1 MEETING MINUTES

1.1 MEETING DETAILS

- **Date:** March 25, 2026
- **Time:** 7:00 PM (Mountain Standard Time)
- **Location:** Desrocher Community (In-person)

1.2 ATTENDEES

Present: John, Hansen, Umair, Samya

Absent: Jonathan

A quorum was established. The meeting was recorded with no objections.

1.3 MEETING

1.3.1 Call To Order

- Meeting called to order by John at 7:00 PM.
- John confirmed the meeting was being recorded. No objections were raised.
- Pre-meeting note: Board members were asked to review and sign land transfer documents requiring original signatures for land title purposes.

1.3.2 Approval of Agenda

- The agenda was presented for approval.
- An additional item was added: Phase 20 & 21 new home registrations and HOA fee collection.
- **Resolution:** Agenda approved unanimously.

1.3.3 Director Update

- John advised that two directors have departed since the last meeting — one resigned, one stepped down due to personal scheduling.
- No immediate recruitment required before the AGM.
- Discussion on filling vacancies deferred to AGM planning (Item 10).
- **Resolution:** Board to operate with current members until the AGM.

1.3.4 Phase 20 & 21 – New Home HOA Fee Registration

- Tamara (Bridgegate) reported that 80–100 new homes in Phases 20 & 21 are coming online, and many builders are not informing buyers of HOA fee obligations.
- Requested authorization to pull land titles to confirm encumbrances and file missing ones.
- Estimated cost: **$3,000** for approximately 100 titles.
- Motion: Authorize Bridgegate to pull titles and collect HOA fees (budget up to $3,000).
- Motion seconded; all in favour.
- Board to draft a letter to builders requesting disclosure of HOA fee obligations to new buyers.
- **Resolution:** Motion approved unanimously. Bridgegate authorized to pull land titles. Communications Committee to draft builder-disclosure letter.

1.3.5 Policy Review & Approvals

- Six policies were distributed for review: NDA, Whistleblower Policy, and four operational policies (Conflict of Interest, Board Member Mandates, Committee Charters, Privacy Policy).
- Previously approved policies (Code of Conduct, Documentation Policy) remain in effect.
- NDA and Whistleblower Policy designed to work together.
- **Non-Disclosure Agreement (NDA)**
  - NDA has been pending since February. All present members confirmed review.
  - Motion to approve: moved, seconded, all in favour.
  - **Resolution:** NDA approved unanimously.
  - **Remaining Four Policies**
  - Jonathan absent; board deferred vote pending his review.
  - Jonathan to submit comments by email; board will vote via WhatsApp.
  - **Resolution:** Vote deferred. WhatsApp vote authorized once Jonathan confirms readiness. Umair to coordinate.

1.3.6 Landscape & Snow Removal Contract – HML Renewal

- **Competitive Bid Review** • Five contractors contacted; two submitted bids (HML and ABM).
- ABM quoted more than HML.
- John recused himself due to professional relationship with HML.
- HML assessed as competitively priced, high quality, and properly insured.
- Splitting snow and landscaping deemed unwise due to pathway complexity.
- **Contract Terms** • HML offered a **three-year contract** with no annual increases.

- John requested a 30-day out clause.
- Updated service map includes new areas; some paths remain under developer responsibility until handover.
- **Spring Cleanup – Gravel & Debris** - Board raised concerns about heavy gravel use this winter.
- John to clarify whether gravel sweep is included or extra.
- Contract approval not delayed pending clarification.
- **Contract Approval** • Motion: Approve HML as contractor
- John recused.
- Motion seconded; all remaining members in favour.
- **Resolution:** HML approved. John to finalize contract terms and clarify spring cleanup scope.

1.3.7 Entrance Sign Repair Update

- Original installer continues to delay inspection due to electrician hospitalization.
- John plans on-site inspection with master electrician Giovanni; Hansen volunteered to join.
- Signs likely require full replacement of LED drivers and internal hardware
- Fifth sign (Heritage Trail) has never been activated.
- Original Installer remains most qualified but unresponsive.
- Hansen to join Maintenance Committee.
- **Resolution:** John and Hansen to attend inspection; John to obtain formal quote; Hansen formally joins Maintenance Committee.

1.3.8 Website Updates & HOA Fee Communications

- HOA fees due April 1, 2026; payments being received.
- Website updated with payment instructions.
- Three-letter collection sequence confirmed:
  - Letter 1: Friendly reminder
  - Letter 2: Final warning
  - Letter 3: Legal demand letter (costs borne by homeowner)
- Website message after April 1 to remain simple: “Your HOA fee is due. If you have not yet paid, please do so as soon as possible.”
- Banner signs near the 41st Avenue / Desrocher Drive entrance are blank; developer responsible.
- **Resolution:** Website message to be updated after April 1. Communications Committee to post update. Bridgegate to proceed with three-letter process. John to follow up with NAC/developer on blank banners.

1.3.9 Financial Update & Budget Approval

- Current Finances discussed
- Bridgegate financial statements well-organized; one minor double-billing error noted and acknowledged.
- EPCOR charges approx. $150/site; sign electricity costs expected to increase.
- **2026–27 Budget Discussion**
  - Draft budget circulated February 2.
  - Key line items: Property Management, Landscape/Snow Removal (HML), Fountains, Fence Reserve, Insurance, Legal, Electricity, Corporate Filing, Title Pulls,
  - Budget philosophy: conservative line items to ensure favourable variance.
  - Motion to approve budget: moved, seconded, all in favour.
  - **Resolution:** 2026–27 budget approved unanimously. John to forward budget to Bridgegate.

1.3.10 Community Safety – Edmonton Neighbourhood Watch Partnership

- ENW expressed strong interest in partnering with Desrocher due to recent crime incidents.
- ENW services at no major cost:
  - Neighbourhood Watch signage
  - Summer block party (street closure, police presence, MLA/MP outreach)
  - Safety seminars
  - Volunteer patrols
  - Builder/developer security engagement
  - Political outreach
  - Block party logistics to be coordinated; HOA to provide volunteers and an information booth.
  - **Resolution:** Partnership with ENW approved unanimously. Umair to coordinate next steps.

1.3.11 AGM Planning & Board Member Recruitment

- Board agreed no new directors needed before AGM.
- AGM format discussion: preference for in-person event.
- Candidate process:
  - Pre-AGM bio submission
  - Included in AGM package
  - 5-minute introduction slot at AGM
  - Tamara/Bridgegate to draft candidate solicitation email.
  - **Resolution:** Candidate submission process approved. AGM details to be confirmed at next meeting.

1.3.12 CLOSING REMARKS

- NDA approved.
- HML contract approved (John recused).
- 2026–27 budget approved.
- Bridgegate authorized to pull land titles.
- ENW partnership approved.
- Remaining policies and AGM planning to proceed via WhatsApp or next meeting.

1.3.13 ADJOURNMENT

- Meeting adjourned at **8:22 PM** by John.
- Motion to adjourn carried unanimously.

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.
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