1 MEETING MINUTES

1.1 MEETING DETAILS

- Date: February 5, 2026
- Time: 7:00 PM (Mountain Standard Time)
- Location: Desroches Community

1.2 ATTENDEES

Present: John, Jonathan, Kingsford, Akansha, Umair, Hansan

Absent: Samya

A quorum was established.

1.3 MEETING

1. Call to Order

- Meeting called to order at 7:07 PM. President confirmed the meeting was being recorded.

2. Approval of Agenda

- Agenda was distributed in advance.
- Confirmation requested regarding inclusion of the Kingsford's item under Other Business; confirmed included.
- Resolution: Agenda approved unanimously.
  - Motion: Umair | Seconded: Kingsford

3. Approval of Previous Minutes

- Board confirmed review of previous minutes.
- No corrections required.
- Resolution: Previous minutes approved unanimously.
  - Motion: Umair | Seconded: John

4. Governance & Operations — Director Transition Guide

- Umair delivered a presentation covering HOA purpose, board roles, committees, success factors, and common challenges.
- No questions raised.
- Directors invited to follow up by text.

5. Maintenance Committee — Snow Removal

- Current contractor: HML, contract approx. 40–55% of HOA budget for snow, grass, landscaping
- Snow removal triggered at 2 cm, completed within 24 hours after snowfall stops.
- Pathways are not scraped to bare asphalt to avoid damage; gravel applied for ice control.

- Board to report icy conditions via WhatsApp for dispatch.
- HML was lowest of four qualified bids.
- Some sidewalks near new pond areas fall under NAC developer responsibility, not HML.
- John to print responsibility map and mark concern areas.
- Gravel cleanup confirmed but may take longer this season.
- Conflict of interest reminder issued.

6. Communications Committee Update

- Updates provided; details addressed under New Business.

7. Finance Committee Update

- Fee collection ongoing; Celtic left records in disarray.
- Some uncollected amounts relate to vacant lots
- 2026–27 fees due April 1, 2026.
- Surplus funds may be invested in a GIC after collections complete.
- All funds held in checking account; Bridgegate cannot spend without board approval.

8. Entrance Sign Repairs

- Contractor engaged to inspect all four marquee signs; delayed due to bereavement.
- One sign reportedly unlit for 6–7 years.
- Secondary contractor referral sought.
- Developer placed Christmas tree on HOA sign without authorization.
- Resolution: Await Contractor's inspection report.

9. Non-Disclosure Agreement (NDA)

- NDA not yet voted on; urgent as financial documents cannot be circulated without it.
- Kingsford had comments but could not locate them.
- Comments to be compiled and sent to Umair.
- NDA to be revised and voted on via Zoom/WhatsApp.
- Whistleblower Policy in development.
- Resolution: NDA vote deferred.

10. Traffic Safety

- Limited progress; City of Edmonton contact identified.
- City action unlikely before spring.
- Provincial ban on photo radar ended free speed sign program.
- Board discussed self funded signage.
- Resolution: Ongoing follow up.

11. Policy & Procedures Framework

- Four policies in development: Board Mandate, Conflict of Interest, Committee Charters, Delegation of Authority.
- Umair drafting; board to review thoroughly before voting.
- Resolution: Policies to be circulated when complete.

12. HOA Email Addresses

- Proposal to create individual HOA emails using existing Google domain
- Emails for internal communication; not public.
- Communications Committee to coordinate setup with website admin.
- Resolution: Motion carried unanimously.
    - Motion: John | Seconded: Umair

13. Website Content Approval Process

- Website supports two approver workflow.
- Intended to prevent unauthorized postings.
- No formal vote; rolled into Communications discussion.

14. HOA Fee Collection — Letters to Homeowners

- Two letter strategy approved: General reminder (April 1 due date).
- Legal notice for arrears (legal costs borne by homeowner).
- Website reminder also approved.
- Resolutions: Two letters approved unanimously.
- Website/social media reminder approved unanimously.

15. Bridgegate Roles Clarification

- Bridgegate collects fees, maintains records, pays invoices only with board approval.
- Charges lowest of four bids
- Snow removal contract to be sent to Akansha.

16. HOA Fee Structure

- Fees based on land title: single family (per unit) or multi family (per acre at $2,000/year).
- Properties under construction not assessed until title transfer.
- HOA seeded with ~$225,000 collected by developer from builders.

17. Secretary Role — Proposed Change

- Umair proposed resigning as Secretary; suggested Kingsford assume role.
- Kingsford open but suggested Umair may be better suited.
- VP noted resignations follow bylaw procedures.
- Resolution: Deferred to next meeting.

18. Tabled Items

- Budget approval

1.4 NEXT MEETING

- Date not confirmed.
- Items carried forward: Budget approval, NDA vote, Secretary role recommendation, Contrator’s sign report.

1.5 ADJOURNMENT

• Meeting adjourned at approximately 9:00 PM.

1.6 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