

**WATERSIDE VILLAGE OF PALM BEACH  
CONDOMINIUM ASSOCIATION, INC.**

**MINUTES OF THE BOARD MEETING  
HELD ON OCTOBER 28, 2021 AT 7:30 p.m. AT THE CLUBHOUSE AND  
WITH THE ZOOM SYSTEM**

**PRESENT:**

Andre Mongrain, Director and President  
Normand Cadieux, Director and Vice President  
Jean Claude Goyette, Director and Secretary  
Marc Desrochers, Director and Treasurer  
Michael Shane, Director  
Jean-Luc Beaudoin, Director  
Daniel Laviolette, Director

and Stacey Casey, Manager

1. Quorum

The quorum was met as all seven Directors were present.

2. Approval of the Agenda

The President indicated that the agenda should be amended to add item 8.5 named "Comments of the president";

The approval of the amended Agenda was moved by Michael Shane, seconded by Marc Desrochers and unanimously approved;

3. Approval of the Minutes of the Board of Directors meeting held on January 30, 2021

The approval of those minutes was moved by Jean-Luc Beaudoin, seconded by Daniel Laviolette and unanimously approved;

4. Approval of the contracts awarded since the last Board meeting held January 30, 2021;

President Andre Mongrain provided information on all contracts awarded since the last Board meeting. The approval of those contracts was moved by Normand Cadieux, seconded by Michael Shane and unanimously approved. See **Appendix 1**.

5. Creation of a new reserve for infrastructure

The president proposes to create a new reserve for the infrastructure which will cover the underground pipe system either for surface rain water or building sewage pipes, up to the City of Boynton main sewer line.

The approval of this proposition was moved by Jean-Luc Beaudoin, seconded by Marc Desrochers and unanimously approved

6. Resolution for transfer of possible operating surplus for fiscal year 2021/2022

It was proposed to allow the Board of Directors to transfer funds, if at the end of the fiscal year 2021/2022 there is a surplus of revenues over expenses of more than \$5,000.00, the said surplus would be transferred in equal amounts between the TV replacement Reserve (account #2547) and the painting Replacement reserve (account #2515).

The TV Replacement portion will help replenish that reserve account for funds used during the 2018-2019 fiscal year for the TV system migration from an analogue to a digital system.

The painting replacement portion will help to stabilize yearly painting costs, in case of a spike in costs in a given year.

The vote was proposed by Jean-Claude Goyette, seconded by Michael Shane, The Board of Directors unanimously voted to adopt the said resolution;

7. Opening of the hurricane shutters

*November 13, 2020 the following temporary Article 24.7 of the Rules and Regulations was voted by the Board of Directors:*

**24.7 Due to the COVID-19 pandemic, the application of Article 24.5 of the Rules and Regulations is suspended by the Board of Directors in order to permit absentee owners to keep their shutters closed during their absence, if desired.**

*The Board of Directors is now convinced that the said suspension is not necessary anymore and it is proposed to return back to the obligation for all owners to keep all their hurricane shutters opened during the non-hurricane season between December 1 and March 31, as stated in article 24.5.*

The vote was proposed by Marc Desrochers, seconded by Normand Cadieux. The Board of Directors unanimously voted to adopt the said proposal;

8. Approval of the 2021/2022 reserve budget

A vote was held to adopt the proposed reserve budget. The vote was proposed by Michael Shane, seconded by Normand Cadieux and unanimously approved; see **Appendix 2**.

9. Approval of the 2021/2022 operating budget

A vote was held to adopt the proposed operating budget. The vote was proposed by Michael Shane, seconded by Normand Cadieux. The Board of Directors unanimously voted to adopt the Operating budget for 2021-2022; see **Appendix 3**.

10. Comments of the President

The President spoke on several issues of ongoing and upcoming projects.

11. Question period for Owners

There were a few questions that were answered by President Mongrain.

12. Adjournment

The adjournment of the meeting was moved by Michael Shane, seconded by Normand Cadieux and unanimously approved. The meeting was adjourned at 9:12 pm.

Jean Claude Goyette  
Secretary of the Board of Directors  
October 29, 2021

## APPENDIX 1

### CONTRACTS SINCE THE MEETING OF JANUARY 30, 2021

Presented at meeting of October 28<sup>th</sup>, 2021

#### Cutting Edge Metal Works:

Fence repair and replacement	\$ 2,885.00
Culvert replacement for site drainage to retention pond	\$17,380.00
Clean out storm drain boxes	\$ 875.00
Fabricate and install new pool gate at East pool	\$ 980.00
Remove and replace 3 support columns at East pool	\$ 2,545.00
Remove and replace basketball post and board	\$ 865.00
Remove and replace 3 support columns at West pool	\$ 3,280.00
Excavate and replace 48' of sewer pipe at Bldg 40	\$ 12,675.00
Fabricate and install two new gate frames at Dry Depot	\$ 1,390.00
Replace section of chain link fence in dry depot area	\$ 685.00
Fabricate and install steel barrier wall in dry depot area	\$ 2,870.00

#### DMI Paving & Sealcoating:

Asphalt Repair	\$ 3,688.00
Asphalt Seal Coating	\$ 4,743.00

#### Miami Foam Design:

Decorative Foam elements for Bldgs 10, 21 and 22	\$ 2,121.38
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#### Mid South Painting:

Painting of Buildings 10, 21 and 22	\$33,150.00
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**Proctor Fire Extinguisher:**

Fire Extinguisher Inspection and Certification \$ 4,000.73

**R&T Construction:**

Sidewalk repair and replacement \$ 9,200.00

West Pool deck renovation to pavers \$25,103.50

**Rowan Sterling:**

Electrostatic painting of entrance gates and fence \$ 1,450.00

Metallic paint for gates \$ 480.00

**Samco Systems:**

Installation of new gate access control system and call box \$25,365.02

**Security Providers of America:**

Security guard service \$ 17.00/hour  
(60 hours per week plus special assignments)

**Southern Palms Landscaping:**

Replacement plants and hedges \$ 6,365.00

Large Tree Trimming \$ 9,000.00

Flower/mulch install at entrance and park (Spring) \$ 1,848.00

Large tree removal and stump grinding \$ 3,500.00

Palm Tree Trimming \$ 5,690.00

Flower/mulch install at entrance (Fall) \$ 1,290.00

**Tropical Awning:**

Fabricate and install new awning for Guard House \$ 1,700.00

Building 10 door awnings \$ 4,550.00

APPENDIX 2

RESERVE FOR FUTURE MAJOR REPAIRS AND REPLACEMENT

<u>COMPONENTS</u>	<u>ESTIMATED LIFE</u>	<u>ESTIMATED REMAINING</u>	<u>ESTIMATED REPLACEMENT \$</u>	<u>FUND BAL. 10/31/2021</u>	<u>21/22 REQUIRED MIN. FUNDING</u>
ROOF	30	13	1,100,000	552,570	43,000
PAINTING	4	1	12,450	12,714	0
ASPHALT	12	9	705,000	334,791	41,230
POOLS AND SPA	40	10	124,000	86,602	3,910
AWNING	4	1	83,000	82,504	0
SPRINKLERS	4	4	91,000	72,565	4,590
TV INFRASTRUCTURE	6	5	110,000	85,959	5,000
WORKING CAPITAL		1	200,000	208,422	20,000
INFRASTRUCTURE	TBD	TBD	TBD	0	10,000
INTEREST				20,000	
<b>TOTAL RESERVES</b>			<b>2,398,450</b>	<b>1,456,127</b>	<b>127,730</b>

Andre Mongrain  
Oct-25-2021

APPENDIX 3

WATERSIDE BUDGET FROM NOVEMBER 1st 2021 TO OCTOBER 31st 2022  
INCLUSIVE OF FORECAST FOR THE 2022/2023 AND 2023/2024  
AS OF OCTOBER 25, 2021

REVENUE	DESCRIPTION	2020/2021	Y 20/21	MONTHLY	Y 21/22	VARIANCE TO	Y 22/23	Y 23/24
		NON AUDIT	BUDGET	COST	BUDGET	20/21 FORC. FORECAST	FORECAST	FORECAST
	NSF FEE	355	355		375		390	405
	100 ASSESSMENTS **	105	0		0	-105	0	0
	102 LATE FEE INCOME	1,750,860	1,750,860		1,849,500	98,640	1,923,480	1,997,460
	103 INTEREST INCOME	1,600	1,000		1,200	-1,000	1,200	1,200
	104 ESTOPPEL FEE	20,478	28,000		25,000	4,522	25,000	25,000
	106 ACCESS/GATE CARDS	7,000	2,500		3,750	-3,250	3,000	3,000
	107 SCREENING FEE	300	500		250	-50	250	250
	108 MISCELLANEOUS INCOME	9,100	19,000		20,000	10,900	25,000	26,000
	RESERVE ACCOUNT	2,056	1,000		1,000	-1,056	1,000	1,000
	2544 INTEREST TO RESERVE	-117,500	-117,500		-127,500	-10,000	-127,500	-127,500
		-20,000	-29,000		-25,000	-5,000	-25,000	-25,000
	<b>TOTAL REVENUE</b>	<b>1,653,999</b>	<b>1,557,360</b>		<b>1,748,200</b>	<b>93,601</b>	<b>1,826,430</b>	<b>1,904,440</b>
<b>EXPENSES</b>								
<b>UTILITIES</b>								
	200 ELECTRIC	41,400	45,500		44,300	2,900	47,500	48,500
	201 WATER & WASTEWATER	186,000	198,000		200,000	14,000	203,000	206,000
	202 GARBAGE & RECYCLING	57,950	52,000	40.55	56,000	-1,950	57,000	58,000
	203 PROPANE GAS	150	500	11.35	300	150	400	400
	204 CABLE T.V.	104,400	102,000	20.88	103,000	-1,400	104,000	105,000
	205 TELEPHONE	8,670	7,500		7,300	-1,370	8,000	8,000
	205.1 WIFI	3,660	3,450		3,500	-160	3,500	3,500
		<b>402,230</b>	<b>408,950</b>	<b>84.02</b>	<b>414,400</b>	<b>12,170</b>	<b>423,400</b>	<b>429,400</b>

DESCRIPTION	2020/2021		MONTHLY COST	Y 21/22 BUDGET	Y 22/23 FORECAST	Y 23/24 FORECAST
	NON AUDIT	BUDGET				
ADMINISTRATIVE						
300 PAYROLL-ADMINISTRATIVE	114,500	117,000		120,000	5,500	130,300
301 PAYROLL-MAINTENANCE	80,100	85,000		94,000	13,900	98,000
302 PAYROLL TAXES	16,500	17,500		17,200	700	18,150
302.1 EMPLOYEE BENEFITS	2,407	6,000		6,500	4,093	7,000
304 SECURITY GUARDS	64,000	70,000	13.38	66,000	2,000	70,000
305 ACCOUNTING	24,600	25,000		26,000	1,400	28,000
305.1 BANK FEES	520	200		300	-220	500
305.2 BAD DEBT	2,960	8,000		9,000	6,040	9,400
305.3 COLLECTIONS COST	5,210	1,200		2,500	-2,710	2,500
306 AUDITING	5,800	6,500		7,000	1,200	7,500
307 LEGAL	4,440	2,500		2,500	-1,940	2,500
308 PROPERTY TAX	4,585	4,350		4,750	165	4,960
309 INCOME TAX	0	0		0	0	0
310 INSURANCE	350,500	390,000	91.24	411,500	61,000	555,000
310.1 INSURANCE CASH SHORT.	23,000	0		36,500	13,500	40,000
311 OFFICE SUPPLIES	1,140	1,600		1,200	60	1,500
312 POSTAGE & SHIPPING	560	850		850	290	950
313 LICENSES	2,377	2,400		2,500	123	2,700
314 TRAVEL & MILEAGE	108	450		400	292	400
315 MEETINGS & EDUCATION	0	300		300	300	500
316 SCREENING	4,300	5,000		6,000	1,700	7,000
317 ALARM SYSTEM	340	500		600	260	700
318 COMPUTER REPAIR/SERVICE	555	2,000		2,000	1,445	2,000
319 COPIER	3,960	3,700		3,800	-160	4,000
320 JANITOR, WATER, MISC.	4,165	7,500		5,000	835	7,000
320.1 WEBSITE IMPROVEMENT	2,465	7,000		3,000	535	3,000
323 SOCIAL FACILITIES	1,506	5,400		6,000	4,494	6,000
	<b>720,588</b>	<b>769,950</b>	<b>169.38</b>	<b>835,400</b>	<b>114,802</b>	<b>1,010,960</b>

DESCRIPTION	2020/2021	Y 20/21	MONTHLY	Y 21/22	VARIANCE TO	Y 22/23	Y 23/24
	NON AUDIT	BUDGET	COST	BUDGET	20/21 Forecast	FORECAST	FORECAST
400 GASOLINE							
401 SPRINKLERS	1,060	1,000		1,100	40	1,200	1,300
402 PEST CONTROL	2,560	10,000		8,000	5,410	7,000	8,000
402.6 MISC. MAINT.EXP.	12,300	15,000		14,000	1,700	15,000	16,000
403 GRASS CUTTING	2,780	1,500		2,000	-780	2,000	2,000
403.1 FERTILIZATION-WEED-BUGS	84,000	87,500	17.84	88,000	4,000	90,000	92,000
403.2 HEDGE TRIMMING	23,700	25,000		25,000	1,300	27,000	29,000
404 TREE TRIMMING	36,396	39,000		39,000	2,604	40,500	42,000
404.2 NEW TREES & BUSHES	20,600	14,000	7.91	14,000	-6,800	15,000	16,000
405 BUILDING MAINTENANCE	22,950	20,000		20,000	-2,950	20,000	20,000
406 FENCE, SIDEWALK, SIGNS	82,262	50,000	14.19	70,000	-12,262	70,000	70,000
406.1 DIRT, SODS & MULCH	14,800	12,000		9,000	-5,800	10,000	11,000
407 SECURITY GATE EXPENSE	5,900	20,000		10,000	4,100	12,000	14,000
407.1 MAJOR GATES EXPENSES	5,650	10,000		5,000	-660	5,000	5,000
408 CAMERA & VIDEO EXP.	40,550	0		18,000	-22,550	0	0
409 PLUMBING EXP.	3,000	5,000		5,000	2,000	2,000	2,000
410 ELECTRICAL EXP.	5,225	4,000		4,000	-1,225	4,000	4,000
411 POOL SUPPLIES & REPAIR	9,300	5,000		5,000	-4,300	5,000	5,000
411.1 POOLS MAJOR REPAIRS	23,115	21,000		20,000	-3,115	21,000	22,000
412 STREET MAINTENANCE	25,820	0		0	-25,820	0	0
413 UNIFORMS	9,850	5,000		5,000	-4,850	4,000	4,000
414 GOLF CARTS/GROUND EQUIP.	340	300		300	-40	300	300
415 LOCKSMITH	3,670	2,500		1,500	-2,170	1,500	1,500
416 FIRE SAFETY	290	300		300	10	300	300
417 JANITORIAL SUPPLIES	5,022	4,500		4,750	-272	5,000	5,500
418 AWNINGS REPAIRS	1,050	3,000		2,000	950	2,500	3,000
420 PAINTING PROGRAM	6,250	8,000		8,000	1,750	10,000	10,000
421 STREET LIGHT	39,300	40,000	8.51	42,000	2,700	42,000	42,000
422 SHUFFLE BOARD CANOPY	395	1,000		500	105	500	500
424 TENNIS COURT RESURFACING	0	0		0	0	0	0
425 POOL CHAIRS/TABLES	0	0		0	0	0	0
427 RESTROOM ADA UPGRADE	8,575	2,500		2,500	2,500	2,500	2,500
428.1 INFRASTRUCTURE	32,517	35,000		25,000	16,425	0	0
429 BENCHES REPLACEMENT	0	0		10,000	-22,517	10,000	10,000
434 PETANQUE CANOPY	0	500		500	500	500	500
477 PERGOLA	0	0		0	0	0	0
479 LIGHTS RETENTION POUND	0	0		0	0	0	0
	529,457	442,600	93.16	459,450	-70,007	425,800	439,400

DESCRIPTION	2020/2021	Y 20/21	MONTHLY	Y 21/22	VARIANCE TO	Y 22/23	Y 23/24
	NON AUDIT	BUDGET	COST	BUDGET	20/21 Forecast	FORECAST	FORECAST
450 CONTINGENCY	0	35,860		38,950	38,950	61,080	21,650
	0	35,860	7,90	38,950	38,950	61,080	21,650
<b>GRAND TOTAL EXPENSES</b>	1,652,285	1,657,360	354	1,748,200	95,915	1,826,430	1,904,410
<b>EXPENSES OVER REVENUE</b>	-1,714	0	0	0	0	0	0

DESCRIPTION	2020/2021	Y 20/21	MONTHLY	Y 21/22	VARIANCE TO	Y 22/23	Y 23/24
	NON AUDIT	BUDGET	COST	BUDGET	20/21 Forecast	FORECAST	FORECAST
RESERVES							
2510 ROOFS	42,900	42,900		43,000	100	43,000	43,000
2515 PAINTING	0	0		0	0	0	0
2530 ASPHALT	41,000	41,000		41,000	0	41,000	41,000
2542 POOLS	4,000	4,000		4,000	0	4,000	4,000
2546 SPRINKLERS	4,500	4,500		4,500	0	4,500	4,500
2547 TV CABLE INFRASTRUCTURE	6,100	6,100		5,000	-1,100	5,000	5,000
2545 WORKING CAPITAL	19,000	19,000		20,000	1,000	20,000	20,000
2544 INTEREST REV. RESERVE	20,000	28,000		25,000	5,000	25,000	25,000
2550 INFRASTRUCTURE	0	0		10,000	10,000	10,000	10,000
	137,500	146,500	30,92	152,500	15,000	152,500	152,500

Oct-25-21

Andre Mongrain President

Marc Desrochers Treasurer