

## MINUTES OF THE BOARD OF DIRECTORS – Meeting of March 3, 2005

**Board of Directors Present:** Pierre Dumont, President  
Gary Mehall, Vice President  
Claude Poirier-Defoy, Secretary  
Iyad Kennedy, Director  
Gaby Belanger, Director  
Marc Rochon, Director  
Jacques Lampron, Director  
Daniel Harvey, Gen. Manager

1. **Quorum: All directors were present. The agenda was then approved.** Moved by Jacques Lampron and seconded by Marc Rochon.
2. **Approval of minutes of meeting of the Board of Directors – Feb. 9, 2005.** The Minutes of the previous meeting of February 9, 2005 were read by the Secretary; on a motion by March Rochon and seconded by Jacques Lampron, the minutes were approved.
3. **Report of the President** –As a matter of introduction Pierre Dumont mentioned that after five weeks of inventory of all kinds, the Directors would present their findings and their priority lists for the short and long term.

### **Reports of findings by Directors of various committees:**

- 1) Gary Mehall - **Key priorities: Security issues** in the next 12 months – year one;
  - A. Enforcement of the by laws and regulations, controls
  - B. Building and equipment security
  - C. Alarm system in condos, keys for security and pest control
  - D. Keys to access the site, gates and buildings
  - E. Front gate, fences, lights
  - F. Police department relations, contacts
  - G. Shutters and awnings
  - H. Establish program to issue fines for delinquent residents
  - I. Emergency plan (preparations for natural disasters, hurricanes, floods, fire, etc.)
- 2) Claude Poirier-Defoy – **Priority List of the Secretary**
  - A. Certification of the by-law amendment of June 29, 2004 Apr. 1
  - B. Annual retainer of Becker & Poliakoff Mar. 2
  - C. Code and procedure for enforcing of Rules and Regulations Apr. 7
  - D. Consolidation of the Condo documentation Nov. 2005
  - E. Preparation of an instrument of delegation of authority Apr. 7
  - F. Schedule of Board meetings, budget meetings (before A.G.M) Done
  - G. Determination of the fiscal year end Mar. 3
  - H. Analyses of the voting patterns of January 29 Apr. 7
  - I. Keep track of all liens registered against Waterside Village Ongoing
    - 2 Liens by Elite: 1. December 14, 2004 of \$140,889.03 for roof repair, tarps, (Sept 16-25. 2004)
    2. January 12, 2005 of \$376,931.52 for interior demolition of damaged walls

- 3) Gaby Belanger – **Technical and Maintenance**
  - A. Contract for \$155,000 given three weeks ago to Gutter Brothers for gutters and fascias
  - B. Quantity of well water near tennis courts checked and found ample, 130 GPM  
Both pumps running adequately near each pool  
Sprinkler system close to 100% in operation  
Pump near tennis court needs upgrade within next 3 months
  - C. Contract soon to be signed for 1700 ft. of steel fencing material to repair and/or add aluminum fence by entrance. Expected completion: 3 weeks
  - D. Sixty (60) bags of mulch have been added at entrance
  - E. Lighting system at entrance has been repaired, with additional lighting
  - F. All gates operating with additional features (Green light, no tail gate)
  - G. Five-thousand (5000) sq. ft. of sod (10 pallets, with 40 volunteers) installed
  - H. Another 5000 sq. ft. (10 pallets) to be installed by next weekend, along with 400 bags of mulch
  - I. Waterside Village needs a full-time resident to join the Maintenance Team
  - J. The operation of the camera system at the entrance needs immediate attention
  
- 4) Iyad Kennedy --- **Projects, Priorities**
  - A. Insurance:
    1. Review and determine within 30 days current insurance coverage status including Hazard, Workers Compensation
    2. Determine within 30 days the typically suggested coverage and deductibles suitable for our community size and structure
    3. Conduct feasibility study and alternative plans within 30 to 120 days
    4. Obtain 3 bids within 30 to 120 days
  - B. Maintenance: Complete all maintenance schedules within 30-120 days
    1. Painting
    2. Awnings
    3. Roofing, etc.
  - C. Community comparison study:
    1. Within 30 days, compare our community to 2 to 3 other communities similar in size and purposes.
    2. Share knowledge and learn
  - D. Assist other board members in setting up project priorities and incorporate their projects in the overall scheme; maintain ongoing assistance
  
- 5) March Rochon – **Communications priorities**
  - 1) Production of a Waterside newsletter is in progress. First edition expected in March 2005. Name of publication to be *Waterside Village Journal*.
  - 2) Web site for Waterside Village in process, operational before end of March 12, 2005.
  - 3) Purpose of newsletter and website is to communicate administrative matters to residents.
  - 4) A separate publication, *BULLETIN*, for more urgent notices to be posted on bulletin boards and on website
  - 5) Greater use of community channel. André Marcoux in process of installing new software that should allow for more flexibility of this communications tool

- 6) Jacques Lampron – **Operational priorities**
  - A. Review operational procedures of the front office, including organizational chart and job descriptions
  - B. Evaluate competency of existing personnel and make appropriate recommendations to the board.
  - C. Draft new long- and short-term leasing agreements between owners, tenants and the association, with a view to provide better control over undesirable elements in the community; enable better enforcement of rules and regulations
  - D. Review approval policy of prospective owners
  
- 7) Pierre Dumont – **Key priorities for the President** for next 12 months – year one
  - A. Oversee the Social Committee regarding new activities, equipment
  - B. Develop a program to stimulate social activities among the community
  - C. Represent Waterside Village with public appearances at City Hall meetings, other communities, deputy minister and law firms and owners
  - D. Facilitate completion of work associated with the hurricanes
  - E. Carefully manage the budget related to the hurricanes
  - F. Ensure all managerial practices deployed at Waterside Village are in line with Palm Beach County
  - G. Work with board members to facilitate the process of achieving their goals
  - H. Ensure that top priorities announced during election campaign are respected. Ensure matters such as Security, Communications and Maintenance are clarified to owners

#### 4. **Approval of Contracts**

Gaby Belanger presented a proposal to give a contract to U.S. Lawn to replace and repair the fence around the project and to cut and clear the wood and install new bushes for an amount of \$40,000. Out of three bids, theirs was the best one proposed. Moved by Gary Mehall, seconded by Jacques Lampron. Motion carried, and proposal was approved. Gaby also proposed a contract to Charles Bruneau regarding electrical matters, on a monthly basis. Moved by Gaby Belanger, seconded by Jacques Lampron. Motion carried and approval granted provisionally on an experimental basis.

#### 5. **Financial Update**

Iver Quellette, Assistant Treasurer, tabled a report comparing figures of the budget for 7 months versus real 7-month period, and the conclusion for that budget is on track. He also tabled a cash flow projection for 2005 regarding the hurricane expenses. Although there is actually a deficit of \$562,206.02, the situation should improve with future payments from Citizens (Insurance Company).

#### 6. **Change of Fiscal Year end** -The Secretary tabled the following proposal:

##### Amendment of the Fiscal Year

*Whereas* the by-laws of the Association have been amended, so that the Annual meeting be held in Palm Beach County, Florida for January 15 to Feb. 15 of each year,  
*Whereas* the fiscal year has not been changed accordingly to maintain a three-month period between year-end and the Annual General Assembly of owners,  
*Whereas* the Board of Directors has the authority to determine the fiscal year from time to time,

It is resolved that the fiscal year for 2004-2005 will terminate on October 31, 2005 and that the fiscal year of the Association shall commence on November of each year and end on October 31 of the subsequent year. Moved by Marc Rocon and seconded by Jacques Lampron. The amendment was adopted.

## **7. Hurricane Update**

The President presented an update along with the following:

- Over 200 condos had no damage
- Over 125 had minor or major damages (as of this day 10 are in process of repair and 20 are to be done by the end of March)
- The remaining 86 are assumed to have no problems
- 84 mold tests were conducted to date; only about 10 remain to be completed; 4 have major challenges but work is under control
- Completion of roof repair is up to 98%; two buildings sustained leaks due to vent installation, but within the week, the roof inspector will check every building to either change or repair the faulty vents
- Replacement of gutters and fascias is underway to be completed in six (6) weeks
- Fences surrounding the community has begun, to be completed in four (4) weeks
- Front gates are now working properly
- The satellite system operation is improving
- Sprinkler system is now in full operation
- Camera system is under severe evaluation
- Insurance claims are in process:
  - (a) Roof: submitted and paid
  - (b) Demolition: submitted, not yet paid
  - (c) Mold remediation: claim to be prepared in April
  - (d) Reconstruction: claim to be prepared in June
  - (e) Exteriors (fences, gates): claim to be prepared in June
  - (f) Reimbursement to owners: should being in September 2005

## **8. Schedule of Board meetings and Annual Meeting**

The Secretary tabled a schedule of Board Meetings for 2005 - 2006.

March	3:	First board meeting – appointment and update
April	7:	Board meeting – Planning session
June	16:	Board meeting – Conference call update and follow up
August	18:	Board meeting – Conference call update and follow up
Oct.	13:	Board meeting – Conference call update and follow up
Nov.	17:	Budget Board meeting –required by by-law
Dec.	15:	Board meeting onsite to approve budget
Jan.	28, 2006:	Board meeting before A.G.M. required by by-law
Jan.	28, 2006:	Annual General Meeting

Moved by Jacques Lampron and seconded by Gaby Belanger, the schedule was approved.

## **9. Special Projects**

The President tabled a proposal to have the clubhouse fall under the jurisdiction of the Social Committee. After discussion, it was decided to have further discussion about the policies and procedures concerning the clubhouse and other facilities before reaching a decision.

10. A question and answer period in French and English followed for forty (40) minutes.

11. Meeting adjourned. Moved by Marc Rochon, seconded by Jacques Lampron.