

**ALLARD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 17, 2022
7:00PM**

Minutes of the Board of Directors Meeting of the Allard Homeowners Association Edmonton, Alberta, held via Microsoft Teams

CALL TO ORDER

Board member Mike Moran called the meeting to order at 7:40pm

In Attendance:

Mike Moran
Jacky Tsui
Lucas Lau
Hiep Ngo
Guest: Michelle

AGENDA

1. Updates from Michelle & Board Discussions:
 - a. Scott to draft up a letter for outstanding non-compliant homeowners that has not pay 2021 outstanding dues
 - b. Suggestion: 2nd round of letters with more stern messaging
 - c. 400/1963 (20.3%) unpaid homeowners. Twenty of them were return to sender. Eight to ten are communicating with Michelle as they are currently working with their lawyers (in Progress home sales
 - d. Interest is currently accruing as of January 2022
 - e. Board to check with Scott (Lawyer) regarding process of putting on liens, and whether that should be placed as a warning in a letter to unpaid homeowners
 - f. Heip: 2nd letter should include the omitted paragraph that was not included in the first letter
 - g. Jacky: 2nd mailing to use Scott's law firm's lettering and envelopes, upon inquiry Scott
 - h. Michelle to resend "return to sender" mailing to "current homeowners" for the 19 or 20 instances. The letter will be mailed destine to the actual address of home in question
2. City Snow Removal - Secondary streets plowed
3. Cougar Creek Snow Removal - Mike observed path sanding and snow removal amongst community paths and benches
4. Delta - No recent communications. Jacky will consider them a liability
5. Accounting - Jacky connected with accountants who has provided a list of documents to open our file. Jacky aims to deliver those files by end of this week. He may need to connect with MLC. Expected statements should start to arrive sometime next week

6. PerfectMind - Hiep, Michelle and Lucas met with rep. Rep identified an issue as resident email addresses are required. We should hear back by evening of Wednesday, Jan. 19th. PerfectMind notify us that they have a 3-year minimum contract. Hiep: PerfectMind rep advises that we can provide them with scenarios on which they need to prove their functionality. Suggested next steps: identify fields, data we need to pull out, Michelle's daily work, etc
7. Website - Hiep and Lucas meeting with web developer Ansun, who seems professional. Expected cost of web development while maintaining WordPress platform is \$500 to \$1200. This will be a first step to wean off Ivrrnet web hosting. Cost of web hosting is expected around \$30 per month. The sooner we set it up is when Ansun can start developing. Hiep motions to start website conversion. Second by Jacky
8. Credit Card - No response from ATB, we likely will have to follow up

Meeting adjourned at 8:35 pm. Motion – Mike – seconded – Lucas Lau

NEXT MEETING DATE

Monday, February 14, 2022, at 7:30 pm via Microsoft Teams