

## HOA Desrochers\_Board of Directors Meeting

### Meeting Minutes

**Date:** March 5, 2025

**Time:** 7:00 P.M.

**Location:** Desrochers Neighborhood

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

**Guests:** Carla

**Regrets:** Anh

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#### 1. Call to Order

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

#### 2. Changes to the Agenda

- No changes or additions to the agenda.

#### 3. Approval of the Agenda

**Motion to Approve by:** John

**Seconded by:** J.R.

**Opposed:** None

**Vote:** All in favor

#### 4. Approval of Previous Meeting Minutes

- Approval of the February19 meeting minutes tabled to the next meeting.

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#### 5. Celtic Update - Property Management

- Carla contacted Celtic today. Only 131 homes have registered, and 64 have paid.
- The first mail-out was completed on February 5. Registrants through the portal did not receive the original mail-out package.
- An additional 295 packages were sent out last week, which includes those who registered online.

- Expected delivery is within the next week. The process has been slow and frustrating.

## **6. Stantec Planning Documents**

- Stantec emailed a comprehensive planning package for the entire neighborhood.
- The Board will need to review and analyze the materials before uploading them to the website.

## **7. Contest Winner Publicity**

- The first prize winner shared her win on Facebook with a positive message.
- In February, 86 people registered due to signage and/or the mail-out campaign.

## **8. February Prize Draw**

- **Winner: #56 (Manmeet Kaur, 2604 Donaghey Crescent)**
- J.R. to send an email notification.
- John and Jonathan will deliver the gift card over the weekend.

## **9. Code of Ethics Document**

- The Code of Ethics proposed by Collins was confirmed and approved as per the last meeting.
- The President asks all members to read the document.
- John will resend it, and all Board members are to sign and add their names.

## **10. Signage Wording Change**

- The wording on the sign will be changed as proposed by Doug, but without naming him.

**Motion to Proceed:** John

**Second:** Collins

**Vote:** Unanimous approval

## **11. Condo Identification**

- Discussion around differentiating between rental and owner-occupied condos.
- There are 12 condo properties. John has reviewed 6 and will assess the remaining 6 this weekend.

- Properties must obtain
- condo status to be eligible for HOA charges.
- Findings will be sent to Celtic to confirm which units are eligible for billing.
- John aims to submit the information to Celtic within the next two weeks.

## **12. Financial Update**

- January financial statements are now available to the Board.
- John's accountant has agreed to assist at a very low cost and will register for GST.
- Future financials will need to be audited before presentation at the AGM.
- John confirmed that we are working with a property management company/broker owner, which helps manage liability.

## **13. Vendor List**

- Currently, Takla is the only vendor.
- There are several trails in the neighborhood. Doug has reached out to relevant parties.
- John spoke to Andrew at Takla in December and followed up with multiple emails, but received no response.
- Clarity is needed on the HOA's responsibilities and borders to identify required services and suitable vendors.
- This information may be detailed in the Stantec plans.
- Items such as lighting and fountains are under the City of Edmonton/EPCOR.
- Ownership of signage must be confirmed before any repairs can be made.

## **14. Payments**

- John to submit receipts for magnetic signs and will show Jonathan the payment process.
- Same applies for the website hosting fee.
- J.R. to send documentation to John, who will forward it to Celtic for processing.

## **15. Communication Committee**

- Several emails were received recently regarding HOA fees.
- Plan to compile common questions and post them on the website as FAQs.

- J.R. volunteered to respond to incoming emails.

## **16. Communications Review**

- The Communications Committee will review and approve Doug's materials before distribution.

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## **Adjournment**

**Time:** 8:41 P.M.

**Next Meeting:** March 19, 2025

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**Prepared by:** Jonathan Butterworth

**Date:** March 23, 2025

**Approved on:**