**MINUTES OF REGULAR BOARD MEETING**

**OF OCEAN WATERWAY CO-OP.INC.**

A regular meeting of the above-named Corporation was held on Wednesday, November 25, 2020

at 9:12 am at the Corporation’s Principal Office.

**The Agenda of the meeting was:**

**1. MEETING CALLED TO ORDER**

 **2. ROLL CALL**

 **3. APPROVAL & REVIEW OF MINUTES**

**4. CORRESPONDENCE**

 **5. REPORTS OF OFFICERS/DIRECTORS**

 **6. UNFINISHED BUSINESS**

.1. Land acquisition

 **7. NEW BUSINESS**

 .1 COVID-19 PREVENTION MEASURES

 .2 ISSUES 11 HIGHBORNE LANE & 19 HIGHBORNE LANE

.3 REQUEST FROM PAUL DURAND

.4 REQUEST FROM MRS. G. LABRECQUE

.5 PRIORITIES 2020-2021

.6 FLOODING ISSUES

.7 BUDGET PREPARATION 2021

.8 AMENDING COOP’S BY-LAWS (MEETING REMOTELY)

.9 PARK EQUIPMENT

.10 PLUGGED SEWERS

 .11 SEWER CAMERA PURCHASE

 .12 MOBILE SPEED RADAR PURCHASE

.13 OAKTREE DAMAGE – CAT CAY CT

 **8. ADJOURNMENT**

**1. MEETING CALLED TO ORDER**

 Jacques Letendre, President of the board called the meeting to order at 9:12 am.

**2. ROLL CALL**

 **A quorum was declared on the presence of the following directors:**

 Jacques Letendre, President

 Réjean Roy, Vice-President

 Richard St-Onge, Treasurer

 Micheline Peacock, Secretary

Henri Tourangeau, director

Guy A Gauthier, Assistant-secretary **(absent)**

René Daigle, Vice-president **(absent)**

**3. APPROVAL AND REVIEW OF MINUTES**

 **.1.**  Due to technical difficulties, approval od the Minutes of February 21, 2020 was postponed to our next meeting.

 **.2.** The Annual Meeting Minutes of March 21, 2020 were received by email and printed. They will review them and if there is any correction, they will let us know by the next meeting, so we will be ready to approve them at the next Annual Meeting of 2021.

 **.3.** The Organizational Meeting to elect the officer’s position will also be approved at the Annual Meeting of March 2021. They will review them and if corrections are needed they will let us know before the next meeting.

**4.CORRESPONDENCE**

We received a letter from Alain Giroux / Chantal Pigelet, 166 Inagua St. asking to place the ashtray farther from their house. We will send them a letter that we agree to remove the ashtray as requested.

Three (3) letters and pictures were received through emails from #199, #214 & #215 Inagua Street, as well as the resident of #144 complaining about flooding issues. The Board is aware of these issues and it is looking to identify what options could resolve or improve the situation and, at what cost. A letter will be sent to each stating that we are aware there is an issue with flooding, and we are currently assessing different scenarios to identify what is our best option.

**5. REPORTS OF OFFICERS/DIRECTORS**

**- Henri Tourangeau:** the grass cut is going well but during the summer we had complaints about it but we were not here. Also the hard rain we had this summer was not helping the landscaping’s workers

**- Réjean Roy:** Some lights in the common areas were not working and I replaced them. One golfcart was not working properly even with new batteries and I found the problem, the solenoid was bad. We bought a new one and now everything works fine. I also fixed a stop sign that was leaning. With others we tried to release the rainwater where there was flooding in the park.

**- Richard St-Onge, Treasurer**, the last meeting we had, the total amount in our financial was around $ 1,300,000.00 in March. Now at the end of October 2020 the Reserve is at $ 325,759.59

 Operations: $ 1,097,575.88, Capital Savings: $ 100,108.71. Total: $ 1,523,444.18.

- **Micheline Peacock**: Nothing new, the summer went well and smooth. We must say that for almost eight (8) months without our Canadians in the park it was longer than usual and lonelier without all the activities we normally have in the winter. I want to thank all the people, that reside here in the summer, for being very vigilant and they did let us know when something was wrong, we sure appreciate their collaboration.

For the airport with ANAC Meeting at Broward County office, we had conference call in June and the last ANAC meeting with Broward County was in early September with virtual video and some with conference call. The Part-150 is getting more ready but could not be presented and organized in a Special Meeting with the citizens this summer because of Covid-19.

**- Jacques Letendre:** Mentions the names of new executive board of directors and those responsible for different tasks in the park. He wants to continue as a chairperson in the same line as Yves Loiselle has done for the past years among the board of directors. I also want to have a sound management of our assets in the park. He understands that it might be a little bit more difficult with the impact of Covid-19, but he is available to anybody that wants to meet with him. During the past 6 months or so, Jacques Letendre noticed that some of our practice may bring some type of issues and one of them is: How does the Board decide and when does it make a decision? I would like to inform you today that any new member Shareholder will have to be approved by a resolution of the board. During the off season we are not here, it must be by email stating your position approved or not approved. At the beginning of each season, we are going to review all those cases that we have done verbally, and they will have to be formalized through an official resolution. We can approve but we cannot vote through email.

Website: During the summer, the legality of our website was questioned but upon review with our legal advisor, it was determined that we were in compliance with Florida Statutes.

**6. UNFINISHED BUSINESS**

 **6.1. Land Acquisition**

 Jacques Letendre, In March 2020, this item was left on the table with no agreement. Jacques Letendre provided a gist of the developments that occurred during the summer. He stayed in touch with a representative of the Daniel Family and it was agreed that he would meet with Family Representatives upon his return to Florida latter this fall. He is expecting to hear from them in the days to come and the plan is to meet and try to determine what is it exactly than is preventing us from coming to an agreement. There will be no lawyers involved at this stage. Once it is done, he will report back to the Board and we’ll see what the next step will be.

**Proposed by Richard St-Onge, seconded by Henri Tourangeau, that Jacques Letendre be appointed lead person on the discussions with the Daniel’s family regarding the acquisition of the land. Accepted by majority.**

**7. NEW BUSINESS**

 **.1. Covid-19 Prevention measures**

Some residents have complained that they did not feel safe going to the Office where no one was wearing a mask and the place was often crowded up. The Chair stated that had enquiry about the recommendation in force at this time in Florida. He tables those recommendations and emphasized the need to have a safer environment for our residents and also for our employees. He added that he would meet with the Manager later this week to have these measures implemented.

 **.2 Issues with #11 Highborne Lane and #19 Highborne Lane**

Jacques Letendre: Starting with #19 there has been an incident from Landscaping on the back of his shed and Nathalie’s Touch has agreed to pay $150.00 to the owner and the balance of $50.00 will be paid by Ocean Waterway Coop as requested to complete the final amount of $200.00.

**Proposed by Richard St-Onge, seconded by Réjean Roy, that Ocean Waterway Coop will pay $50.00 requested as co-payment. All directors voted in favor.**

 For #11 Highborne Lane a buyer had an agreement to purchase this home from Joan Clemen Passeggio and met with Micheline, Richard, Henri and Danielle. At the end there was possibly a misunderstanding thinking that they all approved this person as resident, but it was not the case. So the process has stopped for the buyer and Ocean Waterway Coop is going to use the “First Right of Refusal”. Our manager verified if the owners would sell to us, they said yes.

**Motion made by Richard St-Onge, seconded by Henri Tourangeau, that the Coop takes over the share and the house for $38,000.00 less what is owed on this property. Accepted unanimously.**

 **7.3 Request from Paul Durand**

 Letter asking permission to transfer his share from #22A Eleuthera Drive to his residence house at #122 Eleuthera Drive that has no share. The answer is that we do not refuse the transfer eventually but not before the house of #22A is sold, this is the same for everybody. Letter will be sent to him.

**7.4 Request from Mrs. G. Labrecque**

This owner lost her husband recently and she would like to have her good friend to move in with her as resident and would like to put her on the title. We have four signatures to approve this person to reside in the park. For legal papers it is between them to decide.

**7.5 PRIORITIES 2020-2021**

The list is long and some items could be regrouped together and condensed. We can discuss together to see what is important in our priorities. The Chair will gather comments and revamp list in order of importance.

**7.6 FLOODING ISSUES**

Since August, September and October, we received quite a few complaints as there was a lot of rain this year causing flooding at many places. Depending on the rainfalls there are recurring problems on Inagua St. at #199, #215 and #214. In addition, the entrance at 214 was left unfinished after the waterline was repaired under his driveway. A group of Directors volunteered to repair the driveway according to resident’s wishes.

As mentioned earlier there are other low areas in the Park affected by flooding under severe rainfalls. This situation has been in existence ever since the Park was created and is recurrent after heavy rainfalls. Some digging has been done at the end of Inagua street and it seems to have helped somewhat. Also the pump installed at Mr. Dunzelman on Jamaica Street causes more problems for other owners because it sends more water on Inagua Street. Now Réjean is the lead person on the infrastructure he will be looking into it to see what we can do to solve these problems.

**7.7 BUDGET PREPARATION 2021**

Richard St-Onge: We all know that we had a lot of expenses already this year but what you do not know is that Water and Sewer bills went up this year and our expenses looks like it’s going up like before. This is not for just a few members but it’s probably for all shareholders and non-shareholders. I should have some numbers to show you at the next meeting and you will see it for yourself.

**7.8 AMENDING COOP’S BY-LAWS (MEETING REMOTELY)**

Jacques Letendre: Going through a Pandemic situation like we have right now, he stated should a major issue happens during the summer and we are not here what can we do? He asked the advice of the attorney about this and he told me that we would need to change our By-Laws on this matter if we want to have meetings remotely we would like to act properly in our best interest. Next week we will discuss some more about it.

**7.9 PARK EQUIPMENT**

We have equipment that needs different attention like the golfcart or some furniture etc. and we need to designate a responsible person to look into it. Réjean will be the lead person and Henri, Richard and others may feel free to help.

**7.10 PLUGGED SEWERS**

The problem is the sewage pipes become blocked and we have them unclogged. Then they block again, so we have to unclog them again and we have to pay every time for this. This is when we think that there might be roots blocking again. Maybe with the camera we could see exactly where is the problem that needs to be fixed. We need to figure out what’s the best way to solve these problems.

**7.11 SEWER CAMERA PURCHASE**

Do we really need to buy a camera to see where the major problems and is it to our advantage? Or should we continue to pay a professional company to look and find sewer problems. So far we had three different companies and of course we spent a lot of money. Now, who could be using an expensive camera properly and take care of it on a regular basis? We need to look at the cost of a camera and discuss more about It at the next meeting after receiving more information.

**7.12 MOBILE SPEED RADAR PURCHASE**

We would like to look at speed radar signs to slow down the traffic entering into the park. We don’t have prices on these yet but it might be good to find out what we can get and at what price. Let’s try to find more about it.

**7.13 OAKTREE DAMAGE ON CAT CAY CT**

At 55 Cat Cay Ct, there is a big branch of an Oak Tree that has been cut and ended on the roof of the house and roots were also cut. It probably damaged the tree to the point that we don’t know if it will survive. Jacques is proposing that we send a letter to the owner of this house, that if the tree dies, the owner will be responsible for the cost of its removal, will pay and be blamed for it. He also cut the roots around the tree and nobody should ever touch Oak tree, Ocean Waterway takes care of trimmings of all these Oaks.

**8. ADJOURNMENT**

**Proposed by Réjean Roy, seconded by Micheline Peacock that the meeting be adjourned at 12:30pm**

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Micheline Peacock, Secretary