



**ALLARD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 13, 2022
7:30PM**

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 7:31pm

In Attendance:

Mike Moran
Jacky Tsui
Lucas Lau
Hiep Ngo
Guest: Michelle

AGENDA

Topics:

1. Board Minute Reviews
 - The board reviewed the board minute reviews and are happy with the results. Allard HOA is ready to publish to website
 - Motion by Lucas, second by Jacky
 - Lucas can help Michelle make them into PDFs, and then we can work with website developer for upload to website
2. Social Media Assistant
 - Board has been looking for an assistant for Facebook and website, to potentially help Michelle with her work
 - Board is willing to offer a trial contract at minimum wage
3. AGM:
 - 2021 to 2022 Accomplishments:
 - Establish inaugural board on May 31st, 2021
 - Transfer summer landscaping and winter snow removal to HOA / resident run from MLC (Developer). Hiring of new landscaping companies for neighborhood work

- Created new Allardhoa.com website and took ownership from MLC
- Reviewed HOA management software which resulted in a significant reduction of operational costs with Ivrnet
- Established email and document repository for HOA Board of Directors
- Maintain board and HOA operations despite resignation of 3 board members, and hiring of Administrative Assistant
- Set up of HOA Credit Card
- Completed 2020 and 2021 tax returns
- Preparation of 2021 financial statements
- Setup and maintenance of SPIN 2 account for land title searches
- Training on software
- Proposed Dates
 - Tuesday, September 27th and/or Wednesday, September 28th
 - 7 to 9 PM
 - Michelle will book the Lawyer
- Resident mail out package
 - Received quote from Perpetual Motion Design, company that prepared 2021 package from MLC
 - Michelle will reach out to an alternative quote
 - Brainstorm for next year, postcard mail out for future, potential reduction in costs
 - For 2022, single mailout to include all necessary information including agreed upon AGM date
 - Invite to resident to join board / volunteer positions
 - 8.5 x 11 envelope
- Investigate AGM Teams / Zoom limitation & professional moderation options
 - Lucas to initiate research
 - Voting / poll options
- Explore post card late August for AGM reminder
- Update web page & Facebook
- The plan is to have our Lawyer run the position election

4. HOA Fees 2022

- Invoice date = July 1st, 2022
- Interest Start date = January 1st, 2023
- \$135 +GST (\$141.75) for single family homes and \$67.50 +GST (\$70.88) for condo units
- The web developer, Michelle and/or Lucas will update <https://allardhoa.com/membership-information/> for anticipated start date of 2022 collection
- Michelle will practice run on the Ivrnet sandbox for invoicing

5. HOA Fees 2021

- Accounts receivable / outstanding from 2021: \$22,055.74
- Unpaid invoices: 303
- 30 "Return to sender" addresses

- Michelle to pull land titles, if the "owner" is still the same, send list to our Lawyer to action
 - Michelle to dig into outstanding invoices to get a ratio of single-family homes vs. condos
6. Landscaping
- People reaching out to ask about landscaping
 - Our landscaping contractor will be mowing lawn & bagging, weeding, and physically turning over the flower beds
 - Chemical use is not permitted
 - Started on west side by the condos and working on their way now to the entrance ways
 - This process will take time as last year the landscaping was in poor condition
7. AcordPay - Lucas finalizing gathering of information and will re-submit June 14th. Aim is to reduce credit card transaction fees
9. Website consult with our website developer - Michelle, Mike and Lucas met with our developer requesting improvement on website. The website developer will provide a list of approximate 5 new features adds, to be completed towards end of June
10. Invoice overview
11. Next meeting - July 4th

Meeting adjourned at 8:45pm. Motion – Mike – seconded – Lucas Lau

NEXT MEETING DATE

Monday, July 4th, 2022, at 7:30 pm via Microsoft Teams