

HOA Desrochers_Board of Directors Meeting

Meeting Minutes

November 20, 2024

Time 7:00 PM

Location: Desrochers neighbourhood

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

Guests: Doug

Regrets: Anh

1. Call to Order

- Meeting called to order at 7:10 PM.

2. Changes to Agenda

- Added discussion on the mail-out draft.

Approval of Agenda:

- **Motioned by:** Collins
- **Seconded by:** J.R.
- **Vote:** All in favour.

3. Approval of Previous Meeting Minutes

- **September 23, 2024:**
 - **Motioned by:** John
 - **Seconded by:** Collins
 - **Vote:** All in favour.
- **October 8, 2024:**
 - **Motioned by:** John
 - **Seconded by:** Wenhan
 - **Vote:** All in favour.
- **October 22, 2024:**
 - **Motioned by:** Collins
 - **Seconded by:** J.R.
 - **Vote:** All in favour.
- **November 6, 2024:** Minutes tabled for the next meeting.

4. Insurance Quote

- Based on John's email, the current coverage exceeds requirements.
- John to request a detailed quote and obtain two additional quotes from other vendors for comparison.

5. Communication Transition (MLC to Board)

- Continued discussions on transferring communication and powers from MLC to the Board.

6. FAQ Discussion

- Topics include signing authority and the payment process via Condoworks.
- John to contact Celtic directly.
- Board members to send their questions to John for further discussion with Celtic.

7. Minutes Recording Process

1. Draft minutes are taken;
2. Draft shared with Jonathan for review;
3. Jonathan edits and finalizes the minutes;
4. Final draft is shared a few days before the next meeting;
5. Minutes are approved during the meeting;
6. Approved minutes sent to J.R. for website upload in PDF format.

8. City Council Meeting Update

- Collins shared updates from Councillor Rice.
- John, Jonathan, and Ankur to attend the City Council meeting on **November 27, 2024, at 10:30 AM** at City Hall.
- Discussion will include the twinning of 41 Ave (Chapelle, Desrochers, Allard).

9. Volunteers Communication

- John to draft and send a welcome email to volunteers using the HOA Board email.
- Doug to share the volunteer list with John.
- Draft to be reviewed by Jonathan before distribution.

10. Agenda Policy and Procedures

- Discussion on how agendas will be shared and approved at meetings as part of policy and procedures.

11. Policy and Procedure Development

- Collins to lead the Policy Committee with Ankur.
- John to contribute to processes and procedures development.

12. Communication Updates

i. Social Media Update:

- Doug read and shared the brief update for approval to be posted on our Facebook profile.
- **Motioned by:** John
- **Seconded by:** Collins
- **Vote:** All in favour.

ii. Email Account Setup:

- Gmail account created for HOA communication.
- Application submitted for Google Workspace (non-profit service) for free email and storage under **info@desrochershoa.com**.

iii. Mail-Out Draft:

- Discussion on content length and medium.
- Brochure to be concise, with detailed information available on the website.
- Ankur to provide literature for new buyers.
- Doug to draft the medium; Jonathan to refine it after feedback.

13. New Business

- **Next Meetings:**

December 4 | December 18 | January 8 | January 22.

- John to contact contractors (Mosaic, Tekla, etc.) regarding holiday lights and fountain management for issue resolution and contractor coordination.

14. Adjournment

- **Time:** 9:06 PM
- **Motioned by:** Collins
- **Seconded by:** John
- **Vote:** All in favour.

Prepared by: Jonathan Butterworth

Approved on: December 4th, 2024