since the beginning and naturally when one causes the regulations to be respected to the letter, one attracts enemies. His role as a building expert was to look after the building's technical problems. The renovation of the windows between 2007 and 2010 had not in his opinion been a success. He estimates that \$50,000 above the price of a complete renovation was paid out. The elevators, the ventilation system on

the roof had to be changed. It was necessary to redo the entire swimming pool and its plumbing, causing its closing for several months. The equipment for cleaning the carpets which are glued with an oil-based glue compelled us to purchase a pressure machine. He concluded that he hoped the co-owners had been able to ascertain all that had been accomplished.

Q-1 Tania Skaf (Apt. 507) states that Mr. Tommasini has worked hard and has accomplished many things, but that on the other hand, the atmosphere has greatly changed. Many people have lived through situations which they consider to be unjust. She asks why we should vote for him today knowing that yes, he wants to work hard, but that there is an atmosphere in the building which has degraded and that communication is not done correctly.

R-1 Sergio Tommasini explains that the administration had to reinforce the regulations. There are 20 apartments which are illegally rented. The regulation says that a co-owner must reside in the apartment for one year before being able to rent it and there have been many clashes concerning it.

Q-2 Jacques Robitaille (Apt. 502) for Mme Shakarchi (505) brings up the subject of the purchase in view of a rental. He said he has ascertained that there has certainly been a modification made according to which an owner should occupy his dwelling for one (1) year before renting it. This modification having been adopted in 1982 has not appeared in any of the declarations of Manoir IV and moreover, in 1994 there was a modification to the Civil Code requiring that a purchaser cannot be prevented from renting his/her apartment. He wonders how Manoir IV can compel a person while our law is "obsolete" and that the Civil Code says exactly the opposite to what is claimed.

R-2 Mr. Tommasini replies that a list of amendments was deposited between 1981 and 1991 and that they were passed and registered. When you purchase a unit, the notary is supposed to give you these documents. The amendments which have been deposited are there for good.

Sub-Q 2.1 Jacques Robitaille (Apt. 502) for Mme Shakarchi (Apt. 505) declares that the problem, is that it [the modification] took place in 1982, but that it hasn't appeared in any co-ownership declaration since that time nor has it been used by the previous administrations, which can make it obsolete at the end of 30 years.

Sub-R 2.1 Me Papineau asked not to mislead people and declared that the law does not say that since 1994 one doesn't have the right or that one has the right to rent. The 1994 law hasn't changed anything. Moreover, he specifies that the law clearly says that there is no need to modify the Declaration. The regulation is modified after having been voted on, the regulation is deposited in the register and when a regulation existed in 1981, as long as it hasn't been modified, it is still valid.

Q-3 Line Langlais (Apt. 502) for Mme Bensimon (Apt. 1207). Consider that Mr. Tommasini does not know how to communicate and that several people have noted that instead of speaking he writes letters or puts posters in the elevators or sends formal demand notices.

Q-4 Joseph Letef (Apt. 307) explains that he has been the owner of a condo for 3 years and that from the time he purchased it, he intended to rent it. He explains the litigation surrounding the rental situation.

R-4. The President asks not to discuss personal situations and not to make disparaging remarks.

R-4 Sergio Tommasini confirms there is litigation in progress.

Q-5. Jean-Marie Moussalli (Apt. 211) asks why the list of required specifications was included on the notice of candidature. It isn't an employment offer and it doesn't exist either in the co-ownership Declaration nor in the regulations. He specifies that any co-owner, or other person, has the right to submit his or her candidacy as an administrator.

R-5. Mr. Tommasini explains that he chose this kind of criteria in the interest of the co-ownership which needs administrators who are available at any time, retired to be able to administer and manage. He adds that if the administrators are away from Manoir IV from 9 :00 a.m. to 9:00 p.m., he doesn't see how they can assume their duties.

**9 d) Jorge Zylberberg (Apt. 1605)**

Mr. Zylberberg says that he has had the privilege of working in the administration of our building. This takes an older person and requires a great deal of attention. He said he was there to serve the co-ownership and it is for that reason that he posted his advertising himself, because there are people who know him, but others who don't. He has already worked in the restaurant business and was manager of the restaurant Le Bifthèque as well as at the Omni Zen Hotel. His specialty is client service. He affirms that he will listen to the co-owners and that he will handle situations fairly and assures that he is reliable.

Q-1: Gabriel Issid (Apt. 1001) acknowledges that client service is important, but considers that an administrator is a member of a team of 3 administrators. He asked what he would do in addition to the finances if he were re-elected and whether the atmosphere would become more serene.

R-1. He explains that his 3 priorities are: financial security, peace, experience.

**9 e) Alexandre Debs (Apt. 1505)** explains that he has been a co-owner for 10 years and is a professional engineer, holder of a baccalaureate in civil engineering and a master's in applied science from École Polytechnique de Montréal as well as a master's in business administration from École des Hautes Études commerciales de Montréal. With more than 20 years of experience, he has worked for Hydro-Québec and SNC-Lavalin as a design engineer on large hydroelectric plant projects. He considers that when one has the responsibility of managing other people's money such as Manoir IV's, it is necessary to consult, to inform, to communicate and to receive the opinion of the co-owners. He considers that our annual meetings every October are too busy and are not sufficient to accomplish important tasks and to permit adequate consultation. His priority will be to identify the needs, establish a plan for maintenance and for annual repairs together with the administrators. He also wishes to put an end to certain litigation, rivalry between administrators and co-owners, conflicts with the administrators of neighbouring buildings and employees.

Q-1 Marie-Rose Gidaro (Apt. 1009) declares that she would like to vote for him because of his competence, but asks when he will find the time to administer Manoir IV.

R-1 Alexandre Debs explains he has already worked from 50 to 60 hours a week between his studies and his work and that he would be available with the other two administrators. Time will be otherwise managed. The challenge is to prepare the plans and specifications well, to have engineering firms which inspect the work and who will give guarantees.

Q-2. Michel Aoun (Apt. 1106) asks whether the question of the rentals will be settled according to legality and whether there will be a special meeting on this subject.

R-2. Alexandre Debs replies that as a candidate who has listened well to the Syndicate's lawyer, he intends to consult if he is elected.

Q-3. Samir Shihabuddin (Apt. 1701) emphasizes that Mr. Debs said that he was managing 3 billion dollar projects. He wonders how he can sleep at night thinking, observing and supervising all the projects to carry out. How to reconcile his work with this additional work of administrator?

R-3. Alexandre Debs explains that he is not alone to do his work; he can count on several employees and that is what he plans to do here. He explains that there will be 2 other administrators and that they will manage their time. He says he knows perfectly well the time that Mr. Tommasini spent on the building and that he has had the opportunity to discuss questions of engineering at length with him and that he appreciates all that he has done and that he has given his best.

**9 f) Mohammed Hmamouchi (Apt. 601)** explains that several co-owners have solicited his candidacy for his expertise in building management, but equally his ability to exchange with people. His three commitments are rigour in the quality of the work, balanced budgets, justified expenditures; vigilance in the application of the Declaration and the regulations for respectful cohabitation; and conviviality in communication, to have all present and available people competent to advise the administrators participate. He explains his competence in building management: administration of an apartment building with 120 apartments for 4 years and, for 8 years, responsible for the construction of a building on a property of 7 hectares. He studied at the Faculty of Science and Engineering of Laval University in Québec where he obtained a Ph.D. in 1986. He has 36 years of professional experience in project management at the national and international level. He was Technical Advisor to the Minister of Higher Education in Morocco. At the present time, he is retired.

- There are no questions.

## **10. Election of the administrators**

The co-owners are invited to come to vote according to the announced procedures.

Before announcing the result of the votes, the President makes the Meeting aware of the importance of equipping ourselves with a voting software as other condos do. That will save time and assure the accuracy of the results.

The results of the vote are as follows:

Mohammed Hmamouchi: 5638

Alexandre Debs: 4445

Jorge Zylberberg: 3597

Denise Arcand: 3311

Sergio Tommasini: 2466

The President announces that there were 4 candidates who obtained more than 50% of the votes. According to the Code of Procedure, the fourth person, Mme Denise Arcand, would have been entitled to request a second round. She graciously declined and congratulates the elected candidates.

#### **11. Election of the Officers**

The election of the officers is presided over by Me Yves Papineau. The recording of the Meeting does not allow us to distinguish the co-owners who proposed the candidates. However, we clearly hear Me Papineau ask whether there are other proposals, whether people are opposed, whether people abstain. He declares 3 candidates unanimously elected.

Lucie Chagnon, President

Marianne Samaan, Vice-President

Jacqueline Siag, Secretary

#### **12. Other Business (hosted by Me Papineau)**

Three points were listed: bonding of the administrators, rentals, proxies. No one can say where these points come from: neither the co-owners, nor the administrators. They are therefore all withdrawn.

### **13. Varia (hosted by Me Papineau during the period of counting the vote for the administrators)**

13.1 Rental of units. A co-owner asks Me Papineau whether it was legal to rent the units. Me Papineau explains that it depends on the internal regulations of Manoir IV. He indicates that certain buildings have conditions.

13.2 Conformity of the Declaration and of the regulations. A co-owner asks whether certain points of the Declaration or of the regulations are obsolete. Me Papineau replies that if the points have been passed by the Meeting, they remain valid and if we wish to change them, they must be voted on at a Meeting. As long as a regulation is not changed, it remains in force. He specifies that it would be good to do the housekeeping of all our regulations which exist to date and to discuss them during a Meeting. It will be necessary afterwards, to record them in a register.

13.3 Suggestion concerning the arrangement of the grounds. Suggestion of a co-owner to plant perennials and fewer annuals. Mr. Zylberberg specifies that we are the only condo in the district not to have recourse to a landscape planning firm and that he intends to ensure that we have recourse to one next year.

### **14. Closing of the Meeting**

2016-10-26\_01\_03

It is resolved to adjourn the Meeting.

Moved by: Line Langlais (Apt. 502) for Mme Bensimon (Apt. 1207)

**Thanks to Marlene Spevack.** Mr. Tommasini makes a declaration of heartfelt thanks to Mrs. Spevack for her years of loyal service. He wished her a well-deserved rest and several beautiful years to enjoy life and freedom.

Mme Jacqueline Siag, Meeting Secretary

Lucie Chagnon, President

## ANNEX 1. INSTRUCTIONS FOR THE GENERAL ASSEMBLY

### 1. BASIC INSTRUCTIONS FOR THE GENERAL ASSEMBLY

Manoir IV is our living environment. It must represent security and good neighboring.

- Good order and discipline are required during this assembly. We ask all participants to be polite and have appropriate language.
- The assembly is directed by the president of the assembly. We ask you to respect the instructions. All questions must be asked to the president. The no-respect of these instructions might result in a warning and even an expulsion from the meeting.
- We will do our best to have a bilingual meeting, however, our mandate as officers is not that of an interpreter. It belongs to the administrators, the candidates and the co-owners to speak in the two languages as much as possible.
- All participants must identify themselves before asking any questions (name and apartment number). If they have a proxy then they must identify the person they represent (name and apartment number).
- No dialogue between 2 participants, no verbal confrontation.
- No questions about individual situations, only group situation (ex: problem with my floor vs. problem with all balconies.)
- Caution with defamatory comments.
- Duration and number of interventions. Limit of one question per co-owner after the administrators' report (activities and finances).
- The meeting will end at 11pm. If it is not completed, it will be rescheduled within 10 days.

### 2. INSTRUCTIONS CONCERNING THE ADMINISTRATORS' ELECTION

- Candidates' presentation — 4 minutes per candidate including the English version. The order of the presentation of the candidates will be carried out with a draw by the secretary of the assembly.
- The co-owners will have the opportunity to ask questions. However not more than 3 questions will be accepted in order to limit the time to 1 hour. (6 candidates x 4 minutes = 24 minutes) + (6 candidates x 3 short questions = 25 minutes).
- We ask that you do not complete your ballot paper until the end of the speech of all candidates.
- There will be three separate boxes for the ballots based on the size of your apartment (4, 5- 5, 5 center, 5, 5 corner).
- When you drop the ballot in the box, we will double check the name with registration and proxies. Therefore, you will not be able to drop the ballot of someone who left the meeting earlier.
- You can vote for a total of three candidates (3 votes). However, if you wish to vote for only one person, the other two votes will be cancelled. It will not cancel your vote for the candidate.
- Round of vote: It is possible to have more than one round of vote. Each candidate must obtain at least 50% + 1 vote to be elected. Therefore, some candidates might be eliminated during the process. This rule is per the Code of procedures and should be followed. The quorum must be at 50% + 1 at the opening of the meeting otherwise, we will have to reschedule the general assembly.