

HOA Desrochers Board of Directors Meeting Meeting Minutes

Date: February 19, 2025
Time: 7:12 P.M.
Location: Desrochers Neighborhood
Attendees: John, Jonathan, Wenhan, Collins, Anh, Samya
Guests: Doug, Carla
Regrets: Collins

1. Call to Order

- The meeting was officially called to order at **7:12 pm**.

2. Changes to the Agenda

- Added: **Discussion on Board of Directors Ethics and Conduct.**

3. Approval of Agenda

- **Motion to approve:** John
- **Second:** JR
- **Vote:** All in Favour

4. Changes to the Minutes from Last Meetings

- Minutes for January 22 and February 5 meetings distributed by email.
 - **Motion to approve:** John
 - **Second:** Sam
 - **Vote:** All in Favour

5. Adoption of Minutes from Last Meeting

- Reviewed and discussed the draft **Code of Ethics and Conduct Policy** prepared by Collins. A finalized printed copy will be presented for signing at the next meeting.
 - **Motion to approve:** John
 - **Second:** Jonathan
 - **Vote:** Unanimously approved

6. Business Arising from Minutes

a. Gift Card Distribution

- An email will be sent to announce the winner from the first round of email communications.

b. Website DNS Registration

- JR has set up Easy DNS and will forward details to Carla for transfer to MLC.

c. Celtic Payment Update

- Celtic has authorized adding a shortcut link for payment login on the Desrochers HOA website.
- Clarification requested on whether Celtic obtained property management companies for condominiums in Desrochers.
- Mailouts sent to residents who did not previously provide email addresses online. Recommendation to mail additional notices to residents who submitted emails; these are scheduled for distribution next week.

d. GST Account, Director Registry, and Annual Return

- John is actively reaching out to accounting professionals for assistance.

7. Financial Update

- Board members will be provided access to the CM Portal to review the **Operating Fund Financial Report** for December.

8. Committee Reports

Communication Committee (JR, Jonathan, Doug)

- Discussed protocol for responding to residents' emails.
- Committee meeting last week covered administration of the HOA website.
- Agreed on a minutes naming convention: **YY_MM_DD**.
- Determined the necessity for a thorough review before website rebuild. Decision to revisit if external assistance from Mike is required.

Maintenance Committee (Doug Hornbeck)

- Doug Hornbeck raised issues regarding:
 - Dead tree near the pond; recommended contacting City via 311.
 - Inquiry about a broken sign (clarification required on location/details).
- Asset Inventory Update:

- Base inventory almost complete.
- Doug to contact MLC or Takla through Carla to confirm assets.
- Doug will distribute the reference document.
- Sam to liaise with the City of Edmonton as needed.

Adjournment

- Meeting adjourned at **8:45 pm**.
- Next meeting scheduled for **March 5, 2025**.

Minutes Prepared by:
Jonathan Butterworth
Director
March 23, 2025