



## GESTION-CONDO DU COPROPRIO

### SERVICES INCLUDED IN THE "SILVER" FORMULA

The formula "Silver" includes the following services for accounting and database management:

- 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 Board of Directors by the method and in the manner established between the property manager and the union;
  - 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 fund and contingency approved by the Board of Directors;
  - Assume quarterly budget monitoring and report to the Board of Directors;
  - Prepare a bank reconciliation;
  - Proposal at annual meeting with Board of Directors to optimize certain ways of doing things, if applicable;
- Also include:
- Attendance at one (1) meeting of the union board of administrators per year, including to report on its administration;