

# 45 Lakeshore Road Co-Proprietors Association

45 Ch. du Bord-du-Lac Lakeshore, Apt. 12 East / Est  
Pointe-Claire, QC H9S 4H3

## Minutes

### Meeting of Officers and Administrators

**DATE:** August 23rd, 2023

**TIME:** 10 h 00

**LOCATION:** Party Room – Ground Floor, East Building  
45 Ch. du Bord-du-Lac Lakeshore, Pointe-Claire

**ATTENDEES:** Glen Shepherd  
Diane Strotman  
Jacques Lefebvre  
David Gare  
Dave Merrett  
Regis Blanchard [admin@45lakeshore.com](mailto:admin@45lakeshore.com)

**Diane Strotman, co-president, called the meeting to order at 10 h 03.**

**1. Approval of the minutes of the meeting of the Administrators held on April 10<sup>th</sup>, 2023.**

Proposed by Glen Shepherd and seconded by Jacques Lefebvre. Minutes approved.

**2. Business arising from the minutes of the April 10<sup>th</sup>, 2023 meeting.**

Declaration of co-ownership: Member of the Board and Committee Members who agreed to review Declaration (Steve Moores, Helene Cousineau, Ray Ouimet and Colin Kilpatrick) have been supplied with a copy of the proposed Declaration for their perusal. A deadline of August 11<sup>th</sup> has been set to finalize this project. However, due to vacation period and other issues, deadline was postponed to the beginning of September.

Will be sending follow-up to Committee members asking them to forward all their questions and issues via e-mail to Diane Strotman by September 15<sup>th</sup>. If unable to do so, set up meeting with Diane Strotman to discuss issues and questions on or before September 15<sup>th</sup>. Most Board members have reviewed the Declaration; Jacques Lefebvre has been asked to concentrate on the insurance portion, which is his area of expertise. Once we have captured all the questions and issues from the Board members and members of the Committee, we will either forward to the lawyers or invite them to meet with us to answer our questions and clarify issues, if necessary.

Up-date on work performed internally following Legault-Dubois report: Diane, Glen and Regis reviewed the data on July 27<sup>th</sup>, 2023. A good percentage of the work has been done. Regis to continue handling and meet with Board in the next three months to review progress.

Purchase of defibrillator: Defibrillator received and installed. Some co-proprietors were trained by Mrs. Alana Mabe from the Aquatic Department of the City of Pointe-Claire.

Balconies: Regis to retain the services of a supplier to assess the severity of repairs needed. Supplier identified and retainer sent to firm for work to be done at the beginning of next year.

Elevator doors: Motor on the doors have now been changed.

Trees: The City of Pointe Claire has confirmed that they will be removing the stumps on the East side of the building and will be replacing the two trees they have cut down. The tree which is on our property has a few more years of life. We have had the tree sprayed at a cost of \$150. The tree will need to be trimmed since some branches may fall on cars parked in that area. Cost will be \$575.

### **3. Mortgage with Laurentian Bank.**

Board has received information on the renewal of said mortgage. The Board discussed the issue of paying off the mortgage in full or renewing the mortgage for the next 5 years, after which time it will have been paid in full. Paying off the mortgage would have been possible by borrowing funds from the Contingency Fund and refunding it through monthly payments equivalent to the usual mortgage payments.

In view of the age of our building and taking into consideration the higher interest rates we are getting on our investments, the Board decided to renew the mortgage for a period of 5 years at a rate of 6.490 per year, after which time the mortgage will have been paid in full. The reason behind this decision is that our building is getting older and we need the cash liquidity to face any unforeseen major expenses.

### **4. Contingency fund**

At this time, our contingency account stands at \$366,150.79. In 2023, expenses to be paid from the contingency fund were in the amount of \$59,384.60 for the replacement of motors in elevator doors and \$11,391.03 for replacing cast iron pipes in garage and pipes in pool area for garage drainage, for a total \$70,775.03.

To date, we have transferred only \$15K from the contingency fund to our operating fund, which means there is a balance of \$55,775.03 which should be transferred to the operating fund.

To better manage our contingency fund, 3 scenarios were proposed and this is the one which was adopted by the Board:

1. The \$60 K which was transferred into the contingency fund last year will remain in the contingency fund as part of our contribution to the fund for 2023.
2. The amount of \$55,775.03 which should be transferred into the operating fund will be kept in the contingency fund; \$40 K of this amount will be used to complete our contribution to this fund for 2023, which amounted to \$120K.
3. The remaining \$15,775.03 will also remain in the contingency fund, unless some unforeseen expense occurs. If it is not used, it will represent part of our contribution to the 2024 contingency fund.
4. This decision was made to take advantage of the high interest rates in effect at this time and to maximize our investments. As of today, our redeemable GIC's are invested at a rate of 4.5 %. Non-redeemable GIC's pay even higher interest.

David Gare has agreed to participate in the management of the contingency fund moving forward.

It was also recommended that the members of the Board familiarize themselves with the Civil code of Quebec pertaining to co-proprieties, especially sections 1052-1107.

**5. Varia**

5.1 Draining system for garage; replaced at a cost of \$11,391.03

5.2 Overnight parking for co-proprietors; we have now settled the situation of one co-owner constantly using the visitor's parking for their 3<sup>rd</sup> vehicle.

5.3 Hydro-Quebec; we have had a few power failures, due to the proximity of hydro poles to the spruce tree in front of the building. Hydro has informed us that they will be pruning the tree to eliminate this problem between now and December. Regis or Diane will supervise work to ensure that the work is done properly.

5.4 Aqua-Detect; no recent additional cost..

5.5 Complaints; only one complaint received recently. Issue addressed.

5.6 Electric Bicycles; warning to be sent to all co-proprietors regarding the risk of fire when recharging batteries for electric bikes.

5.7 Awnings: gentle reminder sent to one co-owner who was not retracting his awning as per our rules and regulations.

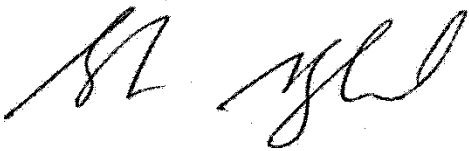
5.8 Deliveries: arrangements have been made for Amazon to deliver packages to the front door of the resident who placed an order.

5.9 Payment of bills: the Board will look into digital payment of bills whenever possible. To be discussed with Scotiabank.

**6. Adjournment**

Adjournment of meeting was proposed by Dave Merrett and seconded by David Gare.

Meeting adjourned at 11 h 15.



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**Glen Shepherd, Co-president**