

Desrochers HOA Board of Directors Meeting

Meeting Minutes

Date: January 8, 2025
Time: 7:00 PM
Location: Desrochers Neighbourhood
Attendees: John, Jonathan, Collins, Wenhan
Guests: Doug, Carla
Regrets: J.R., Ankur, Anh

1. Call to Order

- Meeting called to order by John at 7:00 PM.

2. Changes to Agenda

- No changes or additions to the agenda.

3. Approval of Agenda

Motion by: Collins
Seconded by: Wenhan
Opposed: None
Vote: All in favor.

4. Approval of Previous Meeting Minutes

- Minutes from December 4 and December 18 were approved.
- **Motion by:** John
- **Seconded by:** Collins
- **Opposed:** None
- **Vote:** All in favour.

5. Business Arising from Previous Minutes

a. Finalizing Email Signup Sign Wording

- The sign should read: *"For a chance to win a \$200 Gift Card."*
- Adjustments will be made to the first row to fit additional verbiage.

b. Mail-Out and Emails

- No further communication with Celtic.
- Discussion on how Celtic will handle mailing the letter and postage.
- The letter will provide instructions to residents on how to register their email addresses on the HOA website.

c. Insurance

- Insurance is in place. No outstanding concerns.
- The invoice from HUB International needs approval.

d. Accidental Fence Damage

- Discussion on procedures for handling damaged fences.
- Current funds are sufficient for minor repairs.
- Once operations are fully established, repair work can be organized as needed.

e. Sign Placement

- Locations and positioning of signs were finalized. Signs will be placed at 3 main neighbourhood entrances:
 1. Desrochers Gate & James Mowatt Trail
 2. 41 Avenue & Desrochers Drive
 3. Heritage Valley Trail & Desrochers Boulevard
- **Action Item:** Jonathan will contact MagnetSign to confirm wording and placement of the three signs.

f. Banking

- Bank statements should now be available.
- Money has been transferred to ensure transparency and visibility.

g. GST and Corporate Registry

- The lawyer's office has updated the list of directors.
- Uncertainty regarding whether all seven or only three or four directors need to be registered for GST.
- **Action Item:** Carla will check with the lawyers for clarification. Discussion tabled until the next meeting.

h. Communication

- Tabled to the next meeting due to J.R.'s absence.

i. Facebook and Social Media

- A recent message received was deemed outside the Board's responsibility.
 - Issues related to housing density should be directed to the City of Edmonton or the local councillor.
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6. New Business

a. Christmas Decorations

- Compared efforts with Allard, which has a more effective display.
- Future considerations:
 - Reviewing vendors, budgets, and overall approach to holiday lights.
 - Exploring the option of handling decorations in-house to save costs and improve quality.
- To be revisited in upcoming meetings and finalized in spring/summer 2025.

b. HOA Policies & Procedures

- Importance of formalizing operations for efficiency.
- Proposal for a brainstorming committee to establish Board procedures.
- Considerations:
 - Managing pressures on the President and improving Board support.
 - Streamlining processes and enhancing efficiency.
 - Forming specialized committees to handle specific tasks.
 - Conducting an inventory of HOA assets, including a detailed asset library with photos.

c. Mailbox Keys

- Official transfer of mailbox keys to the Board.

- One key given to the President, another to the Vice President.

7. Adjournment

Time: 8:32 PM
Motion by: John
Seconded by: Jonathan
Opposed: None
Vote: All in favor.

Prepared by: Jonathan Butterworth
Approved on: February 5, 2025