



**ALLARD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 30, 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 7:40pm

In Attendance:

Mike Moran
Jacky Tsui
Lucas Lau
Hiep Ngo
Guest: Michelle

AGENDA

1. Michelle to show us the location of the board minutes on Sharepoint

- Michelle to assign remaining board minutes for board members to review, due in a couple of weeks for our next board meeting, now moved to June 13th
- Each board members to proofread and review by June 13th. Minutes will be mass approved then
- Michelle will also send out a reminder of what each of the board members will be responsible before next board meeting

2. Board Position web page:

- Info@allardhoa.com will be the sole publicly listed email
- Positions: Social Media Manager, Landscaping Committee members, etc.

3. AGM

- Aiming for Middle of September (after September Labor Day long weekend) timeframe
- Format: Virtual
- Mandatory Invitee: Legal, also to answer questions
- Re-use material from 2021 AGM
- Mike/team can summarize 2021 to 2022 accomplishments
- Mike to draft a President's letter

4. Spin2

- Michelle got back into our Spin2 account

- She will keep paying every 90 days to keep account active

5. Corporate Credit Card

- Jacky has obtained an ATB business credit card
- Info also provided to Lucas for monthly computing expenses, invoicing updated for Microsoft and Wpcloud.ca for go forward invoicing

6. Unpaid Invoices

- Team will not action on the unpaid 308 invoices but will continue to incur interest penalties on them

7. Landscaping

- Michelle to draft a form / paper post that they can hand out to residents if they have questions during their landscape maintenance operations. It would contain a paragraph regarding a Homeowner Association's right to manage public property using Cougar Creek as a landscaping. It would also contain a web link and email address.
- Corresponding landscaping information will also be posted on the Allardhoa.com site. Mike already working on providing city bylaw information

8. Michelle to attend next few meetings to help the board catch up. Michelle has agreed

9. Team members away June 20th and 27th: Jacky & Lucas

10. Mail out for 2022 invoicing:

- AGM date
- Cougar Creek as our contractor
- Community League Brochure summarized onto a one page
- Volunteers to fill our board & other positions.
- 2022 invoice
- Email address inquiry & collection
- Letter with Ivrrnet login info
- Michelle and Lucas to work on content and will reach out to the rest of the team if necessary.
- Carla may know a typesetter for professional development if we inquire from her, Michelle will reach out to her

11. Training

- Website training with Ansun attended by Michelle, Mike and Lucas on May 28th
- Ivrrnet training scheduled for June 3rd, to be attended by Michelle and Lucas

Meeting adjourned at 8:38pm. Motion – Mike – seconded – Lucas Lau

NEXT MEETING DATE

Monday, June 13th, 2022, at 7:30 pm via Microsoft Teams

