



**ALLARD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
DECEMBER 6, 2021
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 7:39pm

In Attendance:

Mike Moran
Jacky Tsui
Lucas Lau
Hiep Ngo

AGENDA

1. Mafhuz and Parush resigned
 - a. Disable AD accounts
 - b. Archive emails
 - c. Hiep & Chona to look for replacement secretary & director-at-large

2. Landscaping
 - a. Motion to hire a company "Cougar Creek" for snow removal
 - b. Areas: Pathways throughout Allard, including areas near the lake, and areas near condos
 - c. Augments city snow removal, including sanding
 - d. Flat fee \$6,500 a month during the duration of winter. Allard HOA will pay for materials.
 - e. Motion by Mike, second by Jacky

3. Accounting firm
 - a. MOD Accounting & Tax PC - \$1,500 - \$2,100 per return (no experience with HOA)
 - b. Rutwind Brar LLP - \$1,200 - \$1,500 per return (has experience with HOA)
 - c. MNP LLP - \$1,000 - \$1,250 per return (has experience with HOA) **This is Jacky's recommendation as they are the most established, & best value**
 - d. Mike motions to hire MNP LLP as the accounting firm to represent Allard HOA. Second by Hiep

4. Law firm

- a. Bryan & Company LLP - \$225/hr for associate and \$325/hr for partner **This is Jacky's recommendation as they are the best value**
 - b. Parlee McLaws LLP - \$315/hr for associate and \$525/hr for partner
 - c. Lucas motions to hire Bryan & Company LLP as a law firm to represent Allard HOA. Second by Mike
 - d. Jacky to start engagement with Bryan & Company. Jacky to set up consultation session with board and lawyers hopefully by end of this week before Michelle leaves for holidays
 - e. Check with lawyer regarding state of registered mail, and the handling of fees/reimbursement to homeowners
5. Michelle's Services:
- a. Lucas motions to approve reimbursement of Michelle's services. Second by Mike
 - b. Michelle's vacation Dec. 14th to Jan. 12th. Michelle will still be available
 - c. Michelle agrees to a contract for give notice in the event that she would like to leave. Mike to orchestrate the contract
6. Mail out to Unpaid Homeowners:
- a. Registered Mail to 527 unpaid owners
 - b. Michelle to print off the labels, envelopes, and invoices. Mail out, if possible, if not, provide to Jacky and Mike
 - c. Michelle to research the cost of registered mailing
7. Ivrrnet Replacement
- a. Mike motions to give notice to Ivrrnet to discontinue automatic renewal 90 days before March 17th renewal date. Second by Lucas
 - b. Working currently with PerfectMind and payment processors
8. Website
- a. Engage Chona to explore

To Do List:

- 2022 Budget
- Investment, community involved with the Dr. Lila Fahlman school
- Seek advice from lawyer regarding collections and the process of registered mailing
- Find replacement board members (Hiep & Chona will work on finding replacements)

Meeting adjourned at 8:50 pm. Motion – Mike – seconded – Lucas Lau

NEXT MEETING DATE

Monday, December 20th, 2021 at 7:30 pm via Microsoft Teams