



## 4 OPTIONS FOR A GENERAL MEETING OF CO-OWNERS

Simple, in accordance with legal requirements and efficient

### Basic package (included in all options)

- Access to the “assemblée virtuelle” platform
- Integration of the register of co-owners provided by the Syndicate
- Sending individual access codes to the co-owners
- Preparation of the virtual room (agenda, vote(s), resolutions, proxies)
- Preparatory meeting (test) on the platform before the general meeting (1h)
- Management of the general meeting (3 hours / if longer, the extra cost will depend on the selected service)
- Technical support 30 minutes before and 30 minutes after the start of the general meeting
- General meeting documents remitted to the Syndicate



**\$100 discount applied to clients who have already used the “assemblée virtuelle” platform.**

### 100% VIRTUAL GENERAL MEETING SMALL CO-OWNERSHIP

Basic package for co-ownerships from 2 to 39 units

**\$700**

### 100% VIRTUAL GENERAL MEETING BIG CO-OWNERSHIP

Basic package for co-ownerships of more than 40 units

**\$1 100**

### 100% PRESENTIAL GENERAL MEETING (with digital ballots)

Basic package for co-ownerships from 2 to 120 units, plus:

- Attendance of the DJC team in the meeting room during the general meeting
- Capture of the votes on any type of digital device (Android or iPhone smartphones)
- Tablets (iPads and others) and assistance throughout the meeting

**\$ 1 350**

### HYBRID GENERAL MEETING (presential and virtual) without room rental

Basic package plus :

- Prior visit of a technician to check the connection/internet speed of the room reserved by the client
- Attendance of the DJC team and of technicians in the meeting room during the general meeting
- Access to and preparation of the general meeting on the virtual platform and assistance throughout the general meeting

**\$ 2 350**

### HYBRID GENERAL MEETING (presential and virtual) with room rental

Basic package plus :

- Rental of a “turnkey” room in downtown Montreal
- Control panel management
- Connectivity (wired internet network connection)
- Hardware adapted to the hybrid format (microphones, cameras, speakers, TV screen, LED wall)
- Attendance of the DJC team and of technicians during the meeting
- Access and preparation of the general meeting on the virtual platform and assistance during the general meeting

**\$ 9 100**

## Additional optional services

Transcription of the meeting minutes	\$450
Presidency of the meeting by a lawyer with an expertise in co-ownership law from the DJC law firm	\$1 100
Access to a simultaneous translation room (excluding the translators, generally costing approximately \$1,350)	\$350
Technical support throughout the general meeting	\$400

## Additional foreseeable costs

- Taxes.
- Disbursements (hard copies if required by the client opting for the 100% presential general meeting)
- Cost of a legal review of the notice to attend the meeting, requests for addition, etc.
- Cost of a reprisal meeting in the event of a lack of quorum at the first general meeting
- Cost of holding a joint simultaneous general meeting of 2 syndicates (please contact us)



DE GRANDPRÉ  
JOLICOEUR  
S.E.N.C.R.L. / LLP  
AVOCATS - NOTAIRES  
LAWYERS - NOTARIES