

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

### **Meeting Minutes**

**Date:** January 22, 2025

**Time 7:00 PM**

**Location:** Desrochers neighbourhood

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

**Guests:** Doug, Carla

**Regrets:** Ankur, Anh

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#### **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

Second by: Wenhan

Opposed: None

Vote: All in favour

#### **4. Approval of Previous Meeting Minutes**

- Meeting Minutes from December 4 and December 18 approved.

Motion by: John

Second by: Collins

Opposed: None

Vote: All in favour

## **5. Business Arising from Minutes**

### **a. Finalize sign discussion**

- The sign should read: “**for a chance to win a \$200 Gift Card**”; Adjustments will be made to the first row to accommodate the new phrasing.

### **b. Mail-out and emails**

- No further communication with Celtic.
- Discussion on Celtic handling mailing, including postage.
- Letter will instruct residents to register their email addresses on our website.

### **c. Insurance**

- Insurance is confirmed and in place.
- Invoice approval pending with HUB International.

### **d. Accidental Damage to Fence**

- Question raised regarding responsibility for damaged fences.
- Current funds are sufficient for minor repairs.
- Repair work will be organized once operations are fully underway.

### **e. Signage**

- Finalized locations and positioning.
- Jonathan will contact MagnetSign to confirm wording and placement of three signs.

### **f. Banking**

- Bank statements should now be received regularly.
- Funds have been transferred for visibility and tracking.

### **g. GST and Corporate Registry**

- Lawyer's office has updated the list of directors.
- Issue regarding GST registration requiring SINS from all directors.

- Discussion on whether all seven or only a majority of directors need to be registered.
- Carla will check with legal counsel for clarification; details tabled for the next meeting.

#### **h. Communication**

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

#### **i. Facebook and Social Media**

- Recent message received was deemed outside the Board's responsibility.
- Issues related to density should be directed to the City of Edmonton or the local councillor.

### **6. New Business**

#### **a. Christmas Decorations**

- Noted that other neighbourhoods seem to be doing a better job with holiday lighting.
- Discussion on reconsidering vendors, budgets, and overall approach for better displays.
- Exploring the option of handling decorations internally to reduce costs and improve quality.
- Further planning to take place in upcoming meetings; decisions expected by spring/summer.

#### **b. HOA Policies & Procedures**

- Emphasis on establishing clear operating procedures.
- A designated committee should participate in brainstorming sessions on board operations and governance.
- Discussion on how to alleviate pressure on the President.
- Need to improve and streamline processes and procedures.
- Proposed creation of committees to handle different aspects of board operations.

- Discussion on conducting a full inventory of HOA assets, including maintenance responsibilities and documentation.
- Plan to establish an asset library with pictures and records.

#### **c. Mailbox Keys**

- Official handover of mailbox keys to the Board.
- One key provided to the President and another to the Vice President.

### **7. Adjournment**

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

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**Prepared by:** Jonathan Butterworth  
**Approved on:**