



# Dale Village, Inc.

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## MINUTES OF THE ANNUAL GENERAL MEETING

On March 4, 2024 at 7:00 p.m., the directors of Dale Village Inc met for an Annual General Meeting.

**Mr. Alain Hébert was present**

**MR. Yvan Gendron**  
**Mr. Jacques Perron**  
**Mr. Benoit Massicotte**  
**Mr. Gabriel Delaire**  
**Mr. Serge St-laurent**  
**Ms. Nancy Paré**

Mr Jaques Perron chaired the meeting

### **1- Opening of the meeting;**

On the proposal of Serge St-Laurent seconded by Benoit Massicotte  
Mr Jacques Perron, opened the meeting at 7:17 p.m.

### **2- Attendance;**

The Board has 99 members in person and 18 by proxy for a total of 117  
members, with more than one-third of the shareholders combined.

### **3- Proof of posting**

According to the rules, the notices were sent on February 12, 2024 by email  
to all owners and posted on the bulletin board

### **4- Approval of the minutes of May 29, 2023 and January 16 and 30, 2024**

On the proposal of Mr Benoit Massicotte, seconded by Mr Gabriel Delaire, it  
is proposed to adopt the minutes of 29 May 2023 and 16 and 30 January  
2024. The proposal was adopted unanimously.

## **5- Officers' Report**

President: Jacques Perron

It is my pleasure to report to you on the various activities of the year. Initially, our organization is made up of 7 directors, each of whom has been assigned separate responsibilities :( see attached organizational chart)

ALAIN HÉBERT:	Vice-Chair of the Board of Directors Chair of the Renovation Committee
SERGE ST-LAURENT:	Secretary of the Board of Directors Member of the Renovation Committee
BENOIT MASSICOTTE :	Director Rental & Security Manager
NANCY PARÉ:	Director Responsible for website and digitization
GABRIEL DELAIRE	Director Responsible for authorizing building permits Parking Rental Supervisor
YVAN GENDRON	Director Landscaping Development Manager Responsible for maintaining the good condition of the properties
JACQUES PERRON	Treasurer

My role as president is to ensure the proper management of the park while respecting the legal framework to which we are subject and to supervise all current activities and the completion of the various projects.

### **EMPLOYEES**

We are fortunate to have dedicated employees, for whom the relationship with the residents is paramount. The board of directors requires that people feel at home when they come to the office.

For each of them, here is their respective role.

GINETTE: Acts as secretary and plays a leading role with the president and secretary of the board of directors

NATHALIE: Administrative assistant, her role is to meet the needs of clients and support Ginette in the continuity of day-to-day business.

SYLVIE: Responsible for the rental department. Registering tenants and overseeing the rental rules issued for the park. On many occasions, although it is not her responsibility, she supports employees in the administrative sector in the event of overflow.

ANDRÉ: His job is to act when there is a breakdown in the equipment and to oversee the maintenance department as a whole, he must be available at all times.

DAVID: Responsible for the maintenance and cleanliness of the park

Finally, I couldn't miss the involvement of our volunteers. They play an indispensable role in the realization of our projects and our day-to-day business. In alphabetical order:

**DANIEL YOUNG AND SUZANNE GUIMOND:** They are responsible for parking management. Their work requires a great deal of availability.

**GHISLAIN SAINDON:** Ensures the safety of the park and ensures that our by-laws are enforced. His involvement is daily 7 days a week.

**LUC RINGUETTE:** Responsible for the implementation of the Opticaltel file (fiber optics).the time required in this file was very demanding. As far as we are concerned, this file is complete and the day-to-day management of this file is now the responsibility of the Coop

**NICOLE GRATTON:** Acted as project manager for the renovation project. Her expertise was a great support to the renovation committee. The time devoted to this project was very demanding, despite the commitment of an engineering and architectural firm, the supervision of the plans and specifications proved to be essential.

**RICHARD BOISCLAIR:** Involvement in the various works

Finally, I ask you to join us in congratulating these people for their involvement. I ask you to applaud them.

We have faced challenges, and I am humbled to believe that we have achieved our goals.

1. The implementation of fiber optics with Opticaltel went well and we followed the different steps with rigueur. je would like to emphasize that the problems of image freezing of your TV programs come mainly from the capacity of your receivers.
2. We had to change our system around barrier management and for performance reasons. After some adjustments, we can say that there is a clear improvement.
3. We have carried out a complete overhaul of our règlements. la last update was in 2016. The exercise consisted of inquiring about the rules in force in other major parks and updating our rules as needed. This work required a significant investment.
4. The challenge now is to ensure that these are respected by shareholders and tenants. The use of turn signals on bicycles, compliance with speed limits, parking on the streets by owners, compliance with the rules surrounding garbage collection are the files on which we will identify the means of implementation.
5. We have started the installation of speed bumps and road signs. Stop signs will also be installed. To date, the experience has been positive in terms of safety.
6. Many landlords fail to properly inform their tenants about the rules to follow, which causes us extra work. From now on, we will go directly to the owners, and they will have to deal with the situation. In the event of a repeat offence, fines may be considered.
1. For reasons of efficiency and cost, we have entrusted the bookkeeping to an American firm whose manager speaks French. Various adjustments have been required and to date the experience has been positive.

Over the next few days, we will be implementing an anonymous whistleblowing process. Each person will have the opportunity to report any irregularity without having to identify themselves. **You will be our eyes in continuity. Under no circumstances will we seek to know the person who pointed out the irregularity. A form will be developed, and an inbox will be set up outside the office. The proper management of the park requires everyone's involvement.**

**FOR THE RENOVATION FILE, AN IMPORTANT MEETING WILL BE HELD ON MARCH 14, 2024 ON THIS SUBJECT. A COMPLETE FILE WILL BE PRESENTED BY THE TEAM SET UP.**

**Vice-President: Alain Hébert**

Mr. Hébert mentions that beyond his role as Vice-President, the renovation component for which he is in charge is going well, thanks to the precious help of Nicole Gratton and Serge St-Laurent. The planning work that began last spring has continued unabated since then, and we are now at the conclusion that will be unveiled to us on March 14.

**Treasurer: Serge St-Laurent**

Mr. St-Laurent described the duties of his role as set out in the Chairman's introduction. He insists on the fact that the Board of Directors is united and that all decisions taken are in the best interests of the shareholders. And whenever necessary, the Board consults with Florida law specialists to ensure that decisions comply with the law.

For the renovation file, he mentions the incredible contribution of Nicole Gratton and thanks Alain Hébert for his trust.

**Director: Nancy Paré**

A new platform for our Website will go live next Friday, March 8, 2024. This platform is bilingual and contains 2 components: a website and contacts.

1. **Website:** The new website looks very similar to the old one with some changes such as: online forms (to date, only the form for parking rental is on the website). The others will come later when the processes have been revised. The website serves the needs of the Social Club and the Coop. All have access to the website and some documents will be accessible upon request only.
2. **Contacts:** owners, employees, landlords, etc. are part of the contacts that the office staff will maintain. The goal is to have up-to-date information in one place. Only authorized persons will have access to this list; however, we will be able to extract documents that will be available on the website, e.g. list of owners, tenants, etc.

**Release:** As described above, both parts will be in production next weekend and we will continue to improve them constantly. It's safe to say that this year will be a break-in year. The link to access the website will be communicated to you this week. I encourage you to go to the website next Monday and let us know what you think. Please note that updates will be made regularly to reflect changes made to the site.

**Next steps:**

1. Training for management team and office staff
2. Updating & Continuous Improvement
3. Review of the Co-op's administrative processes
4. Creating New Forms
5. Reporting

**DIRECTOR: Gabriel Delaire**

Mr. Delaire informs us that during the year he acted as an advisor to several residents regarding the issuance of permits.

As the person in charge of parking in the compound, he remedied the situations of violations.

He also cleaned the parking lot with the help of Daniel Young and would like to thank Mr. Young for his excellent work.

**Director: Benoit Massicotte**

Since my arrival as a member of the Coop's Board of Directors, I have attended all the meetings to fulfill my role as administrator that comes with it. I have also agreed to take responsibility for security, and everything related to home rentals.

With respect to rentals, I have given myself the mandate to review the policy and regulations related to rentals.

To do this, I formed a committee composed of 6 people, including 3 board members, 2 employees and 1 owner of the park.

As a result, the committee went through the entire policy and regulations to propose changes as presented at a meeting of the Board of Directors. I would like to take this opportunity to thank the members of the committee: Sylvie Jacques, Ginette Lelièvre, Johanne Cloutier, Nancy Paré, Jacques Perron. Thank you for your time and effort.

As far as safety is concerned, I met Mr. Saindon at the beginning of the season who was kind enough to continue his good work. A big thank you also to Mr. Saindon and his collaborators who ensured security in the Park

Following complaints about speeding in the Park, we have installed speed bumps to reduce speed, but above all to reduce the risk of accidents. Thank you to Mr. Alain Hebert who brought this file quickly

In closing, Dale Village has acquired a defibrillator for everyone's safety. To do this, we are in the process of setting up a group of responders and providing them with all the necessary training to intervene in the event of an emergency.

**Director: Yvan Gendron**

Mr. Gendron informs us that he oversees the development contract with Natalie's Touch.

It follows up on requests for changes to the shareholders' arrangements.

It awards contracts for developments that are not included in the basic contract.

He takes care of the water ingress check file and conducts random checks of suspicious houses.

He monitors the cleanliness of the residences and sends personalized notices when necessary and follows up.

It conducts analysis for adjustments to the common costs of certain owners.

**6- Statement of financial position.**

As Treasurer, Mr. Perron presented the statement of income and expenses for the year 2023 as well as the unaudited balance sheet as of December 31, 2023.

Overall, there is a gap of less than \$5000. between the budget and actual.

Mr. Perron mentioned that this was an excellent performance from the Board.

**7- Question period.**

**Mr. Jetté** Share # 274 requests that the list of accounts payable be produced and posted on the Dale Village website on a monthly basis.

**Mr. Perron** replied that the Board would discuss it and that in the meantime he could go to the office to ask for this list every month.

**Mr. Pomerleau** lot 143 mentions that he would very much like to see the regulations regarding dogs rigorously enforced.

**Mr. Jean Simon Fortin Share # 203** would like to congratulate the Board for its excellent work and mentions that it is necessary, for the sake of accessibility for as many people as possible, have access to TEAM or ZOOM in future meetings.

**Mr. Perron** replied that the Board would work to make TEAM or ZOOM accessible as quickly as possible.

**Mr. Roach Share #201** asked why in the statement of income and expenses there is no special contribution of \$500.00 paid in 2023 for the \$500 renovation project paid in 2023.

**Mr. Perron** explains that this amount, for accounting reasons, is reflected in the assets on the balance sheet.

### **8-Appointment of the Accounting Firm**

It is proposed by Alain Hébert, seconded by Benoit Massicotte, to renew our current audit firm. The resolution was adopted unanimously.

### **9-Signature for the bank.**

It was moved by Alain Hébert and seconded by Gabriel Delaire that the signatories for the bank account should now be Jacques Perron, Alain Hébert, Serge St-Laurent and Benoit Massicotte. The resolution was adopted unanimously.

### **10- Closing of the meeting**

A 20; 48 It was moved by Nancy Paré, seconded by Alain Hébert, that the meeting be closed, which was adopted unanimously.

Mr. Perron closed the case.



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Serge St-Laurent secrétaire