

MINUTES OF THE BOARD OF DIRECTORS - Meeting August 20, 2005

CONFERENCE CALL HELD AT WATERSIDE VILLAGE CLUBHOUSE

Board of Directors Present: Pierre Dumont, President  
Gary Mehall, Vice President  
Claude Poirier-Defoy, Secretary  
Yves Quellet – Director  
Gaby Belanger, Director  
Marc Rochon, Director  
Jacques Lampron, Director  
Daniel Harvey, Office Manager

1. Quorum: All directors were present. The agenda was then approved. Moved by Yves Ouellette and seconded by Jacques Lampron
2. Approval of minutes of meeting of the Board of Directors – The Minutes of the previous meeting of June 18, 2005 were approved on a motion by Marc Rochon and seconded by Yves Ouellette.
3. Directors Reports:
  - A. Gary Mehall –
    1. **Sticker Program update:** Gary explained that he is not doing the procedure as originally planned, but has devised a system that is much improved.  
Parking decals are now imprinted with a tape instead of marker ink. Previously, the ink faded and information was illegible; the tape is more reliable. Additionally, Gary reviews all applicants for decals, checks vehicles to ensure they meet the criteria, and issues decals with a turn-around time of 24 hrs.
    2. **The Gate Access Card** system in the office computer must be overhauled, as data has not been entered consistently. During the month of July temporary office help, Elissa Crawford had two afternoons of “downtime” in which she corrected the first 100 of 411 unit codes in the computer. Inputting all the corrections is a huge job.  
Pierre Dumont asked if hiring temporary help would be advisable, and asked for an estimate of how long it would take to make the corrections. Two or three days of steady inputting seemed possible.

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**Emergency Plan update:** Gary said that the report is much the same as at the last meeting. Waterside Village is 300% more prepared than before the hurricanes last year. Notifications to residents on hurricane preparation are posted at the mail kiosk; several owners have volunteered to help during emergencies, and procedures have been coordinated with Maintenance. Gary has been in contact with the Town of Hypoluxo, Florida Power and Light and Boynton Beach Fire Department, which provided information on generator tips. Hazard trees are scheduled to be cut the 3<sup>rd</sup> week in September.

Daniel Harvey said a generator would include the installation of an in-ground propane tank, and a permanent location near the office must be determined and approved by the Fire Dept. Pierre asked if Administration should purchase one. Gaby Belanger said he had recently purchased a generator for himself, but that he would donate the use of his for emergencies even if he is away. He said he will bring the generator to the Administration garage.

Pierre asked if there is a Master Emergency Plan. Gary explained that yes, it is posted everywhere on the property; he had emailed the information to the Board members, and information is also available on the Communication TV channel #70.

Gary added that Security is very effective, with cameras and the guard. There had been 2 incidents of persons running the gate, but with the new DVD recorder, all was documented on disk. Administration received all monies required to pay for gate repairs with no cost to Waterside Village.

- B. Gaby Belanger- Summer Works update, Contracts to be approved
1. **Seal coating** of asphalt streets is continuing, and should be completed 100% by September 2<sup>nd</sup>.
  2. The contract with **U.S. Lawns** for \$72,000 would increase to \$90,000 for the next 12 months. Gaby said service by U.S. Lawn cheated by not trimming bushes every month, but lately they have been doing better. Fertilizing the grounds was done by Waterside Administration. Gaby recommended choosing a different company for grounds keeping, but said Administration must provide a 30-day notice to U.S. Lawns, as well as give a new contractor 30 days notice to begin. Gaby plans to meet with a third contractor to compare services and prices.
  3. **Tennis Court** area– rusty valves and water leaks have been corrected 100% and electricity will be 100% up to code when 3 more boxes are replaced.
  4. **Doors and lockers** in A & B units will be repaired by Elite Restoration. Repairs.

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5. **Fascia and gutters** are still missing in some areas. The contractor has the materials but has been delayed due to illness. Painting of stairs and concrete sidewalks are behind schedule. Guy Larochelle will work on replacing the wood divider walls on B units with a more durable material. A contract for awning replacement has been negotiated; frames have been obtained, and installation of the canvas awnings should take up to 5 weeks.
6. **Hurricane shutters** can be obtained and installed through contractors approved by Administration Office.
7. **Three maintenance workers** are employed, and Gaby did not see a need to hire additional workers.
8. **Pool and clubhouse repairs** – Gaby said there is \$20,000 in reserve. Cost is \$5.00 per sq. ft. for 4,000 feet in need of repair. Sandblasting, painting, drain replacement and concrete repair is most necessary for the west pool. The east pool repairs can wait another year. Gaby expects to meet with a contractor by the end of the week. The pool house bathrooms need attention, and 2 contractors are offering different materials such as plastic or aluminum, with costs estimated of 4 to 5 thousand dollars. There is no reserve for bathroom repairs, and Gaby asked if the reserve for the deck could be used to make bathroom repairs. Daniel said he would check the condo docs to see if the reserve would make it eligible to utilize. Yves Ouellet said to check with the auditor.  
Gaby said that since no decision regarding the lights by the tennis courts had been made at the last meeting, there needed to be discussion on where the \$15,000 can be obtained. Discussion among board members included the possibility of using the funds of the social committee for the tennis courts. Pierre asked if issue could wait until next year or is there a risk in delaying the work. Marc Rochon's opinion was that the pool was more of a priority since it is used by more people, and the tennis court is used by a minority of residents. Pierre proposed that Administration use the money to fix the tennis courts. Jacques Lampron seconded. Marc Rochon disagreed and asked that he be recorded as a dissenting vote.

- C. Marc Rochon- Website Update, Communications regarding Marcoux' site
1. Marc said that resident volunteer Scott Perron has put in much time and energy in updating watersidevillage.com website. It is now more fluid and attractive. Residents and guests may also view "slideshows" of information on the Communication TV channel #70 as well as on the website.
  2. Marc said that the problem of a lack of a third telephone line has made transfer of Scott's computer information to Channel 70 more difficult, because office personnel has to plug and unplug the second phone to complete the process each time. Daniel said he would also check with Charles Bruneau if there is any other method.

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3. **Marcoux's website:** Pierre said the MSN group's website designed by Andre Marcoux has over 600 members, and not all are owners at Waterside Village. Presently there is no way to determine which individuals are owners or renters. The Waterside website is for owners, and the owners' email list needs to be updated in order to invite them from Marcoux's site to the Administration's website. Persons who post comments or questions on the MSN groups site would not get answers unless they go to the watersidevillage.com site. Gary suggested that a permanent message be posted on Marcoux's site stating that all comments and questions from Waterside owners be directed to watersidevillage.com website. Pierre asked who is designated to address the questions, opinions and comments. After discussion, suggestions were offered that postings should be directed to Marc Rochon

D. Jacques Lampron – Sales and Leases Update

1. Jacques reported that by the end of July 2005, thirty-five (35) sales had been initiated. Of those, 28 were approved, and 7 were refused. Ten (10) were by investors, and 18 by residents. Seven (7) are American, and 3 Canadian. There has been an increase in Americans owning to rent out their units.  
Sales have eased in the last month, and prices have been stable, not rising.
2. Long term rentals - Six (6) were initiated, with 3 accepted and 3 refused.

E. Claude Poirier-Defoy – Condo fee allocation

1. Since the special assessment decided by the previous board was based on square footage, while the regular assessment had been based on a percentage basis different from square footage, many questions were raised by board members. A review of the condo doc is being conducted with the assistance of our lawyers. We will present a final resolution of this issue at the November Board meeting
2. Litigation: Claude reported that there is one litigation against Waterside Village but the pursuant is not suing for money. Waterside is covered by Continental Insurance.
3. Timing Schedule budget –The board had decided that the fiscal year for 2004-2005 terminates 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. Once the end results of July 31<sup>st</sup> have been audited, the three month budget will be approved and the budget for 2005 to 2006 will be tabled at the November meeting of the board of directors.

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### F. Yves Quellet – Year end results

Yves stated that year-end results are not yet final, and will need to be audited. But there should be a surplus of \$9,000. As for the 3 month budget there should be a deficit of \$15,000 plus the payment due to Desjardins. The 3 month budget from July 31,2005 to Oct. 31, 2005 was proposed by Yves Ouellette and seconded by Marc Rochon. The draft 2005-2006 budget was circulated for discussion. It will be sent to all owners in early Oct.2005 for approval at the November meeting of the board of directors.

**Delinquent payers** – there are about 12 delinquent owners. Several late-fee notice letters have been sent to owners; the office will send some to collection. The office has received payment of a fine of \$1000.00. There is 1 lien on a unit. Some owners are delinquent with special assessment payments. Daniel said he will provide a report to the Board of the number of delinquent owners.

### G. Pierre Dumont –

1. **Hurricane Claim Reimbursement:** Pierre reported that Waterside Village has been issuing checks to owners in the last 10 days. Some invoices were returned, due to discovery that some damages were not a result of hurricanes.  
Waterside is using documentation from Elite Restoration, and there are questions about procedures that need to be addressed.  
Some units were sold, some were owned by two or more individuals.
2. **Satellite situation** –It was discovered that no U.S. satellite company can supply the four French channels that were previously available on cable TV. A solution is hoped for by November.
3. **Elite Restorations and firewalls:** Citizens Insurance encountered some problems. Our last claim was filed three months ago and returned to our adjuster. It is not known when Citizens will provide reimbursement.

At the conclusion of the meeting, the Board invited the residents attending the meeting to ask questions.

The meeting concluded. The next Board meeting is scheduled for October 15, 2005 at 10:00 a.m. in the clubhouse.