

HOA Desrochers_Board of Directors Meeting
Meeting Minutes

Date: February 5, 2025

Time: 7:00 P.M.

Location: Desrochers Neighborhood

Attendees: John, Jonathan, Collins, Wenhan, Anh

Guests: Doug, Carla, Sam

Regrets: None

1. Call to Order

- a) Meeting was called to order at 7:04 P.M.

2. Changes to the Agenda

- b) No changes or additions to the agenda.

3. Approval of the Agenda

Motion by: John
Seconded by: Collins
Opposed: None
Vote: All in favor

4. Approval of Previous Meeting Minutes

- c) Meeting minutes for January 8th have been emailed.
Motion to approve the January 8th minutes:

Motion by: John
Seconded by: Jonathan
Opposed: None
Vote: All in favor

5. Business Arising from Minutes

a) Official Resignation Notice of Ankur Madaan

Motion to accept the resignation:

Motion by: Anh
Seconded by: John
Opposed: None
Vote: All in favor

b) Introduction of New Board Member

c) Ms. Samya Parkar was introduced to the Board of Directors for the Desrochers HOA.

Motion to appoint Samya Parkar as Desrochers HOA Director:

Motion by: John
Seconded by: Collins
Opposed: None
Vote: All in favor

d) Update on Gift Card, Email Addresses, and Signage Change

- Selection of Winner for Email Submission Campaign: Duplicates of emails were removed, and each email submission was assigned a number (287 emails in total).
- A random number was selected using Excel to determine the winner.
- **Winner #128** will be contacted by the board via email. The information will be posted on the HOA website.

e) Update on Celtic

- Residents who provided their email addresses will receive a Welcome Letter and a Portal Setup Letter.
- Mailouts will be sent to residents who did not provide an email address.

f) Financial Statement & Invoice for Signage

- The financial statement will be shared with residents at the AGM after the audit is completed.
- Approval required in CondoWorks for Signage Invoice: Collins and/or Wenhan can approve.
- Bank statements and financial statements: Tabled to the next meeting.

g) Professional Accountant Consultation

- Motion to reach out to a professional accountant to confirm the process for preparing and auditing the financial statement:

Motion by: Jonathan
Seconded by: Wenhan
Opposed: None
Vote: All in favor

h) GST and Director Registry

- Discussion tabled to the next meeting.

i) COMMITTEE REPORTS

- **Communications Committee**

- Update from JR, Johnathan, and Doug.
- Jonathan appointed as the Chair of the Communications Committee.

j) Maintenance Committee

- Doug provided updates on the Asset Inventory.
- The HOA Asset List is being validated by MLC or Tekla.
- The committee will continue working on the Asset List and validating the information.
- Doug will update the signage to extend the email campaign deadline to the end of February.

Adjournment

- **Time:** 8:22 P.M.
 - **Next meeting:** February 19, 2025
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Prepared by: Jonathan Butterworth
Approved on: