



**ALLARD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
DECEMBER 20, 2021
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 7:37pm

In Attendance:

Mike Moran
Jacky Tsui
Lucas Lau
Hiep Ngo

AGENDA

1. Letter of Mailing
 - a. Michelle and Jacky sent out the mailing for outstanding invoices
 - b. Mailing was sent out by regular mail, confirmed by Scott (lawyer) that is sufficient
 - c. Mailing was last notice to homeowners
 - d. Two homeowners stated that they already paid - to be verified by Michelle
2. Transition to PerfectMind
 - a. Reminder email to Ivynet to respond
 - b. Chase them to extend 2021 payments pass 12/31
3. Lawyer
 - a. Working with Scott MacDonald
 - b. NDA - Board to review document from Jessica (lawyer)
4. CRA
 - a. Jacky trying to set up CRA & GST account
5. Credit Card
 - a. Jacky signed a document to Hiep for signing
 - b. After signing, Hiep to send document to Mike for signing
6. Alberta Corporate Registry
 - a. Jacky to wait for new secretary to remove Prabhat

7. Expense Report

- a. Mike to review & sign expense reports sent by Jacky

Meeting adjourned at 8:10 pm. Motion – Mike – seconded – Lucas Lau

NEXT MEETING DATE

Monday, January 3rd, 2022 at 7:30 pm via Microsoft Teams