



**MESSAGE FROM THE BOARD OF DIRECTORS**

**Dear Madam, Dear Sir, Dear Partners,**

The Board of Directors met on 19, 20 & 21 April 2023.

The main decisions taken at these meetings are presented in this Newsflash.

The Board of Directors is actively preparing for the next Annual General Meeting, which will take place on Saturday 12 August 2023 from 9.30 am.

Following the abolition of the quorum voted at the 2022 General Meeting, the meeting will be opened immediately.

As was the case last year, you will be able to vote electronically on the various resolutions proposed to you.

Electronic voting will open on 10 July 2023 and close at midnight on 13 August 2023.

In order to be adopted, resolutions must receive a sufficient number of votes, set in our current Articles of Association at 25% of shares for an Ordinary General Meeting and 33% for an Extraordinary General Meeting.

As in previous years, public meetings will be held on Sundays 9 July and 23 July and on Tuesday 1 August from 9.30 am at the cinema.

A special meeting for English-speaking partners will be held on Wednesday 26 July at 9.30 am. They are asked to send their questions by the end of June to Judith PIOVETTI ([judith.piovetti@pindelalegue.fr](mailto:judith.piovetti@pindelalegue.fr)).

We regret that not all partners have yet accepted the electronic registered letter, which entails additional costs. To date, only 1,242 of you have accepted, while 2,057 partners have provided us with a correspondence e-mail address.

As usual, many rumours and some false information are circulating on social networks and/or in the Estate.

We can only recommend that partners always contact the Board for answers to their questions. Our staff will respond in their usual friendly way, and if they are unable to answer you they will be able to arrange a meeting with a director as fast as possible (with speed depending on the season).

With the summer season just around the corner, you'll be introduced to a new team of entertainers who will be offering a range of free activities.

The Var department is under drought alert. All members are asked to comply with the prefectural decree in force, which is posted on the information boards located in the administrative building and in front of the swimming pool.

We ask partners not to fill their Jacuzzis and, for those who wish to do so, to use rainwater collectors to water their flowers.

Please be advised that:

- Alexandre SCARLATELLA has resigned from his position as Managing Director, with effect from 30 April 2023,
- Aurélie CHEMIN left the SCI on 20 May following her resignation to change career,
- Mr Thomas DURAND will cease to be employed by the SCI on 30 July, following his request for a contractual termination in order to change career direction.

We hope you all enjoy your stay on our beautiful Estate.

**Christian BARON**  
**Managing Director and Chairman of the Board of Directors**

**Following a risk of a landslide that could cause a mobile home to fall onto the road alongside the Mounacan "bas Castelet," a diversion has been put in place for everyone's safety. The situation presents a definite risk. It is imperative that everyone respects this diversion until the ban is officially lifted.**

## **MAIN DECISIONS OF THE BOARD OF DIRECTORS**

### **FINANCES**

#### **Result 2022:**

At 31 December 2022:

Total expenses amounted to €3,933,298 and total income to €1,059,125, to which must be added the call for expenses of €2,932,604 and the occupier's contribution of €237,121. The provisional result showed a surplus of €295,552.

This amount was reduced by a provision for risks and charges of €50,500, which relates to 2 ongoing disputes and a dispute with the Labour Court in respect of which the dismissed employee has appealed against the judgement.

From this we need to deduct the exceptional expense of €349,872 relating to the Labour Court's decision against the SCI in respect of a former employee. We are awaiting the final decision of the Court of Appeal.

After deducting this exceptional charge, the result was a net loss of €54,320.

The results were approved by our accounting firm and sent to our auditor as part of their audit of the SCI's accounts.

#### **Partners' balance**

This amounted to €488,121 at 31 December 2022, comprising:

- Receivables from partners in financial disputes amounting to €173,635. All of these cases are currently being contested by our lawyer before the courts. Their right of use is suspended.
- A debt of €10,425 owed by a partner who has appealed against the decision of the commission de surendettement (Overindebtedness Commission) in our favour.
- Receivables from partners in respect of inheritances to be realised amounting to €21,620.
- The balance of the accounts for the plots purchased by SCI as part of the Gonfaron works, amounting to €41,553, which will be cleared when the plots are sold.
- The balance of €60,435 in accounts for plots of land in the process of being sold, which will be cleared as soon as the share transfers are completed.

Receivables from partners who were not up to date with their 2022 charges amount to €180,453.

At the beginning of May, about €195,000 had been paid.

A further review will be carried out shortly, and the partners concerned will receive a reminder letter asking them to pay their balance within 30 days of receipt of the letter, failing which their right of use will be suspended on 1 July 2023.

#### **2023 and 2024 budget**

The budgets presented are based on expenditure for the 2022 financial year, with all expenditure items updated. As far as revenue is concerned, we have taken the figures from the 2020 budget, which we use as a basis each year. External revenue is calculated conservatively, as it is highly volatile and depends in particular on the number of visitors to the Estate (residents' cards, badges, occupier share, etc.).

For 2024, the value of the charge per share will have to be revalued by 5% to take account of continuing inflation.

#### **Failure to present proof of address**

6 partners were concerned for the year 2022.

2 partners have provided proof of their addresses for 2022, and 4 have received a penalty invoice.

#### **Association grants**

The Board of Directors decided to renew the subsidy of €1,500 to Intermède and the Club de Boules, and €500 to the Association de Défenses des Sociétaires, which manages the library.

## **PERSONNEL**

### **Validation of the internal rules - Surveillance and Rescue Organisation Plan**

The internal rules and the Surveillance and Rescue Organisation Plan were presented to and approved by the ESC at its meeting on 18 April 2023.

The documents have been sent to the labour inspectorate and the clerk's office of the Labour Court. The internal rules came into force on 24 May 2023.

### **Training of members of the ESC**

The training course is now over, and the employees really appreciated the content and the quality of the trainer. Messrs MORISS and LAVIALLE also attended this training course.

## **LEGAL**

### **Seasonal leases 2023**

Seasonal leases were approved for all those who had agreed to the terms defined by the Board of Directors.

The Board of Directors decided not to follow up the proposal from the company Eco loisirs Riviera (scooters), given the dangerous nature of such use on the Estate.

Any new proposals for activities which arise will be examined by the Board of Directors.

### **Legal disputes**

Dominique MALBERNARD is responsible for litigation before the Administrative Court, the Court of First Instance and the Court of Appeal.

### **Financial or technical disputes with partners**

The cases are being monitored by Mr Benjamin Blouin and our lawyer, in conjunction with Dominique MALBERNARD, but to date there have been no new developments.

A partner in dispute has sold their plot and their debt will be cleared.

### **Technical disputes - Mounacan 72**

Due to the risk of a mobile home collapsing on the road at Mounacan, we have been forced to close it temporarily.

In view of a dispute over liability between the partner and the SCI, a legal expert was appointed and an expert assessment meeting was held on 5 May 2023 recommending, firstly, that the partner's installations be consolidated and, secondly, that gabions be laid along approximately half of the road under the plot to prevent accidents caused by landslides. As a result, the road will be reduced by half and right-of-way management will be introduced. The question of financial distribution will then be debated before the competent court.

### **Tourist tax**

A partner informed us that in an exchange of e-mails the Tourist Office considered that the Estate should centralise the 2023 tourist tax and then transfer it to the Fréjus commune.

The Board of Directors reacted immediately and sent a registered letter to the Fréjus Tourist Office and to the President of ESTEREL COTE D'AZUR AGGLOMERATION.

A meeting has been scheduled for mid-June with the Tourist Office and the town of Fréjus, and we are awaiting confirmation.

### **2072 SD "Income from movable property" return**

It should be noted that the SCI is obliged to file the above-mentioned declaration as it is not subject to corporation tax.

For 2022, we have declared a sum of €51,424, consisting of income from seasonal commercial leases. This amount should have been divided between all the partners in order to be taxed on their income.

### **Legal change to the SCI**

In parallel with the VAT appeal, we worked with lawyers specialising in company law, tax law and property law and with our chartered accountant to find various legal solutions that would save us an annual outlay of around €200,000.

Unfortunately, none of them were transposable and applicable to us. Although this cost us additional fees, it did provide us with a definitive answer to our question.

### **Setting up a “Société commerciale” (Trading company) - Creating separate business lines**

As part of the above legal discussion, our advisers (chartered accountant and tax lawyer) drew our attention to the threshold of 10% of ancillary income which must not be exceeded. If this is not maintained, the SCI is subject to corporate income tax.

The Board of Directors is continuing to consider another possibility, which would be the creation of separate accounting business lines. This issue will be explored further by the latter.

## **SAFETY OF PROPERTY AND PEOPLE**

### **Dissemination of safety information - Cinema**

A short film covering all the major safety issues on the Estate is being made with the help of Jean-Paul PESTY.

### **Video Surveillance**

As part of the 2023 multi-annual works plan, it has been decided to add to and replace the obsolete CCTV cameras in the following areas: Discotheque - Security station - Cinema - Car park for snack bar, swimming pool, children's area - Post office - Information point, for a total amount excluding VAT of €64,208

There are also plans in 2024 to change the number plate reading system at the Gonfaron entrance, at a cost (excluding VAT) of €18,525.

## **WORKS**

### **Floods of 1 December 2019 Gonfaron works**

It should be noted that the Communauté d'Agglomération does not authorise the creation of dykes, and that only the widening of the bed of the Gonfaron is possible.

A virtually definitive plan was drawn up by Hydratec based on the hydraulic model for a 100-year flood. The application for authorisation is not subject to a public enquiry. The administrative and technical file should be submitted in July 2023, and the DDTM (Prefecture) is responsible for issuing its opinion and proposing the final decision to the Prefect. There is a minimum 9-month procedure, so a response is expected in spring 2024. This authorisation could allow the first phase of work to start in winter 2024/2025.

### **Last-minute information**

The formalised results of the fauna and flora inventories show that certain protected species are present, particularly in the planned footprint of the works.

The engineering firm HYDRATEC compared the impact on the flooding right-of-way if the work could not be carried out according to our project in places where these species are present. Some areas are problematic because we were carrying out significant enlargements there.

This consultancy is currently working with the naturalists to see if there are any possible "alternative" measures (compensation, relocation, recreation of habitats, etc.), so that the project can be carried out as effectively as possible while respecting the species present, as part of the overall application for Environmental Authorisation, and possibly to submit an application for a Protected Species Exemption to the DDTM.

We have two options:

- the possibility of submitting this application: our project will be modified where it has little or no impact on the flooding right-of-way and the Environmental Authorisation File, and it will be submitted this summer along these lines. The government departments may or may not accept the measures we are proposing, and depending on their response we may be forced to modify the project in any case.

- No possibility of submitting this application: the project will be modified in such a way as to avoid impacting all the protected species identified.

The plans are therefore not in their final version, as we are awaiting this response from the DDTM. In the meantime, companies will be consulted on the basis of the dossier submitted, so that we will have a relatively reliable budget for autumn 2024.

### **Creation of the "military ground" pool**

May be subject to DDTM approval. It will have to go through a special procedure with the military authorities. Contact will be made very shortly with the Draguignan sub-prefecture to move this file forward.

### **Multi-Annual Plan 2023**

The annual budget is €326,378. A total of €163,607 was spent and committed.

Expenditure of €106,500 has been earmarked for repairs to the fire network, the entrance to the Estate, various gardening equipment, rubbish bins and the installation of water shut-off valves. The balance of €56,271 has been earmarked for personal safety and the renewal of the video surveillance system.

### **Multi-Annual Plan 2024**

The Board of Directors decided to give priority to the project to modify the children's pools at the swimming pool, including the drainage system, the gravelled beaches and the configuration of the future pools.

### **PPRIF 2023/ 2026**

To prevent forest fires, the Estate must comply with the requirements of the PPRIF (Forest Fire Risk Prevention Plan).

In accordance with resolution no. 6 passed at the 2022 General Meeting, SCI has appointed MCI Expertises to carry out tree marking throughout the Estate.

The tree marking has begun and the colours used are as follows: Red = tree cutting and Blue = tree pruning.

Cutting and/or pruning is scheduled to begin in October 2023. At present, the PPRIF has stopped in the hamlets adjoining the administrative farmhouse and will continue thereafter.

These markings are not made randomly, but according to the recommendations imposed by the regulations in force.

It is possible that some trees were cut down before marking because they were an immediate hazard.

We are receiving complaints. These will only be studied at the end of the marking mission, which is scheduled for the end of the season.

### **Modification of the entrance to the Estate**

Quotations are awaited for the relocation of the automatic barriers, the creation of an entrance lock and additional parking spaces. The project will be operational in 2024, with a planned budget of €55,000. After visiting the site, the directors decided to study several entry and exit options so as not to disrupt the flow of traffic.

### **Solar equipment**

It is not possible to allow partners who so wish to equip their mobile homes with photovoltaic panels, since in the event of a fire the fire brigade must be notified of this type of installation in order to fight the fire. The latter have restrictive standards in terms of making cuts in the installation.

A trial was carried out a few years ago in 2 sanitary blocks equipped with solar panels to heat hot water. The operation proved inconclusive in view of the investment made with the equipment available at the time.

A new trial of hot water production for the sanitary blocks will be carried out with the installation of the latest generation of photovoltaic panels on a sanitary block.

Photovoltaic equipment will also be used to light boulevards on the Estate which do not yet have lighting, or where existing lighting is being replaced.

### **Water networks/Mains drainage**

We asked VEOLIA to provide us with a complete water management system, but it turns out that the latter does not offer this type of service.

Our problems are as follows:

- The water network is over 60 years old,
- Numerous water leaks inside the Estate, which we pay for in our charges.

The Board of Directors is aware of these problems and believes that a technical audit of the underground networks should be carried out to assess the condition of the existing pipes and to highlight areas requiring preventive repairs.

Mr BOUTTEAU will contact VEOLIA, the concession holder, to ask if it is possible for them to carry out these investigations in early 2024. Such an audit will certainly require a complete shutdown of the networks and therefore of the Estate in a period to be defined in January/February 2024.

### **“Constructive” administrative rules**

When renewing mobile homes or outdated installations, it is sometimes impossible to find replacement installations of exactly the same dimensions, given the structural changes which have been made over the years.

The Board of Directors has therefore decided to amend the 5th paragraph of Article 1.13 as follows:

"Existing installations authorised by the Estate, even if they do not comply with the Fréjus town planning scheme, and which were identified at the beginning of 2021 by the Fréjus town council, may be maintained as they are and/or replaced on an identical basis (same surface area projected onto the ground). In the event that it proves impossible to replace an identical installation, a slightly smaller one may be authorised subject to acceptance of the application by the Estate's technical services."

## **I.T.**

### **New IT management system**

Our management system has come to the end of its tether and there is no further scope for it to evolve.

We therefore commissioned STYLEO to carry out an audit based on the requirements identified by Messrs BLOUIN and LAVIALLE. The system will be developed using ODOO licences (an open-source ERP package with a large number of modules to meet a wide range of business management and customer relationship management needs) to be installed on workstations to create the development environment the Estate requires.

Implementation and programming in the ODOO environment should take 8 months. The new system should be operational by early 2024.

The Board of Directors approved the project at a cost of €80,000 excluding VAT, plus an annual cost of €5,382 for the licences.

### **EDM (Electronic Document Management)**

All staff have been trained. Only the directors still require instruction, and they will be trained by Benjamin BLOUIN.

## **ESTATE ENTERTAINMENT**

### **Opening of the swimming pool**

The pool has been open since 17 May from 2 pm to 7 pm, closing on Tuesdays until the end of May.

### **Seasonal workers - 2023 season**

Recruitment is now complete and the team is fully staffed. The schedules are up to date for all positions.

### **Activities**

The activities provided by the entertainment team are free of charge.

### **Cinema**

Managed by the "Forum des Arts" association, it will open from 23 June to 3 September 2023.

### **Olympiad 2023 - Swimming pool nights**

These will be prepared jointly by the sports coordinator and the swimming instructors.

## **Aquagym**

Free aqua-gym classes will be given by the lifeguards, with times and frequency to be determined.

## **Youth Club**

Last year's trial was inconclusive and even disappointing. The Club was supposed to be self-managing, but this was not the case. Different age groups mixed together, causing problems.

Much of the equipment was broken or damaged. The table football table - the only item left in good condition - will be moved to the pool to the right of the entrance.

The Youth Club will be taking over the "Chinese pavilion" site.

## **SAFETY / FIRST AID**

### **Estate evacuation exercise**

At the express request of the Prefecture, the Town Hall and the SDIS (fire brigade), a full evacuation exercise of the Estate will take place in the first half of June. The aim of this exercise is to validate the procedures which will enable us to modify them if necessary. It will take place in the presence of Fréjus Town Hall, the fire brigade, the C.C.I.F. and the police.

The alert will be given at around 9 am and messages will be broadcast indicating which exits to use. All partners present will be asked to leave the Estate to go to the nature base, where a breakfast will be provided by the Town Hall.

This evacuation is compulsory and any offender will be subject to penalties of €1,200.

### **Fire drill 2023**

A fire drill will take place on the afternoon of Wednesday 14 June, inside the Estate, in the presence of the Fréjus fire brigade and the Comité Communal des Feux de Forêt (local forest fire committee).

### **Defibrillator training**

An information session on the use of a cardiac defibrillator will be held on Saturday 22 July at 10 am in the courtyard of the Salle Intermède.

### **Blood donation**

A blood drive will be held on 10, 19 and 31 July, 8 and 23 August and 5 September 2023 at the Salle Auberge.

## **HAMLET DELEGATES**

The annual meeting will be held on 4 July 2023 at 9 a.m. in the Salle Auberge.

The agenda will include a study of one-way streets in the hamlets and a reminder of the PPRIF (forest fire prevention plan).

## **GENERAL ADMINISTRATION**

### **Approval of the minutes of the meeting of the Board of Directors held on 19, 20 and 21 February 2023**

The directors unanimously approved the minutes of the Board meeting and signed them.

### **Date of Board Meetings 2023**

- 17, 18 and 19 October 2023

### **Inter-estate meeting**

This was held on 4 May at the Club les Chênes-lièges in Gassin, where a number of common themes were discussed. Messrs HOLLE & LAVIALLE represented the Estate.

### **Share transfers**

As it does at every meeting, the Board of Directors examined the various share transfer files.



## **Work in July and August 2023**

It has been decided that at the request of partners, no work may be carried out by outside companies between 1 July and 3 September.

Only servicing work such as rectifying power cuts, hot water tank breakdowns, water leaks, blocked water mains, etc. is permitted.

## **Validation of the list of companies approved by the Estate**

Reminder of the eligibility criteria for listing:

- Every year, companies must provide us with: the Kbis, ten-year insurance certificates, tax certificates (VAT), URSSAF certificates and certificates for illegal workers.
- Self-employed entrepreneurs: registration on the Trade Register
- Under no circumstances may the address shown on the administrative documents requested be that of the Estate. Any beneficiary wishing to have their company included on the list of companies must provide proof of outside residence in order to obtain a badge

The Technical Department will contact companies that have already been approved to update the documents required for their registration.

Companies wishing to be referenced should contact the latter. They must comply with the internal rules of the companies working on the Estate, a copy of which will be given to them. The latter does not require any modification.

## **Wild boar control**

Two cages are currently being manufactured. They should be operational for the start of the season and the cages will be monitored by the technical services. These will be moved as soon as a wild boar is caught.

## **"Energy Saving - New Energies" and "Future of the Estate" working groups**

- **Energy Saving - New Energies Group**

This group is led by Philippe BOUTTEAU & Michel HOLLE.

The candidacy of Jean-Paul PESTY was approved.

- **"Future of the Estate" Committee**

This is led by Pascal TEITE and Jane RADCLIFFE. A meeting will be organised at the beginning of July. The nominations of Sandra KIEFFER, Edith REMY, Jean-Pierre BARBIER, Michel DELRUE, André KAIFAS, François LEGRAND and Jean-Paul PESTY were approved.

- **Tender committee**

This is led by Philippe BOUTTEAU and Joël LAVIALLE

The nominations of Myriam Romero, Francis Eleonard, Thierry Amard, Guy Dorinckx, Bruno Hanrot, Patrick George, Alain Haudrechy, Jean-Paul Pesty, Pascal Tarratre and Loïc Warin were approved.

## **General Meeting 2023**

- **Voting conditions**

All the necessary documents previously included in the "special elections" Siren will be put online as soon as we receive our auditor's report, so that partners are informed and can vote with full knowledge of the facts.

The Board of Directors has decided that electronic voting will open on 10 July 2023 and close at midnight on 13 August 2023.

Partners who do not have access to 4G will be able to vote electronically at one of the voting points equipped with a tablet which will be installed on the Estate.

- **Dates of pre-General Meeting information meetings**

They will take place on Sundays 9 and 23 July 2023 and on Tuesday August 2023, at the cinema from 9.30 am to 12 pm.

The meeting dedicated to the English will take place on Wednesday 26 July 2023, at the cinema from 9.30 am to 12 pm. They will be asked to put their questions in writing beforehand so that Ms Radcliffe can prepare the answers and facilitate the discussions.

- **Digitisation of the "Acceptance of the electronic registered letter" vote**

The number of partners who have accepted the electronic registered letter is 1,242 out of 2,214, while 2,057 of you have provided us with an e-mail address. This generates additional costs, as we are obliged to send the invitation to the general meeting and the "Special Elections" Siren by registered letter with acknowledgement of receipt, as well as a second letter to send the identifier enabling you to connect and vote.

The Board of Directors has decided that in 2024, partners who have not accepted the Electronic Registered Letter will be invoiced the above costs.

A resolution to this effect will be submitted to the 2023 Annual General Meeting.

- **Elections to the Board of Directors**

At the Annual General Meeting on 12 August 2023, partners will be asked to vote for the election of:

- 4 managing directors for a 3-year term. The following are retiring: Philippe BOUTTEAU and Michel HOLLE,
- 1 managing director for a term of 1 year, following the resignation of Mr Alexandre SCARLATELLA

We received 5 applications, the plots of which are being checked, as the interested partners must of course be in compliance with the Articles of Association and internal rules and not hold any other office within the S.C.I.

**The Board of Directors**

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**REMINDERS**

### **Administrative office opening times**

**From 1 April 2023 to 30 June 2023**

Open to the public Monday to Friday, 9 am to 12 pm and 1.30 pm to 5.15 pm  
Saturday mornings from 9 a.m. to 12 pm

**From 1 July 1 to 31 August 2023**

Open to the public Monday to Saturday, 9 a.m. to 1 p.m. and 2 p.m. to 5.30 pm

**From 1 October 2023 to 31 March 2024**

Open to the public on Mondays, Wednesdays and Fridays, mornings only, from 9 a.m. to 12 pm

### **Electronic voting**

Resolution no. 8 passed at the General Meeting of 14 August 2021 enables S.C.I. Domaine du Pin de la Lègue to send you the next convocations to the general meetings by registered letter in electronic version, in order to increase speed, simplicity and traceability.

In order for the Estate to be able to send you your next notices of general meetings by registered letter in electronic format, it must first ask each partner for their consent.

A request for consent form was therefore sent to you, initially by post and then, as a reminder, by means of various Newsflashes.

We note that despite these mailings, some partners have still not opted for this method of transmission which, we emphasise, reduces postal costs among other things.

Partners who have not yet responded to this request will find attached the "Request for prior consent to receive electronic registered letters."

### **Documents**

We remind you that you can download, by connecting you with your login on the site of the Estate [www.domainedupindelalegue.fr](http://www.domainedupindelalegue.fr) (you will find the procedure for logging on in this Flash):

- The Articles of Association of the S.C.I., updated after the 2022 General Meeting,
- The "administrative" internal rules, updated after the 2022 General Meeting,
- The updated "constructive part" internal rules, which take account of the Town Planning Code, the regulations specific to residential leisure parks, the Local Town Planning Plan of the town of Fréjus and the requirements of the PPRIF, updated after the Board meeting in April 2023,
- The minutes of the General Meeting held on 13 August 2022,
- Rates applicable from 1 January 2023

## **The technical departments**

are only available on request for an appointment by telephone or by sending an e-mail with the subject of the request. The meeting will take place directly on the partner's plot.

Of course, you can always send an e-mail to the Administration Department ([service.administratif@pindelalegue.fr](mailto:service.administratif@pindelalegue.fr)) and the Technical Department ([service.technique@pindelalegue.fr](mailto:service.technique@pindelalegue.fr)).

## **Badge presentation**

We remind you that badges will only be issued on presentation of a tax certificate and insurance for your facilities (main Council Tax and/or Council Tax for the Estate addressed to your main residence or Income Tax addressed to your main residence only).

If you are unable to prove that you have a principal residence, you will be affected by Resolution 7 passed at the General Meeting on 14/8/2021, which stipulates that *"any partner who is unable to prove, by producing a tax certificate, that they have a main residence outside the Estate will be subject to a monthly penalty of 7 base rates for the first year, doubled each year until the situation is rectified."*

## **Insurance**

- We would like to remind our partners that each year when they receive their badge they must present proof of insurance for their vehicle(s), together with a certificate of third-party and fire insurance for all their installations.

- At the request of our insurance company, partners whose two-wheeled vehicles are parked at the shop must provide us each year with a valid insurance certificate for the vehicle in storage.

## **Pre-registration of partners and beneficiaries**

We encourage you to use the pre-registration of partners and beneficiaries on the Estate's website at the following address [www.domainedupindelalegue.fr](http://www.domainedupindelalegue.fr).

There are 3 types of operation possible with this system:

- 1 - Request for a badge for the vehicle you will be using to visit the Estate.
- 2 - Application for resident's cards for yourself and your beneficiaries entered in the Estate's registers.
- 3 - Registration for a new stay at the Estate. You can also consult the online help in the pre-registration section.

**NB** : Every stay at the Estate must be declared to the authorities.

### **➤ Reminder of the procedure to follow to connect to the Estate's website:**

The website address is [www.domainedupindelalegue.fr](http://www.domainedupindelalegue.fr).

Click on "Connection" in the site header. You will be asked for a "login" and a "password".

*For the login*: enter your hamlet name, followed by the block number, e.g. : "acassi.01" (make sure there is a full stop between the name of the hamlet and the number of the block).

*Note*: for Rocco, write roco; for Bau Dou Ser, write bau.dou.ser.

*Concerning the password*: this is the general number allocated to the block, which must be 5 digits long.

Enter your general number, inserting 0s (zeros) to the left. Example: for the general number 2430, write 02430; for the general number 458, write 00458.

**You can change this password** to a more personal one by following the procedure on the screen.

If you forget your password when you log on again, simply click on "forgot password."

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

Once you have logged in, you will be able to access documents and/or communications from the Board of Directors.

## **Pre-registration for paying guests (tenants)**

Partners who hire out their facilities can pre-register their tenants on site at the Estate and pay in advance for badges and residents' cards on presentation of supporting documents, in order to relieve congestion at reception and reduce waiting times at the counters.

## **Sanitary blocks**

The sanitary blocks will reopen during the Easter holidays. They will close on 30 September 2023.

## **Selective sorting**

To meet the ecological challenges of sorting and recycling - and also for budgetary reasons - we are asking partners to sort their waste. An information leaflet is available from the administrative office.

## **Refuse containers**

The containers currently stored in the car park opposite the post office will be progressively returned to the hamlets from 15 June 2023.

## **"Monster" skip**

From 1 April to 31 October, Mondays and Fridays from 9.30 am to 11.30 am.

From 1 November to 31 March, Fridays only, 9.30 am to 11.30 am.

## **Parking for motor homes, boats and trailers**

Motorhomes and trailers are not permitted to park permanently on the Estate's public car parks during the winter period. If the partner has a suitable parking space on their, they are authorised to park their vehicles on condition that they do not encroach on the public domain or hinder access to their plot by the fire service.

A motorhome can be the partner's main vehicle in winter. In this case only, if it is not possible to park it on their plot, after a prior request specifying the planned parking time they will have to park it in a strictly delimited area which will be specified each year by the technical departments of the Estate. This parking is reserved exclusively for partners present on the Estate during the same period. Checks will be carried out to ensure that the partner is indeed present.

### **Shop for two-wheelers**

From 1 July to 31 August, two-wheelers can be dropped off or returned on Mondays, Wednesdays and Fridays between 10 am and 12 pm, and from 1 September to 30 June between 9 am and 12 pm, by prior appointment with Stéphane DAVAL.

### **"Abandoned" vehicles**

For all "abandoned" vehicles on plots without a badge and whose insurance is not up to date or non-existent, the Estate will ask the partner concerned to send the insurance certificate by e-mail.

### **Water meter**

Each partner is responsible for the maintenance of their own meter. In the event of replacement (which can only be decided and carried out by the Estate), the costs incurred will be billed to the partner concerned.

### **Installation maintenance**

We remind you that you must regularly clean up your plots and the pine needles on the roofs of your installations.

### **Forest Fire Prevention plot maintenance**

The deadline for completion of this work by the partner is 15 May. Nevertheless, the Board of Directors has agreed to a tolerance until 30 May. After this deadline, maintenance work will be carried out by the Estate at the expense of the partner concerned, bearing in mind that all work must be completed by 15 June.

### **Palm tree disease and treatment**

Any partner who has one or more palm trees on their plot should contact the technical departments to obtain information on the treatment, felling and removal of diseased palms. Only authorised companies may intervene, and under no circumstances may the departments of the Estate participate.

### **Animals: Extracts from the "administrative part" of the internal rules (updated in April 2022)**

- Pets: (article 6.3 e)

Pets are allowed to be present with their owners, provided they have been vaccinated (keep vaccination certificates available) and do not cause a nuisance of any kind.

Category 1 and 2 **dogs** are strictly forbidden on the Estate.

Dogs must be under their master's control at all times, tied up or kept on a lead, or even muzzled, depending on the legislation. Under no circumstances should they be left alone on the blocks. Dog owners must take all necessary measures to prevent their dog barking and making noises (cf. Art. 6.3. c).

Access to the water park and play areas is forbidden (for health reasons).

Owners are required to pick up after their pets. There are financial penalties for failure to do so (see Art. 7.3.2).

Stray animals will be caught and handed over to the departmental pound service.

**Cats**: We remind you that a stray cat sterilisation campaign is organised throughout the year by volunteer associates with the agreement of the Estate's Board, in order to prevent feline proliferation.

- Animal pests: Following the prefectural decree of 30 May 2017, wild boar is classified as a nuisance throughout the Var department. Anyone caught feeding a wild boar is liable to a €135 fine imposed by the Office de la Faune Sauvage (Wild Animal Office).

### **The Estate post office**

From 1 June 2023 to 31 August 2023, the counter will be open from Monday to Saturday from 11 am to 12 pm. Mail, small parcels and recorded delivery notices are delivered daily to letterboxes. Parcels which do not fit in the letterboxes will have to be collected from the post office counter in June and from the Info Point in July and August. Please contact the administrative office if you are having medicines and/or medical equipment delivered to you.

### **Fire extinguishers**

The Estate has 1,200 fire extinguishers, which are checked every year and replaced every 10 years.

**The military grounds around the Estate** are off-limits.

### **Masses**

Due to staffing problems at Saint-Raphaël Cathedral, it will not be possible to hold Masses at the Estate this summer. Here are the opening times for the Cathedral: Mass on Saturday evenings at 6.15 pm or on Sundays at 10.15 am.

## **SAFETY INSTRUCTIONS**

### **Smoke detector**

These have been compulsory for mobile homes and caravans since 8 March 2015. Don't forget to change the batteries in your alarm so that it doesn't go off unexpectedly when you're away, causing a nuisance for your neighbours.

### **Evacuation siren alarms**

1 ring for 5 minutes. Please note: Every first Wednesday of the month at 12 noon, a test is carried out on the sirens (1 ring for 1 to 2 minutes), as well as on the public address system (see "safety instructions" below).

### **Evacuation plan**

Two copies of the Estate plan will be given to each resident when the badge is issued. One copy must be kept in the resident's vehicle and the other in the resident's installations. This plan will also be available to residents at various points on the Estate and can be downloaded from the Estate's website.

### - IN THE EVENT OF A FIRE -

- If you witness the outbreak of a fire:
  - Call the fire brigade on 18 or 112,
  - Notify the entrance station:
    - or by telephone on **07 78 48 54 55 (preferred number)** or **04 98 11 84 40**,
    - using the call point located in the sanitation block.
- Don't hang up first: wait for confirmation of your call.
- Identify yourself by giving your name and the address of your plot on the Estate (hamlet name + number).
- Communicate the location, nature and extent of the fire.
- Specify whether there are any casualties and the visual condition of the wounds or burns.
- Close gas cylinders, cut off electricity to the affected plot, use fire extinguishers and/or hoses.
- As far as possible (but don't put your life in danger), stay at the scene to guide the emergency services and set up a safety perimeter.

### - IN THE EVENT OF FLOODING -

- Notify the entrance station:
  - Either by telephone on **07 78 48 54 55 (preferred number)** or **04 98 11 84 40**,
  - Or by using the call point located in the sanitary block.
- Don't hang up first: wait for confirmation of your call.
- Identify yourself by giving your name and the address of your plot on the Estate (hamlet name + number).
- Communicate the location, nature and extent of the flood.
- Specify, if applicable, whether people need treatment.
- Take shelter in a high place.
- Never cross a road or path submerged in water.

### - EVACUATION OF THE ESTATE -

- The evacuation order is given by the Estate's sirens and/or public address system.
- Turn off gas cylinders and electricity.
- Close the doors and windows of your installations to prevent theft and the spread of fire or smoke inside mobile homes or caravans.
- **NOTE:** DO NOT turn off the water on the plot: leave the hoses available.
- Take your identity papers, health booklets, emergency medicines, shoes, clothes and drinks with you.
- Evacuate the estate with vehicles without trailers, following the signposted routes.
- Follow the instructions given by security personnel or public services.
- Anyone present on the Estate **must** leave or face sanctions.
- If a resident is taking care of one or more people (children or a disabled person), they are asked to inform the reception desk.

### - FIRST AID PROCEDURES -

- If you witness an accident, illness or injury:
  - Observe;
  - Protect yourself to avoid an accident;
  - Call the fire brigade on 18 or 112, or the ambulance service on 15:
    - Identify yourself by providing your name and telephone number,
    - Indicate the nature of the problem: accident, illness or disease,
    - Indicate the exact location of the event,
    - Specify the number of people concerned,
    - Specify the apparent condition of the victim(s), their age and sex,
    - Indicate the first steps taken.
  - Never hang up first;
  - Notify the entrance station that the emergency services are on the way:
    - Either by telephone on **07 78 48 54 55 (preferred number)** or **04 98 11 84 40**,
    - Or by using the call point located in the sanitary block,
    - Or by any other means of communication.
  - Stay with the victim(s).





# Domaine du Pin de la Lègue

## PRIOR CONSENT TO RECEIVE ELECTRONIC REGISTERED LETTERS

Dear Societaire,

In accordance with the requirements stemming from Regulation (EU) No. 910/2014, Article L100 of the French Post and Electronic Communications Code and the implementing decree No. 2018-347 of May 9, 2018, we inform you that the qualified Electronic Registered Letter has the same legal value as a Paper Registered Letter with Notice of Receipt.

Under the provisions of Law 65-557 of July 10, 1965, Decree 67-223 of March 17, 1967 and Decree 2015-1325 of October 21, 2015, notifications of notices of meetings, minutes of general meetings and formal notices can be sent to you by Electronic Registered Letter.

In accordance with the resolution n°8 voted during the general assembly of August 14, 2021, in order to gain in speed, simplicity and traceability, the S.C.I. Domaine du Pin de la Lègue proposes to send you your next convocations to the general assemblies by registered letters in electronic version.

If you agree to receive our registered letters in electronic version, we thank you for returning the coupon below duly completed by mail to the Domain's address or by e-mail : [service.administratif@pindelalegue.fr](mailto:service.administratif@pindelalegue.fr).

Please accept our best wishes and we remain at your disposal for any questions you may have.



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**PRIOR CONSENT TO RECEIVE ELECTRONIC REGISTERED LETTERS**

I, the undersigned .....

Sociétaire of plot N° ..... in the hamlet .....

Under the general number .....

Email : .....

Telephone..... Mobile.....

Agree to receive notifications and formalities by Electronic Registered Letter from the S.C.I Domaine du Pin de la Lègue.

I recognize that the access to the mailbox corresponding to the indicated e-mail address and its consultation are under my whole and full responsibility. In case of change of e-mail address, I agree to inform the S.C.I Domaine du Pin de la Lègue by any means at my disposal.

Done at .....

Date.....

Signature