



## GESTION-CONDO DU COPROPRIO

### SERVICES INCLUDED FOR THE FORMULA « GOLD »

The "gold" formula includes the following accounting services:

- Plan and prepare the annual budget for the upcoming fiscal year in consultation with the Board of Directors
- Collect condominium fees on behalf of the Union by the method and in the manner established between the Manager and the Board of Directors;
- Maintain a book keeping by computer software *Simply Accounting Superior*;
- Prepare a financial statement of the co-owner's union's financial operations for the fiscal year covered by the Management Agreement;
- To pay the expenses of the budget items of the budget approved by the Board of Directors with the suppliers selected by the Board of Directors;
- Maintain a contingency and reserve fund approved by the Board of Directors;
- Assume quarterly budget monitoring and report to the Board of Directors;
- Prepare a bank reconciliation;
- Proposed meetings with the Board of Directors to optimize certain ways of doing things, if applicable;

The "gold" formula includes the following extended management services:

- Prepare regular meetings (minimum 2 per year, maximum 3 per year) of the Board of Directors and attend such meetings;
- Prepare the meeting of the annual general meeting of the co-owners in collaboration with Board of Directors and attend.
- Preparation of the usual documentation required for the annual general meeting of the co-owners;
- Transmission to the co-owners and the Board of Directors of the convening of the annual general meeting and the form of proxy;
- Provide the Board of Directors with supplier quotes for work to be performed at the various budget line items in the annual budget, and present them to the Board of Directors at a regular meeting;
- Complete the annual registration declaration (R.E.Q) according to the instructions to be received from the Board of Directors;
- Updating the hot water tank replacement register, if applicable;
- Carry out collection of parking fees, if applicable
- Conduct annually with at least one (1) member of the board of administrators to conduct a visual inspection of the building (s) to ensure physical condition and to evaluate in a timely

GESTION CONDO duCOPROPRIO, service de gestion financière & administrative de votre copropriété

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manner any work or repairs that may be necessary. As a precision, in case of uncertainty, a professional in building inspection will be mandated by the Board of Directors and any expenses incurred will be the responsibility of the Board of Directors;

- Development of a building maintenance booklet (part of the opening fee) in collaboration with the Board of Directors and, in subsequent years, annual follow-up on a maintenance booklet. If a building or building inspection report is required, a professional in building inspection will be appointed by the Board of Directors and any expenses incurred will be the responsibility of the Board of Directors.

The "gold" formula includes the following secretarial services:

- Send notices of contributions, summons to meetings and any correspondence necessary in this respect;
- Maintain a register of co-owner's union or landlords and tenants;
- Maintain an electronic archiving system for the minutes of the Board of Directors meetings and the annual and special general meeting, if applicable;
- Maintain a system of electronic archiving of the financial statements "houses", annual budgets, any conciliations banking;
- Draft minutes of the Annual General Meeting;
- Preparation of draft minutes of meetings of the Board of Directors;