

Minutes of meeting November 15, 2022

1. **Opening**

Opening of the meeting at 10:06 a.m.

**Attendance:**

Christine Lebel	Presidente HG Phase VII
Aurèle Beauregard	1 <sup>st</sup> Vice-President HG Phase VII
	President Poinciana
René Ampleman	2 <sup>nd</sup> -Vice President HG Phase VII
Gilles Babin	Treasurer HG Phase VII
Céline Dandurand	Secretary HG Phase VII
Daniel Monast	President Sea Grape
Michel Dupuis	Vice-President Quince
Luc Lessard1	Vice-President Rose

**Absences:**

Rock Côté	Président Rose Gardens Building
Normand Joannette	President Quince Gardens Building

2. **Reading and adoption of the agenda**

-Correction to point 3, Read

"The writing and adoption of the minutes of 22 & 28 March 2022"

Reading by Christine Lebel

With addition to point 9. Varia,

Transfer of funds \$ from Phase to buildings

Latecomers \$\$: Recovery of sums, Steps, Fines?

**Adopted unanimously**

3. **Reading and adoption of the minutes dated 22 March & 28 March 2022**

All having read these prior to the meeting, no reading made or requested.

**Adopted unanimously**

#### 4. Webmaster

The president Christine Lebel presents Mr. Jean Cournoyer the new Webmaster 2021/2022 who collaborated with a specialist in the development of our new website.

The latter unveils the future website "Hawaiian Gardens Phase VII".

A lot of content, very well crafted.

The implementation of the new site will be announced at the AGM on Dec. 8th

A presentation to all owners will then scheduled for mid-December.

#### 5. Budget

Treasurer Gilles Babin presented the budget estimates for the coming year.

- Increase in condo fees (explanations according to our needs)  
Some members will question other Phase to make a comparison.
- Total Planned Spending
- Considerable increases in operating costs & insurance (+/- 30%)

Provides us with a table of costs by percentage of expenditures:

- Fixed operating costs: 53%
- Insurance: 29%
- Remaining money: 18%

As for the new Reserve Requirements Act, these will be evaluated by a building engineer or architect. Reserve requirements will be assessed on a building-by-building basis given the "Constitution of Phase VII", management by building.

Michel Dupuis informs us that there is a mandatory registration to the DBPR December 31, 2022, the executive will be responsible for completing and sending these documents.

The deadline for the start of the collection of sums for minimum reserves is 31 December 2024.

Discussion on urgent repairs to be made, at the level of repairing ceilings in the Club House & repairs of gazebos structures. These repairs are essential for the safety of our users, so expenses to be expected.

As discussed last year, a Finance Committee is being established with the collaboration of the treasurers of all Phase VII buildings. Gilles Babin having already approached the various people, they will be contacted for the holding of the first meeting, which will take place Wednesday, Nov. 16, 2022.

Participants will be:

- Poinciana : Denis Pilotte (Treasurer)
- Rose: Luc Lessard (Vice-President, Acting Treasurer)
- Sea Grape : D Monast (President-Treasurer)
- Quince : Gilles Babin (Treasurer)

A suggestion is made for the Quince to be represented by another owner and thus assist Gilles Babin for his building. Be continued.

René Ampleman suggests hiring a person who would be present year-round at the office to meet the needs of our phase, accounting, receipt of accounts, reception of residents, summer supervision. A person living on site, part-time as a few years ago. To be discussed again in a future meeting.

President Christine Lebel renews the request made by the accountant, for each building, to send him the signed tax documents for the tax years from 2018 to 2021.

## 6. Follow-up to the various Committees

Céline Dandurand advises the members present that the follow-up will be postponed to a later date, given that a committee has not yet met, being at the beginning of the season. Be continued.

## 7. Standardization project between buildings

Céline Dandurand asks that the various documents of regulation, communications, reception for the new owners & others be shared, verified and standardized between all the buildings for the entire Phase.

### Minutes of the November 15, 2022 (continued)

## 7. Standardization project between buildings(continued)

It suggests that the different secretaries of each building meet and do:

- An inventory of all documents
- An audit of these
- An elimination and/or choice of documents & rules that should be uniform (Choice)
- Thereafter present the results to the Board. To be continued

## 8. Internet

Discussion of accounts versus one or two Comcast modems, 2-year contract ?, to follow  
Still some difficulties of reception of internet for some owners on the side of the Rose building.

Several stakeholders in the file, various steps taken, visit of Comcast shortly, to follow.

Update from the representative of the Phase, at the Comcast Company level, previously, Mr. Rock Côté (former Vice-President) and now the President is designated as responsible.

## 9. Various

- Transfer of funds \$ (Reconciliation) from the Phase to the buildings, will be discussed at the first meeting of the new "Finance Committee".
- Recovery of \$ sums owed by latecomers for various mandatory expenses (condo fees, special assessments, etc ...)

There are several steps that can be taken:

- Certified letter sent to the offender by the accountant and/or email
- Approaching a lawyer

- Possibility of cutting the services offered by the phase, namely cable & internet, and access to sports and social activities, both to landlords and tenants (authorized by law)
- Interest of 10% per year for latecomers as provided for in the by-laws.
- 2 months late a letter will be sent for non-payment and the third month of legal procedures can be undertaken.

For each check or ACH returned. The bank charges a fee of \$7.50.

These fees will be borne by the issuer and we will add an equivalent administrative fee of \$ 7.50

TOTAL fees \$15

- Michel Dupuis asked if there was a procedure for renting and reserving a basket if a need arose. No de facto procedure, to follow.  
It also asks whether certain structural repairs will be part of the planned reserve funds and therefore being the responsibility of the phase,  
No, it is the responsibility of the buildings.
- Date of next Board meeting, to be confirmed.
- Next scheduled meeting, **Budget Meeting** for the members of the Phase Board of Directors and the executive of each building, on Nov. 22, 2022 at 15:00 in the Club House.

9. Meeting adjourned at 11.53 a.m.

Céline Dandurand

Secretary of the HG Phase VII Board