

MARC MORIN, CPA-CGA,  
PRESIDENT AND SENIOR MANAGER

MTRE ANGIE PELONIS, LL.B., D.D.N., NOTARY  
VICE-PRESIDENTE AND SENIOR MANAGER

Some professionals with whom PROVISION works:

MTRE MARIE-LAURENCE BRUNET, LL.B., J.D.,  
CO-OWNERSHIP LAW

MTRE LUC MORIN, LL.B., LL. M.,  
ASSOCIATE FASKEN MARTINEAU

GARY BLOOMFIELD, ENG.,  
ENSPECO INC.

KEVIN LANTAFF, ENG.,  
ENSPECO INC.

**PROVISION Property management**  
7575 Trans-Canada Highway, Suite 106  
Montreal, Quebec H4T 1V6  
(514) 339-7000  
[www.gestionprovision.com](http://www.gestionprovision.com)  
[info@gestionprovision.com](mailto:info@gestionprovision.com)



GESTION IMMOBILIÈRE  
**PROVISION**  
PROPERTY MANAGEMENT



# PROVISION

Preliminary Service Offer  
Administrative Council



To Whom It May Concern:

Provision is a rapidly expanding firm that is already making its mark through a novel approach centred on fundamental values: transparency, honesty, communication and integrity.

At Provision, we know that only a team of seasoned experts can provide the competent and effective administration of a co-ownership syndicate. This is why you find among us professionals with backgrounds in business and real estate. Their complementary skills go beyond competent and effective management, to ensure the sound management of your syndicate's assets. Our team offers a customised plan that uses the necessary management tools to respond to the needs of your syndicate.

Provision's foremost mission is to establish harmonious relations between the syndicate and the co-owners. Access to a range of customised services, real-time solutions and carefully negotiated contracts are key elements that allow you to save time and money in performing the administrative tasks of your syndicate.

Our team of experts already manages one or more buildings a few blocks from yours, an undeniable advantage, as this could allow the formation of alliances and synergies between their syndicates and yours.

We thank you for taking the time to consider our present offer. We hope to have the chance to meet you so as to identify your needs more accurately and present to you a detailed and personalised proposal.

Looking forward to meeting you soon,

## Marc Morin, CPA-CGA

President and Senior Manager

[www.provision.quebec](http://www.provision.quebec)

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# WHY CHOOSE PROVISION PROPERTY MANAGEMENT



## Accounting and Financial Management

- General accounting of the syndicate;
- Develop the annual budget in consultation with the Administrative Council;
- Manage the syndicate's bank account;
- Manage the contingency reserve fund;
- Deposit all sums collected or received into the syndicate's bank account(s) at (a) chartered bank(s) or (a) credit union(s);
- Invest the unused funds in conformity with the rules of investments considered risk-free (contingency reserve fund);
- Prepare cheques for paying suppliers and present them for signing by the Board of Directors;
- If applicable: maintain regular communication with the company in charge of payroll and oversee payroll deductions;
- Collect condo fees and deposit cheques;
- Send out reminders, as necessary, in order to collect past-due receivables;
- At the end of the financial exercise period, prepare the financial statements and the final bank reconciliation.

## Board of Directors

- Participate at 12 Board of Directors meetings per year;
- Draft the minutes of each meeting in English and French (\*Maximum duration of 2.5 hours, additional time being invoiced at \$90.00 / hr + taxes).

## Transitional Assembly and Annual General Assembly

- Participate at the Annual Co-Owners' Assembly;
- Prepare and send out the meeting notices;
- Prepare the Agenda and send it to the co-owners;
- Draft the minutes in English and French;
- Communicate the minutes to the co-owners.

## Management of the common areas

- Annual courtesy visit to each co-owner;
- Negotiate and follow-up on outsourcing, maintenance and repairs contracts (solicit at least 2 or 3 bids for all works that cost more than \$3,000);
- Supervise the execution of current maintenance work;
- Manage the syndicate's salaried staff.

## Customer Service

- Response to calls and e-mails within 48 hours;
- 24-hour Emergency Calls Service;
- Fully bilingual written communications and fully bilingual managerial team;
- Accounting service provided by a CPA-CGA;
- Internal computer system available upon the syndicate's request;
- Available for consultation by all co-owners: All obligatory registers, the condominium declaration, cadastral maps, building plans and contracts signed by the syndicate.

## OUR CLIENT PORTFOLIO

The following is a non-exhaustive list:

- Co-Owners Syndicate of Les Grands Palais, 6800-6850 Henri-Bourassa West ;
- Co-Owners Syndicate of Le château du Nouveau-St-laurent ;
- Co-Owners Syndicate of Les Jardins de L'Acadie Phase II.

Monthly fee per unit  
starting at

# \$ 19

+ applicable taxes

## IN A NUTSHELL ...

Provision Property Management is:

- A team of seasoned experts
- Well-versed in Business and Real Estate domains
- Bound by the Codes of Ethics and Conduct of Professional Orders
- Transparent and honest management
- Competitive pricing