

1 MEETING MINUTES

1.1 MEETING DETAILS

- **Date:** November 5, 2025
- **Time:** 7:00PM (Mountain Standard Time)
- **Location:** Desrocher Community
- **Recorder:** Transcribed electronically via Apple Voice Memo, summarized for minutes

1.2 ATTENDEES:

Present: Aakansha, John, Jonathan, Kingsford, Umair, Hansen

Absent: None

Late: Samya

Volunteer: Douglas

A quorum was established

1.3 MEETING:

The agenda was reviewed and approved by Jonathan, Umair, Aakansha and Kingsford (majority) before the meeting.

1. Call To Order

- Meeting called to order by John at 7:02PM.
- **Motion:** To record and transcribe current HOA meetings electronically.
 - **Proposed by:** John
 - **Seconded by:** Umair
 - **Vote:** All in favor
 - **Result:** Motion carried
- Recordings are for internal board use only; summarized minutes will be posted publicly.

2. Approval of Agenda

- **Motion:** To amend the agenda to prioritize board roles and officer elections before other business.
 - **Proposed by:** John
 - **Seconded by:** Umair
 - **Vote:** All in favor

➤ **Result:** Motion carried

- Agenda adjusted to prioritize board roles and officer elections before other business.

3. **Introductions**

- Board members and volunteers introduced themselves:
 - John Setterlund – Past President, construction management background, second year of term.
 - Umair – Executive Director of engineering firm, prior involvement in HOA setup.
 - Jonathan Butterworth – Consultant, originally from Milan, second year of term.
 - Doug Woolgar – Volunteer, communications/media background, helped establish HOA.
 - Hansen – Past Treasurer, warehouse assistant manager, second year of term.
 - Aakansha – Background in education, currently working in real estate.
 - Kingsford – Professional engineer, utilities/wastewater background, new board member.

4. **Discussion: HOA Background**

- Review of challenges during first year:
 - Transition from MLC with limited structure and budget.
 - Initial difficulties with landscaping contracts and suppliers.
 - Change of property management company improved operations.
 - Current structure still developing; board meetings now held every 3–4 weeks.
 - Emphasis on privacy, confidentiality, and adherence to bylaws.

5. **Officer Elections**

- **Motion:** To elect **John Setterlund** as President for a one-year term.
 - **Proposed by:** Jonathan
 - **Seconded by:** Aakansha
 - **Vote:** All in favor

- **Result:** Motion carried
- **Motion:** To elect **Jonathan Butterworth** as Vice President.
 - **Proposed by:** John
 - **Seconded by:** Kingsford
 - **Vote:** All in favor
 - **Result:** Motion carried
- **Motion:** To elect **Hansen** as Treasurer.
 - **Proposed by:** John
 - **Seconded by:** Jonathan
 - **Vote:** All in favor
 - **Result:** Motion carried
- **Motion:** To elect **Umair** as Secretary.
 - **Proposed by:** John
 - **Seconded by:** Jonathan
 - **Vote:** All in favor
 - **Result:** Motion carried
- **Motion:** To appoint **Kingsford, Samya** and **Aakansha** as Directors-at-Large.
 - **Proposed by:** John
 - **Seconded by:** Jonathan
 - **Vote:** All in favor
 - **Result:** Motion carried

6. Committees

- Standing committees reaffirmed:
 - Executive Committee: President, Vice President, Secretary, Treasurer.
 - Finance Committee: Treasurer, Sam, John and Umair.
 - Maintenance Committee: John, and Doug.

- Communications Committee: Jonathan, Kingsford and Doug.
- Policy & Procedures Committee: Led by Doug and Umair; members to review upcoming policy documents.
- Board members may join committees based on interest and expertise.

7. Other Business – Open floor for additional items

- Reminder of confidentiality and code of conduct.
- Insurance coverage in place for board activities.
- Policies and procedures to be circulated for review (“homework” for board members).
- Discussion of HOA responsibilities (landscaping, maintenance, communications).
- Recognition of volunteer contributions, especially Doug’s role in communications and organization.

8. Adjournment

- The meeting was adjourned at 9:28 PM by John. The motion was duly seconded by Umair. The motion to adjourn was carried unanimously.
- Meeting concluded with confirmation of officer roles and committee structure.
- Next meeting to is scheduled for December 3rd, 2025 at 7:00PM

1.4 DISCLAIMER

These minutes are a summary record of discussions and decisions made during the meeting of the Desrocher Homeowners Association (DHOA). They are not a verbatim transcript. While every effort has been made to ensure accuracy, the minutes are subject to review and formal approval by the Board at the next scheduled meeting. Any corrections or amendments will be noted in the subsequent minutes.

These minutes are intended solely for the use of the Desrocher Homeowners Association Board and its members. They contain information that is private to the Association and are not for public distribution. Unauthorized sharing, reproduction, or disclosure of these minutes is strictly prohibited.

Prepared by: Umair Syed
Secretary, Desrocher Homeowners Association

Minutes Approved by Board of Directors on December 3, 2025.