

## **HOA Desrochers\_Board of Directors Meeting**

### **Meeting Minutes**

**September 23, 2024**

**Time 7:07 PM**

**Location:** Desrochers Neighbourhood

**Attendees:** J.R., Collins, Ankur, John, Anh, Jonathan, Wenhan

**Guests:** Doug, Carla

**Regrets:** None

#### **1. Introductions**

Each attendee introduced themselves, providing a brief overview of their background:

- J.R. Lopez: Specializes in facility management and service work.
- Collins: Holds a background in environmental engineering, with experience in public service.
- Ankur: Works for Landmark Homes in sales and marketing.
- John: Owner of a construction company; serves on multiple condo boards and has extensive board meeting experience.
- Anh: Background in education.
- Jonathan: Degree in public relations with expertise in communication, business development, and relationship management.
- Hansen: Accountant with administrative experience.

#### **2. Election of Board Roles**

The following positions were elected:

**President:** John (Term: 2 years)

**Vice President:** Collins (Term: 1 year)

**Treasurer:** Hansen (Term: 2 years)

**Secretary:** Anh (Term: 1 year)

**Director:** Ankur (Term: 2 years)

**Director:** Jonathan (Term: 1 year)

**Director:** J.R. (Term: 2 years)

Motion to appoint the board members to their respective roles:

Moved by: John

Seconded by: Collins

Motion passed.

### **3. Celtic Property Company**

Carla and John will schedule a meeting with Celtic Property Company.

Desrochers Website: Champions will be selected to update the website.

Website Meeting: J.R. and Jonathan will meet with Mike (website designer) to discuss updates.

### **4. HOA Social Media**

Discussion tabled to the next meeting.

### **5. Document Storage**

J.R. will explore options for document storage by meeting with the website developer.

### **6. Bank Account**

Current funds are held in trust with MLC.

The process of transferring funds to Celtic is ongoing.

### **7. Meeting Frequency and Location**

Bi-weekly meetings will be held for the next few months.

The format (in-person/virtual) will be determined based on availability.

### **8. Carla's Role**

Carla will continue supporting the HOA in an advisory capacity and may attend meetings as a guest upon request.

### **9. PO Box**

The current PO Box is located at Shoppers Drug Mart, Heritage branch, and is valid until April 2025.

### **10. Insurance**

John is gathering quotes for both commercial and Board of Directors liability insurance.

**11. Budget and Fees**

Discussion tabled to the next meeting.

**12. Any Other Business**

Next meeting scheduled for October 8 at 7:00 PM.

Meeting Adjourned: 9:02 PM