

HOA Desrochers_Board of Directors Meeting

Meeting Minutes

Date: March 19, 2025
Time: 7:00 P.M.
Location: Desrochers Neighborhood

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

Guests: Doug

Regrets: Anh, Collins

1. Call to Order

- Meeting was called to order at 7:11 P.M.

2. Changes to the Agenda

- J.R. requested to add a topic under the Communications section regarding an additional committee.

3. Approval of the Agenda

Motion to Approve by: Sam

Seconded by: J.R.

Opposed: None

Vote: All in favor

4. Approval of Previous Meeting Minutes

- Approval of both the February 19 and March 5 meeting minutes tabled to the next meeting.
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5. Gift Card Delivery

- The prize gift card will be delivered to the winner on March 20.

6. HOA Information Signs

- It was agreed that the signs should be removed by March 31.
- A thank you was extended to all who registered on the website rather than using the signs.

Motion by: J.R.
Seconded by: John
Vote: All in favor

7. Creation of Finance Committee

- It was proposed to create a Finance Committee and to transition Sam into it due to her accounting background

Motion to Proceed by: John
Seconded by: J.R.
Vote: All in favor

- The Finance Committee will consist of the President (John), Treasurer (Wenhan), and Secretary/Director (Sam Parker).
- John will chair the committee.
- Sam is officially transitioning from the Communications Committee to the Finance Committee.
- John will coordinate the next steps and activities for the Finance Committee within the coming week.

8. Celtic Property Management Update

- John met with Bev at Celtic Property Management.
- A property manager is not required, as Celtic handles financial matters.
- Amy is Celtic's accounting representative.
- John discussed invoice approvals, which follow this process: submission through CondoWorks → Bev at Celtic approves → then John, Collins, and Wenhan approve.
- Amy mentioned they are receiving 5-10 HOA payments from residents daily.
- From March 1 to present, 250 payments have been received. There is a chance of reaching 50% of total payments by April 1.

9. Finance Update

- Budget included 3 mail-outs; however, there may be a need for an additional mail-out to distribute John's Desrochers Information Sheet.
- John discussed this with Celtic.
- Since this is the first year collecting HOA fees, Celtic is willing to issue 30/60/90-day notices and will track all communications.
- The Board agreed to wait 60 days before any collection action begins.

Motion 1: To send a mail-out with the Desrochers Info Sheet.

Motion to Approve by: John

Seconded by: J.R.

Vote: All in favor

Motion 2: For Celtic to wait 60 days before initiating collections.

Motion to Approve by: John

Seconded by: Sam

Vote: All in favor

- GST number will be available by end of the week, allowing GST remittance to begin.

10. Communications Committee Updates

- Website revamp is moving forward.
- Discussions on involving volunteers are ongoing. Tasks will be defined and assigned, possibly to individuals or small groups.
- Currently, the Board has decided that external volunteers cannot participate directly in Communications Committee or other Board-specific duties.
- Consideration is being given to increasing the technology budget—specifically for Google Workspace.
- Proposal to add a second account or backup storage (~\$16/month).
- J.R. to send an email requesting confirmation for the increased budget.
- Proposal to issue a \$1,000 pre-paid VISA card for Google-related expenses as petty cash.

11. Maintenance and Clean-Up

- HML Landscape Contracting will be provided with land maps and other details to develop a scope of work, activities, responsibilities, and cost estimates.
- This information can then be used to issue an RFP/tender.
- This is an urgent matter.

- It must be confirmed that Takla will not begin spring cleanup unless paid by MLC.

Adjournment

Time: 8:28 P.M.

Next Meeting: April 2, 2025

Prepared by: Jonathan Butterworth

Date: March 23, 2025

Approved on: