



**Minutes of the Board of Directors Meeting
As of February 21, 2023**

Attendance:

Administrative Officers of the Phase Board:

Christine Lebel	President	Director Poinciana Gardens
Mr. Gilles Babin	Treasurer	Treasurer Quince Gardens
Mr. Jacques Dufresne	1 st Vice-President	1 st Vice-President Poinciana Gardens
Mr. Luc Lessard	2nd Vice-President	1 st Vice-President Rose Gardens
Mrs. Céline Dandurand	Secretary	Director Sea Grape Gardens

Directors:

Poinciana Gardens :

Mr. Aurèle Beauregard	President
Mr. Réjean Bourassa 1st	2nd Vice-President
Mr. Guy Tousignant	Secretary
Jean Cournoyer	Substitute

Quince Gardens :

Mr. Normand Joannette	President
Mr. Michel Dupuis	1 st Vice-President
Mr. Pierre Gilbert	2nd Vice-President
Mrs. Line Marcoux	Secretary

Rose Gardens:

Paul Du Temple	2nd Vice-President
Jacques Labonté	Treasurer
Pierre St-Germain	Secretary
Gary Provencher	Substitute

Sea Grape Gardens:

Mr. Daniel Monast	President, Treasurer
Mr. Hubert Poirier	1 st Vice-President
Mr. Yves Lauzon	2nd Vice-President
Mrs. France Sicard	Secretary

Absents:

Mr. Rock Côté	President Rose Gardens
Manon Sirois	Substitute Rose Gardens
Mr. Denis Pilotte	Treasurer Poinciana Gardens

1. Opening of the Meeting

The meeting was called to order at 9:00 a.m.

2. Reading and adoption of the agenda

Reading of the agenda by Christine Lebel

Additions to item 11 - Varia:

- Accounting firm
- Unit door sills
- 50 years inspection & SIRS

The item will remain accessible to additions, at the end of the meeting , **Accepted by all.**

3. Reading and adoption of the minutes of the Board meeting dated January 6, 2023

The Secretary, Ms. Dandurand, summarized the points discussed at the meeting. Several of these will be discussed in this meeting.

Mr. Michel Dupuis asked for a correction to the minutes of this meeting, and to **add the following amendment:**

Point 7 Revision of **regulations, Authorization of Motorcycles on the site**

“After making a presentation on the possibility of allowing motorcycles on the HG Phase VII site, the President asked for a vote to amend the motorcycle regulations. A director intervened to request the suspension of this vote given that this voting procedure was not in accordance with the Bylaws of HG Phase VII. This intervention was supported by three members present, no vote was taken.

In addition, the President asked for a round table to know the opinion of Directors and Officers on the presence of motorcycles on our site. Several were embarrassed to answer, moreover the round table was made. » **End of change.**

4. New way of operating for the Board

According to the Bylaws, all Board members of each building are now members of the Phase VII Executive Council. From now on, meetings will be held with representatives of all unit owners.

The fact remains that the Administrative Officers will continue to manage the Phase and any important file will be submitted to the other members before any change whatsoever.

Each member will be allowed to speak and make known his opinion as well as to vote if necessary (Bylaws).

5. Follow-up to the By-law Review Committee

Ms. Line Marcoux member of the said committee reported on the committee's work to date.

As agreed, one representative per building and one representative for the Phase reviewed each pre-established by-law.

She explains that after discussion, it was suggested to attach "By-laws & Rules of Life" in a single document, to make consultation by owners and tenants more accessible and easy.

Several versions of the Regulations were in circulation (some incomplete and others contradictory) and having another document to consult (Rules of Life) in addition, could be inconvenient for all.

Many Regulations are also subject to Municipal Laws (Lauderdale Lakes), Broward County and even the State of Florida, we must take this into account. It reminds us that this is a complex, serious process that must be rigorous.

She informs us that a legal expertise will be requested from one of our co-owners (American lawyer).

Mr. Hubert Poirier, a member of the committee, took the floor to advise members that it was not only the development of the said rules that remained clerical, but also their application.

Mr. Poirier, Mr. Beauregard and Mr. Du Temple will look into this very specific issue, it remains a challenge but the point that all members consider essential is Respect between people.

6. Reno Club House Update

Mrs. Lebel informs us that we are still waiting for permits, an American contractor has been contacted and will take care of the rest of the renovation work. There is a possibility that two permits may be required, one for electrical work and the other for structural work (suspended ceiling).

The permits will be of a commercial nature, to answer questions from some members, to follow.

7. Gazebos file

The gazebos file, which had been identified as work to be carried out within urgent deadlines, and set aside waiting to complete the Club House file, will be processed and taken care of by a new team as soon as possible. The state of our Gazebos remains very alarming, we must work now on their replacement, non-recoverable according to Mr. Dufresne, the structure is compromised by bad weather, age and especially by termites. All gazebos will have to be reviewed, both those surrounding the pool and those on the side of the Petanques & Shuffleboard games.

Mrs. Dandurand brings that the Improvement Committee that was set up last year could take charge of it, she says that several members of this committee will be disappointed to be excluded from the project which according to her is part of improvements to our site. Mr. Dufresne advised those present that the gazebos file was a big one and that it needed to be dealt with more specifically, Mrs. Dandurand was still interested in being part of this group.

So the members of the Board decide that a new group is formed, here are the members:

Responsible:

- Jacques Dufresne 1st Vice-President Phase VII

Members:

- Christine Lebel President Phase VII
- Luc Lessard 1st Vice-President Phase VII
- Paul Du Temple 2nd Vice President Rose Gardens
- Pierre St-Germain Secretary Rose Gardens
- Pierre Gilbert 2nd Vice-President Quince Gardens
- Jean Cournoyer Substitute Poinciana Gardens

Members to be confirmed:

- Manon Sirois Substitute Rose Gardens
- Guy Labelle Owner Quince Gardens (electrical expertise)

Mr. Dufresne will make an initial assessment and contact the members to discuss the file, to follow.

8. Sale / Purchases

At the last meeting, it was decided that, given Mr. Cote's withdrawal from the file, and in the low probability of finding someone volunteer who would agree to take over for the entire Phase, an attempt would be made to find a representative for each of the buildings. Mr. Monast of Sea Grape Gardens applied for his building. And Mr. Michel Dupuis of Quince Gardens discussed the file with Mr. Côté and planned to take over for the entire phase. They had already received a document prepared by Mr. Côté on the procedures to be followed. Subsequently we learned of the withdrawal of Mr. Michel Dupuis to follow this file, we are still looking for volunteers.

Ms. Dandurand informed all members that Mr. Rock Côté, who had been in charge of the files for several years, offered to continue to take care of them, everybody is very enthusiastic, many were concerned about the confidentiality of the information that would have circulated. Mr. Tousignant also produced for Poinciana Gardens a document with all the information of the Sale & Purchase file. Ms. Dandurand asks that from now on we get into the habit of sharing information between the various buildings and thus work to standardize our practices and documents.

A group is formed to verify the said document and see the possibility of making it accessible to all buildings. It goes without saying that it is for the sake of teamwork and ease of management of all the executive boards of the Phase.

Representatives:

- Guy Tousignant Poinciana Gardens
- Line Marcoux Quince Gardens
- Rock Côté Rose Gardens
- Daniel Monast Sea Grape Gardens

9. Alarm & Fire Protection

At the end of an event last week (triggering a fire weapon), we became aware that none of our buildings were connected to an alarm center. In the past it would seem that all the buildings were connected. In addition, the fact of not being connected and that no procedure (when an alarm goes off) has been established if an alarm was heard, the safety of our people seems to us to be at risk.

A request is made for the alarm system to be connected as soon as possible, Ms. Lebel undertakes to make this request and also seek to know why, the fact of being connected had been abandoned, and since when.

Also, following the tests that were to be undertaken by the company in charge of the file, and that several members question

- No alarm tests heard in some buildings
- No strobe tests
- No visits to units for audits despite notices of repairs to be carried out

For all the repairs planned on our system, Mrs. Lebel has already contacted the person in charge and will ask to accelerate the repair work to be done. A request will be made for an evaluation of our entire fire protection system.

Two companies are in charge of our system, Absolute and Pye Barker, for fire extinguishers, sprinklers, valves and alarms. From now on, only one company will be selected, Pye Barker for all items related to Phase VII Fire Protection. In parallel, a group will be formed to design a procedure when triggering an alarm on site HG 7. So that all members of the boards of buildings as well as residents know what to do in this case and possibly take a survey of our electrical installations, fire protection and other related to it.

Mr. Cournoyer, the webmaster of the Phase suggests to make a call to all owners who would be interested in being part of this group, just as he proposes to always go through the website for any request to participate in advisory committees of any kind (for any file).

Mr. Gary Provencher, Substitute Board Winner of Rose Gardens, is volunteering to be part of this group.

10. Night security inside the garden grounds

Ms. Dandurand suggests the purchase and installation of motion-sensing lights on the various buildings in strategic locations.

Some members question the safety of our people, only with the addition of these lights, his sums of money would be spent for nothing according to them, it would not prevent unwanted visitors.

It would be more appropriate to add fences in the four corners of our gardens, between two buildings.

This would discourage the rodents and would be more inconvenient for them to go through the Breezeway, with the cameras with recordings in operation.

A discussion ensues on the advantages and disadvantages of fencing, Mr. Lessard shows us a quote for the installation of fences in the corners and also in the Breezeway (work done in another Phase). Therefore, it is suggested to join the file of fences with the file of gazebos, of course in two separate files for costs. Submissions will be solicited and when the group has made a decision, it will be submitted to the Board, follow.

The proposal should read

Make the evaluation of the work and costs for the addition of fences in the four corners of our gardens (and also the Breezeway, if the decision goes in this direction) & for the replacement of our gazebos. And this to join these expenses at the same time.

Submitted by: Céline Dandurand

Seconded by: Pierre St-Germain

Adopt unanimously

At the same time, some members discussed the excellent work done by Ms. Clara Gomez in the summer surveillance file of our site. To be continued at the next meeting.

11. Varia

➤ Accounting firm

Mr. Labonté, Treasurer of the Rose Gardens asks for explanations for all the problems in the file of the accounts to be received by unit owners. It would appear that the accountant would have difficulty doing his monthly fiscal year.

Mr. Babin informs us that it is very complicated to change accounting firm, moreover now with the tighter follow-up, the accountant managed to respect our requests. But at this time of year (US taxes) it remains difficult. And that in addition the auditor who had agreed to audit our accounts had decided not to do so and this after waiting for a response from him for 2 months. Ms. Lebel & Mr. Babin will soon meet with a new auditor.

In terms of mistakes from previous years, it is a tedious file. Be continued

It might be a good idea to educate every unit owner to check their own bank accounts (Fees) and immediately notify the treasurer of their building, if there are any errors.

Mr. Monast advises the members of the Board that from now on follow-ups are done more strictly by all treasurers.

The fact remains that at the level of the bank for the receipt of the requested documents and this to meet our needs, it is very complicated. Some members ask why not change banking institution, it is also very complex. Will have to be re-evaluated but not for the moment. Finally, some members questioned the work of the accountant and the Bank.

It is suggested that the treasurers look into these problems given that they are the ones who have the odious responsibility for the thankless work of cash, but especially that they know all the vagaries of the file. Be continued.

➤ Door sills of condo units

At the last Sea Grape Gardens Executive Board meeting, the issue of painting the door sills of all units was discussed. The Board concluded that the door sills belong to the building as part of the building walls. Some thresholds being in a pitiful and dirty state and to standardize the entire building, it will be requested that all door sills be painted the color of the sidewalks and walkways. Mr. Yves Lauzon and Ms. Dandurand asked the members of the other buildings for their opinion on the matter in order to standardize the Phase in this regard. After discussion, the board members of the other buildings do not consider this important and from their jurisdictions, they leave it to the owners of the units to take care of and paint the thresholds themselves.

➤ Inspection 50 years + SRIS

Questioning to accelerate the inspection of our buildings in order to meet the new regulations on the evaluation of our facilities (structures, electricity, plumbing, etc.), for January 2024.

Ms. Dandurand mentioned that we should anticipate our request to an inspector, they and other board members of Sea Grape Gardens participated in training on the new regulations. Two lawyers had strongly suggested scheduling inspections as soon as possible, given that few certified structural integrity inspectors will be available. We may already undertake certain repairs or corrections that may be requested of us. In other condominium complexes, they had received a letter advising them to have the inspection done on a predetermined date, some of the members were able to have copies of these inspections and could be referred to.

Mr. Beauregard has already contacted an architect for Poinciana and a meeting is planned, it is requested that members of the other buildings meet him as well, always to work as a team and make Phase VII a uniform and above all united entity.

After discussion, it is understood that for Phase VII we would wait for the said inspection notice but prioritizing certain urgent files (gazebos ...) and continued to inform ourselves with other complexes.

➤ Landscaping (Flowers & shrubs)

Ms. Dandurand asked that the sums that had already been envisaged for the purchase of shrubs be available. The members of the Landscaping Committee have worked a volunteer basis on the development of an annoyance plan to fill the spaces devoid of vegetation by the removal of satellite TV saucers (Shaw Direct) made more than a year ago.

Mr. Babin advised members that we should consider that the budgeted amounts for landscaping would be exceeded 8% whereas the real cost has so far been estimated at 10%. In addition, unforeseen expenses for the replacement of two air conditioning systems had been made, so he suggests deferring spending on planting the shrubs until the beginning of the next season in November, when we will have a clearer idea of our actual and future spending.

In addition, during the discussion on this subject, several members of the buildings asked Mr. Babin for amounts due to their buildings for certain previous years. Priority should be given to refunds if there were sums available for the bushes. File to be followed by the treasurers.

It was decided to postpone the landscaping file (the purchase and planting of shrubs) to the next budget.

Submitted by: Pierre St-Germain

Seconded by: Gilles Babin

Following the constant requests for any level of reimbursement at various meetings, Mrs. Dandurand makes the suggestion that we could perhaps envisage the separation of the management of each building (by a general vote of the owners, and this to meet the regulations according to the Bylaws). If they were independent, the buildings would see to their own income and expenses.

Discussion between members and Mr. Babin advised people that the management would remain the same anyway. That at the end of the fiscal year, the separation of income and expenses of each building is made and this taking into account their needs and those of the Phase (common places).

The proposal is rejected by all.

➤ Noise Regulations

Mr. Joannette informs us that some people have complained about non-compliance with the rules regarding noise. Many people exceed the hours allowed according to our regulations and these at any time exceeding are quite frequent and upset many of our residents.

During festive evenings the music is quite loud and would not respect the number of decibels that is allowed by the municipality. Some members say that there is music that is also heard from other buildings around the Phase, on the other side of the canals..., and these members add "we are not in a Residence Place".

Last year the Board voted to extend the time allowed to 23:00 for music, during the Theme Nights (4 per year) of the Social Club. Several members present agree with this rule. But given the municipal by-law that is set at 10:00 p.m., we cannot put it on our bylaws.

It is suggested to continue the music at celebrations inside the Club House (23:00 allowed by the municipality), but some members report that residents prefer outdoor festivities. Everyone agrees that during wednesday evenings and Club Nord Sud Special evenings, residents are in favor of hearing the music. Unfortunately, some people abuse, music and even loud conversations and shouts are exchanged at all times on weeknights.

It is requested that the Board review the matter to enforce the established rules.

The new Committee for the Review of Regulations and Rules of Life is already checking how to enforce the rules that will be voted. Three members of that committee are currently developing a process, but it remains complex.

The layout of our site for our friendly meetings promotes the diffusion of noise, water increases its propagation and echo is optimized.

Therefore, it is understood that the Board will send a notice to all residents to remind them of the noise rule, which is based on a municipal by-law and to make them aware of the inconvenience and inconvenience that this could be for some residents.

12. Date of Next Meeting

The next Phase VII Board meeting will be held on March 22 at 9:00 a.m.

13. Adjournment of the meeting

The meeting ended at 11:35 a.m.

Céline Dandurand

Secretary Board of Directors HG Phase VII