



MEMORY AID

THE 14 STEPS NECESSARY TO ORGANIZE A CO-OWNER MEETING

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WE PROPOSE TO YOU A PROCESS OF FOURTEEN (14) STEPS TO ORGANIZE, SUMMON AND HOLD YOUR ANNUAL MEETING:

- 1) Throughout the entire year, listen to the co-owners as their needs, expectations, projects and ideas must be discussed during the annual meeting of co-owners.
- 2) Set your schedule: document production, convocation, holding of meetings (the first and possibly the remedial).
- 3) Confirm the availability of the location (or the virtual platform) and of the intervenors (accountant, building expert, lawyer, president of the meeting, etc.)
- 4) Contact the syndicate accountant to produce financial statements that will be included in the notice to attend the meeting.
- 5) Prepare the provisional budget that will be included in the notice to attend the meeting.

- 6) Contact the lawyer or the notary of the syndicate to produce eventual modifications to the constitutive Act or to the building By-law that will be included in the notice to attend the meeting.
- 7) Prepare the agenda, the proxies and the documents to be joined, including the accountability of the administration, if applicable.
- 8) Validate the register of co-owners before sending the notice to attend the meeting.
- 9) Prepare the distribution of each person's interventions and their presentations.
- 10) Make reminders to the co-owners as well as a few actions to ensure that the quorum is reached.
- 11) Hold the meeting.
- 12) Finalize the minutes with the secretary of the meeting.
- 13) Send the minutes to the co-owners with the adopted modifications of the co-ownership declaration.
- 14) Make the most of a well-deserved rest until the next meeting.

Any questions ?

Reserve a 15min consultation with one of our co-ownership specialized lawyers:

<https://www.djclegal.com/consultation-express-gratuite/>

Contact us:

(514) 287-9535

questioncondo@djclegal.com

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