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TCR n°: FREJUS 783 073 570 – Capital: €575,962

**A WORD FROM THE BOARD OF DIRECTORS****Dear Members,**

The Board of Directors met on 9 and 10 December 2021.

The main decisions taken during these meetings are presented to you in this Flash.

While hoping for a calmer and more serene season than last year, the Board of Directors wishes you all the best for 2022.

Philippe LECAUDE
Co-Manager Director
And Chairman of the Board of Directors

A handwritten signature in black ink, appearing to be 'P. Lecaude', with a horizontal line extending to the right.

MAIN DECISIONS OF THE BOARD OF DIRECTORS ON 9 AND 10 DECEMBER 2021

(the minutes are available in full at the administrative building, by appointment)

GENERAL:

- **The Board of Directors validated the minutes of the Board meeting on 18 November 2021**
- **Dates of upcoming meetings of the Board of Directors:**
 - 28 January 2022 by videoconference
 - 2, 3 and 4 March 2022 in person
 - 27, 28 and 29 April 2022 in person
- **Annual inter-domain meeting on 7 April 2022:** Three representatives of the Domaine du Pin de la Légue will participate in this meeting, that will be organised by and at the Domaine des Maurels. The Board of Directors wished for the following topics to be put on the agenda of this meeting: taxation (property and housing), applicable town planning rules, security, video surveillance and surveillance of the pools, as well as access control.



- **DELIVERY OF THE BADGE:**

We remind you that badges will only be issued upon presentation of a tax certificate and proof of insurance for your facilities (Main residence tax and/or Domain residence tax sent to your main residence or Income Tax sent to your main residence only).

If you cannot provide proof of a main residence, you will be subject to resolution 7 adopted at the General Meeting on 14.08.2021 which states *"a partner who cannot prove, by producing a tax certificate, a main residence outside of the Domain, will be subject to a monthly penalty of 7 base rates in the first year, with this penalty doubling each year until regularization."*

- **Telephone relay antennas:** From June 2022, there will no longer be an "Orange" telephone relay antenna within the Domain. The Board of Directors has decided to contact the other operators so as to find out their intentions.
- **Rubbish areas:** From Friday 1 October 2022 to 15 June 2022, all containers, household waste and yellow bins will no longer be grouped on the car park between the Post Office and the Arboretum, but behind the Tennis courts.
- **Boat parking:** From 1 October 2022, it will no longer be possible to store your boat behind the administrative building or in the car park behind the tennis courts. They must be parked in the car park between the Post Office and the Arboretum. As of that date, boats already in storage will have to be transferred to that location. There is a charge for this parking, and rates will be defined and communicated later.
- **Motorhomes:** From 1 January 2022, motorhomes will be prohibited from entering the Domain unless they park in the parking space of the parcel during their stay. Motorhomes parked in public areas will result in a Police intervention and the invoicing of penalties by the Domain.
- **"Buffer" vehicles:** For all "buffer" vehicles on the parcel, without a badge and for which the insurance is outdated or non-existent, the Domain will ask the partner in question to provide the insurance certificate by e-mail.

FINANCES:

- **Update on the outsourcing of the accounting:** The Board of Directors updated matters with the company "Esterel Comptabilité" on the progress of the file and the current processing times for the accounting.
- **Update on the 2021 budget:** On 31.10.2021, total revenue amounted to €465,805 against a provisional budget of €364,249, i.e. a surplus of €101,558. The latter notably results from the occupant participation (€218,592 for €155,887 budgeted), leisure tickets, badges, residents' cards and miscellaneous (€117,036 for €101,512 budgeted), the re-invoicing of litigation and banking expenses (€33,024 for €9,694 budgeted).
- **Cinema review, 2021 season:** The cinema attendance was good in view of the programming. It is expected to generate earnings of €5,946, to which will be added the reimbursement of the salaries of the projectionist and the cashier.
- **2022 rates:** As it does every year, the Board of Directors has revised the rates applied to the services provided to partners. They are communicated to you below and are also available on the Domain's website.

2022 RATES

RUBRIQUES	TARIFS 2022 T T C
ADMINISTRATION	
* PART SOCIALE (quota gestion)	6,11 €/part
* APPEL SUPPLEMENTAIRE GROS TRAVAUX	0,68 €/part
* EAU :	
Consommation (coût du m3 – TVA à 5,5 %)	2,34 €
Assainissement (coût au m3 – TVA à 10 %)	2,54 €
* PARTICIPATION OCCUPANT (applicable du 01.10 au 30.09 - à partir de 7 ans révolus)	
Hors-saison (du 1.10 au 31.03)	3,50 €
Moyenne-saison (du 1.04 au 31.05)	6 €
Haute-saison (du 1.06 au 30.09)	7,50 €
* MAGASIN ASSOCIE (Forfait/m3) :	
- 3 mois :	45 €
+ 3 mois :	100 €
* REMPLACEMENT SERRURE BP	40 €
* PHOTOCOPIES / IMPRESSIONS MAILS ASSOCIES	
Recto-verso/page	0,60 €
Recto/page	0,40 €
* MACARON :	
Associés/ayants droit	Gratuit
Invité/occupant	8,50 €
* CARTES DE RESIDENTS (accès libre aux loisirs)	
Associés/ayants droit	Gratuite
Invités/occupants :	
* de 7 ans à 10 ans	2 €
* à partir de 11 ans	11 €
- REEDITION DE CARTE (perdue)	7,50 €
* TENNIS : sans carte individuelle	gratuite
NB : réservation du court payante avec <u>caution</u>	10 €
restituée sur demande.	
* PADEL (location du court pendant 1 heure)	10 € (2 tickets)
NB : 2 tickets animation de 5 €	
* TICKET MULTI-LOISIRS (accès Piscine, Mini-Golf, Tennis)	4 € (1 ticket)
* TICKET BLEU ANIMATIONS (accès Padel, Aquagym, Cross-training)	5 € (1 ticket)
* TRANSFERTS DE PARTS :	
Vente / succession / donation	750 €
Divorce / extinction d'usufruit / sortie d'indivision	300 €
Succession dernier vivant	Gratuit
* PENALITES INFRACTION (unité de base)	30 €
* FRAIS FIXES CONTENTIEUX	30 €
* PENALITES RETOUR IMPAYE	25 €
TECHNIQUE	
* TAXE DE GRUTAGE (tarif unique)	1.300 €
* TAXE DE TRACTAGE	Gratuit
* BRANCHEMENT RESEAU EAU	1.000 €
* DEPLACEMENT COMPTEUR EAU	(sur devis)
* REMPLACEMENT COMPTEUR EAU	60 €

- **2021 visitors tax:** The Board of Directors took note of the amount of the 2021 visitors tax set by the tourism office of the city of Fréjus. It appears that the calculation method has been modified by increasing the theoretical number of people present on the parcel from 2 to 4 over a period of 365 days. This tax will be payable by all partners whose parcels have not been subject to the property tax on developed property and de facto to the residential tax on secondary residences. During a meeting with the tourism office, it was recalled that the SCI had benefited from an exceptional calculation method that was advantageous under the current legislation.
- **Taxation - Update on the VAT file:** This case is still pending before the Administrative Court of Toulon. We await our lawyer's conclusions in response to those of the tax administration.
- **Retirement Savings Plan:** For the sake of good management, the Board of Directors decided to join a Retirement Savings Plan in response to the compensation that will be paid to employees upon their retirement. Indeed, several personnel members will be departing in only a few years' time. The annual RSP contribution will be calculated on the basis of the payroll with smoothing of previous years.

LEGAL:

- **Update on share transfers:** As it does at each meeting, the Board of Directors examined the various files on share transfers. It refused one sales file.
- **Update on ongoing labour relations cases:** A labour tribunal decision was handed down in the dismissal of an employee in which the SCI was ordered to pay one month's salary for dismissal without real and serious cause, plus €900 under article 700 of the NCP. The employee's other requests were rejected. It is likely that the employee will appeal the decision. A labour tribunal decision for the dismissal of another employee is expected by mid-February 2022.

- **Update on the complaint file regarding housing tax / property tax on developed property:** Our lawyer proposed to the Board of Directors, which agreed, to look after the defence of partners whose complaint to the public finance department regarding the tax on developed property was rejected. This is the case for the vast majority of claims. Mr. NAHON would look after lodging an appeal with the administrative court under favourable financial terms.
To receive this assistance, partners must make the request by e-mail sent to taxefonciere@pindelalegue.fr. In return, they will receive a mission letter that they will have to complete, accept and return directly to Mr. NAHON.
A press release on this subject has been published on the Domain's website. The financial conditions are also detailed therein.
- **RCMS administrators protection contract and IT protection contract:** The Board of Directors unanimously validated the signing of the two contracts with the broker HISCOX, represented by the company SESAME.
- **C. GIRARDON v. The SCI Domaine du Pin de la Légue file:** During the Board of Directors meeting in May 2021, the Board of Directors unanimously decided to immediately terminate the term of office of Mr. Christian GIRARDON as supervisory auditor. Mr. GIRARDON has taken the case to court. The case is in progress.

PERSONNEL:

- **Update on the organisation of the services:** This work previously performed by Mr. LECAUDE and Mr. TOUCHARD has been entrusted to Mr. WARIN, to whom the personnel management was assigned after his election to the Board at the General Meeting on 14 August 2021. He has prepared job descriptions for each member of the technical and administrative personnel.
- **Recruitment of the controller for safety and facilities monitoring:** The Board of Directors selected a candidate whose contract will begin on 1 March 2022.
- **Single document:** This mandatory document was implemented in 2020. It is updated on a regular basis.
- **Safety orientation booklet:** The Board of Directors agreed to the creation of a safety orientation booklet that will be adapted so as to address the Domain's employees, and then the companies that will have to sign it.
- **Report on the closing of the post office:** During this meeting of the Board of Directors, the directors discussed the new organisation for the distribution of parcels to the Domain's residents. The assessment was mixed. It will be reviewed during the preparation of the 2022 General Meeting.

SAFETY:

- **Schedule of penalties for 2022:** Mr. SCARLATELLA wished to modify and focus the sanctions from 2022 onwards. He proposed a new schedule of penalties to the Board of Directors, that was validated by a majority (Mr. WARIN voted against).
- **Contract for the 40 call points at the sanitary facilities:** Of the two candidacies, we received only one offer (same service provider as for the emergency exits). After 31.12, the other company's candidacy will be rejected.

WORKS:

- **Update on the Gonfaron file:** A new meeting with Hydratech was held on 15 December 2021 so as to refine the profile projects (work sections), in order to avoid walls with a height of more than 1.50 m being built along the parcels of members on the Parpaiou sector. We have been provided with an initial costing that seems to be within the set budget.
In administrative terms, the dossier concerning the water retention basin is progressing favourably.
- **Awarding of contracts:**
 - **"maintenance of green spaces" contract:** The call for tenders was launched for a response expected on 31 December.
 - **"Domain security" contract:** 5 companies responded to our call for tenders, including PRESSUR. The Board decided to continue the contract with the latter until 31 December 2022, with some effort being made on its rates. It was also asked to work with the Domain to see if it would not be possible to modify or discontinue certain services. A new call for tenders will be launched at the end of 2022
 - **"sanitary facilities maintenance" contract:** The company ALLONET was selected by the Board of Directors for a 3-year contract effective from 1 January 2022.
- **Internal Rules Constructive part:** As this document has been validated by the City of Fréjus, it can be published on the Domain's website. Partners who have provided us with their e-mail addresses will receive a link to this document. Partners without an e-mail address may request a copy during their visit to the Domain.
- **Internal Rules Administrative part:** This document is currently being updated and will be proposed for a vote by the partners at the 2022 General Meeting.
- **Automatic control contract for alarms, sirens and emergency exits:** This contract was validated by the Board of Directors. It was awarded to the company PROTECT HABITAT.
- **Contract for cable and/or optical fibre ducts for the cinema/info point:** This contract was validated by the Board of Directors. It was awarded to the company ATPE.
- **Presentation of the projected investment plan over 5 years:** A multi-year investment plan will be drafted starting in 2023.

HAMLET DELEGATES:

- **Works requested by the hamlet delegates:** As usual, the requests submitted by the Delegates to the technical service are all being studied and processed according to the availability of technical personnel and feasibility.

- **Update on the presence of wild boars within the Domain:** Due to a large number of wild boars within the Domain, the Board of Directors, in the person of Mr. BOUTTEAU Managing Director, will request the assistance of the Animal Control Officer competent in the sector.
- **Appointment of new Hamlet delegates:** The Board of Directors endorsed 3 candidates for the position of Hamlet delegate: Mr. Thierry AMARD Castelet 68; Mr. David BERTINET Recantounet 61; Frédéric BERNARD, Tousco (replacing Valérie MERLOT, elected to the Supervisory Board).
- **Meeting of the Hamlet delegates:** By decision of the Board of Directors, the usual meeting in July will henceforth be preceded by a preparatory meeting.

ANIMATION:

- 2022 season:

- **Aquatic space:** The Board of Directors examined a draft schedule for the personnel of the aquatic space for the months of June and September 2022. This document was validated on the following basis:
 - Monday to Friday: the Olympic pool will be supervised from 11 AM to 3 PM, and the Olympic and aquatic pools will be supervised from 3 PM to 6:45 PM.
 - Saturdays and Sundays: the Olympic pool will be supervised from 11 AM to 2 PM, and the Olympic and aquatic pools will be supervised from 2 PM to 6:45 PM.
 - The other pools will remain under the supervision and responsibility of the parents during the pool opening hours, a sign informing the partners of this will be put up.
- **Animations:**
 - **Facilitators:** The Board of Directors unanimously decided to recruit a facilitator-coordinator for the period from 15.06 to 15.09 (see **call for applications below**).
 - **Events:** A few dates were decided upon by the Board of Directors. In 2022, two balls organised by the Domain are scheduled, one on 20 July and the other on 15 August. Once again this year, these two balls will be hosted by the "Memories 06" orchestra, which proved to be fully satisfactory in 2021. Intermède will organise the ball on July 13. As for the two country picnics scheduled for 27 July and 21 August, they will be hosted by the "Objets trouvés" orchestra.
 - **Youth club:** The Board of Directors approved the creation of a youth club in the place of the Infirmary, that will be transferred behind the MNS office. The cost of the works should amount to €14,000.
 - **Les P'tits Loups daycare:** The Board of Directors unanimously decided to restore free access to this service. A given child will only be able to use this service once a week, unless space is available on the other days, with prior registration the day before at the info point.
- **Seasonal personnel:** Recruitment is in progress (see **call for applications below**).
- **Seasonal leases:** All 2021 service providers have been contacted by the administration so as to check their availability this summer. Some have replied favourably (Mrs. ALETTI for Zumba etc. and Mrs. SORANZO for wellness massages and other planned new services) and others unfavourably (Mrs. MELONE for Nordic walking and Pilates). All seasonal leases will once again be reviewed at a future Board meeting.

APPEL A CANDIDATURES

FOR THE TENDER COMMISSION:

During its meeting on 20 May 2020, the Board of Directors had decided to create a tender committee, composed of directors and members with the skills to monitor the awarding of contracts.

A call for applications was published in Info Flash N° 116 of May 2020, with this commission then being created.

Two of its members, Mr. SCARLATELLA and Mr. WARIN, having had to withdraw following their election to the Board of Directors at the General Meeting on 14 August 2021, the Board of Directors is launching a new call for candidates.

We ask interested partners to send us their application by e-mail to the address judith.piovetti@pindelalegue.fr before 15 April 2022, for presentation to the Board of Directors on 27, 28 and 29 April 2022.

FOR SEASONAL JOBS:

You are a dependent of a partner, available from 1 to 31 July 2022 and/or from 1 to 31 August 2022 and/or from 1 June to 30 September 2022, and wish to take up a seasonal job at the Domaine du Pin de la Lègue...

... **the following positions are to be filled:** BEESAN and BNSSA in the aquatic area, Receptionist at the administrative building, controller at the Gonfaron reception, Operator, Assistant clerk at the Domain's post office, Reception Agent at the Info Point/Tennis/Mini-golf, Cashier at the cinema, Cleanliness and cleaning agent / Telegraph operator, Sports coordinator, Football coordinator and Coordinator at the P'tits Loups daycare / children's workshops.

Please note: A position for a Facilitator-Coordinator was created by decision of the Board of Directors.

This person will be asked, based on a programme of various sports activities that s/he will submit for validation to the Board of Directors at the start of the season, to participate in the search for the various coordinators with whom s/he will have to collaborate and to supervise.

Her/his profile:

* Holder of a Certificate or State Diploma in the entertainment sector (State Certificate of Entertainment Technician from the *Education Populaire et de la jeunesse* -BEATEP-, State Diploma relating to Entertainment Functions, Professional Youth Certificate from the *Education Populaire et du Sport* -BPJEPS-, ...);

* Available from 15 June 2022 to 15 September 2022;

* Proficiency in English;

* Practical experience.

If you wish to apply for a seasonal job, we invite you to send us your application by e-mail to judith.piovetti@pindelalegue.fr before 25 February 2022, for presentation to the Board of Directors on 2, 3 and 4 March 2022. Your submission must include a cover letter mentioning, amongst other things, your availability and address at the Domain, a Curriculum Vitae and photocopies of your diplomas and any updates.

A FEW REMINDERS...

Emergency alarm: An emergency alarm transmitter has been installed at each of the sanitary installations. It must be used in case of a fire or serious incident.

Siren alarms in case of evacuation: 1 blast for 5 minutes. **Warning:** The sirens are tested every first Wednesday of the month at noon: 1 blast for 1 to 2 minutes.

Evacuation plan: It is recommended that partners should display a copy of the Domain evacuation plan in their mobile homes and also keep a copy in their vehicle(s). This document is available at the administrative building or can be downloaded from the Domain's website.

Smoke detector: Its installation has been mandatory in mobile homes and caravans since 8 March 2015. Do not forget to change the device's batteries in order to prevent it from going off in your absence, which would disturb the neighbourhood.

Fire extinguishers: The Domain has 1,200 fire extinguishers that are checked every year and replaced every 10 years.

Insurance:

- Members are reminded of the obligation, each year when the badge is handed out, to provide us with proof of insurance for the vehicle(s), accompanied by the CL and fire insurance certificate for all of their installations.

- At the request of our insurance company, members whose two-wheeled vehicles remain in storage must, each year, provide us with their valid insurance certificate for the stored vehicle.

Sanitary installations: Reopening date to be defined according to the health constraints. Closing of all sanitary installations on 30.09.22.

Selective sorting: To meet the ecological challenges of sorting and recycling, but also for budgetary reasons, we ask partners to sort their waste. An information leaflet is available at the administrative building.

"Monster" skip: From 1 April to 31 October, Monday and Friday from 9:30 AM to 11:30 AM / from 1 November to 31 March, only on Friday from 9:30 AM to 11:30 AM.

Water meter: Each partner is responsible for maintaining her/his own meter and in case of replacement, that can only be decided and carried out by the Domain, the resulting costs are invoiced to the relevant partner.

Maintenance of the facilities: We remind you that you must regularly clean your parcels and the pine needles on the roof of your facilities.

Ditches: Depositing branches in the ditches is prohibited. Members must maintain the ditches on the periphery of their parcels.

Mail and parcel delivery: The Domain post office will be closed to the public from 1 November 2021 to 30 April 2022. Mail will be delivered to the post office boxes on Tuesday and Friday mornings. Only delivery notices for registered letters and parcels will be distributed daily.

Palm treatment and disease: Every partner with one or more palm trees on her/his parcel must contact the technical services in order to collect information relating to the treatment, felling and removal of sick palm trees. Only authorised companies may be involved, with no involvement of the Domain's services under any circumstances.

Access is forbidden to the **military grounds around the Domain**.

PRE-REGISTRATION...

- **Pre-registration societaires and rights holders:** In order to avoid long queues at the administrative building, we encourage you to use the pre-registration of societaires and rights holders on the site. The Domain's internet site is www.domainedupindelalegue.fr, We remind you of the 3 types of operations possible with this system:
 - 1 - Request for badges for the vehicle with which you are going to come to the Domain.
 - 2 - Request for resident cards for yourself and your dependents registered in the registers of the Domain.
 - 3 - Pure and simple registration for a new stay at the Domain. In addition, do not hesitate to consult help on line in the pre-registration field. Please use this modern way. Thank you very much.

We remind you, below, the procedure to follow to log in :

The address of the site is www.domainedupindelalegue.fr. In the header of the site, click on "login". You will be asked for a "login" and a "password".

Concerning the identifier: enter your hamlet name, followed by the plot number, for example: "acassi.01" (make sure to put the dot between the hamlet name and the plot number). Attention: for Rocco, write roco; for Bau Dou Ser, write bau.dou.ser.

Concerning the password: this is the general number assigned to the plot, in 5 digits. Enter your general number by inserting 0 (zero) on the left. Example: for general number 2430, write 02430; for general number 458, write 00458. You can change this password to have a more personal one by following the procedure mentioned on the screen.

If you forget this password when you log in again, simply click on "password forgotten".

Remember to fill in your e-mail address so that your password can be sent to you automatically.

Once connected, click on « INFORMATIONS » so that you can read the Administrative Council's communications.

If you are interested in receiving information concerning the Domain and the dematerialized voting as of next year, we would encourage you to provide us with your e-mail address at the following : service.administratif@pindelalegue.fr specifying your last name, your first name and your general number.

ANIMALS AND INSECTS...

Dogs: They must be permanently under the control of their master, tied or kept on a leash, or even muzzled according to the legislation. Under no circumstances should they be left alone on the plots (Art. 6.4. e of the Standing Orders). In case of Failure to comply with this rule will result in a penalty of 1 basic unit (Art. 8.3.2. a of the Regulations).

Cats: We remind you that a campaign of sterilization of stray cats is organized all year long by voluntary members with the agreement of the administration of the Domain to avoid a feline proliferation.

Wild boars: It is formally prohibited, under penalty of sanctions, to feed wild boars which are classified as harmful in the Var.

CORONAVIRUS - COVID 19

PLEASE RESPECT ALL THE MEASURES TAKEN BY THE GOVERNMENT IN THE CONTEXT OF COVID-19 PANDEMIC (wearing of a mask, hand-washing, social distancing).

Notices :

Deaths:

Maurice GALIZOT, on 30.12.2021, shareholder at Bau Dou Ser 22 and Chairman of the Club « Boules et Loisirs du Pin » between 1987 and 2016.

Françoise LAURENT, shareholder at Tousco 3/4

Alain TOUCHARD, on 21.01.2022, shareholder at Esbadaia 47 and Co-Manager Director since 2013.

Administrative Office opening times

Until 3rd of April : 9.00 am to 12.15 pm. Closed to the public all the afternoons
Re-opening every afternoon from 4th of April, 2022

