



**ALLARD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
JULY 12, 2021
7:00PM**

Minutes of the Board of Directors Meeting of the Allard Homeowners Association Edmonton, Alberta, held via Google Meet

CALL TO ORDER

Board member Mike Moran called the meeting to order at 7:05pm

In Attendance:

Mike Moran
Jacky Tsui
Lucas Lau
Hiep Ngo

AGENDA

Motion items for discussion:

1. John's resignation
 - Research bylaws (Lucas, Hiep & Mike will do the best to read the bylaws)
 - Mike / Jacky reached out to previously interested candidate
2. Motion for Michelle for Admin Role. Motion by Jacky. Second by Mike
 - Carla requests \$30 per hour to train new admin person (Carla available to train Aug. 9th to 18th). Motion by Jacky. Lucas seconds
 - Jacky will reach out to update Jocelyn
 - Admin duties include sorting and responding to emails
3. Jacky – Bank Account Update
 - Jacky has access to bank account
 - Balance is \$277,862.25
 - Jacky has reached out to MLC accountants to courier over cheque books and other outstanding documents
 - Access to ATB online account: Treasurer & President (Motion by Hiep, second by Lucas)
 - Signing authority: Treasurer, President, VP & Secretary (Previously agreed upon)
 - Mike and Hiep need to reach out to ATB to verify their identity
4. Research for a Corporate Credit Card. Motion by Lucas. Second by Jacky
5. Investments for the Balance of HOA account

- Look into high interest savings account (Jacky can look into)
- 6. Secondary IT Admin for Hiep. Motion by Jacky. Second by Mike
- 7. Domain transfer completion. Lucas provided updates
- 8. Domain renewal (expires September 14th). Deferred pending credit card
- 9. Notice to Ivrrnet to cancel email services. Motion by Lucas. Second by Mike
- 10. Update to residents regarding Green Drop cancelation on July 14th. Lucas will update Facebook & web page regarding situation
- 11. Monthly updates for residents.
 - Delay by a month upon review
 - Review association requirements & bylaws (Lucas will review requirements)
- 12. Our strategies concerning email responses
 - We are going have the admin person do the sorting
 - Secretary or someone in sub-committee need to respond to legal inquiries before onboarding admin person is trained (August 9th). Motion by Mike. Second by Jacky
- 13. Boundaries of HOA and areas of responsibility – Paurush's responsibility
- 14. Liability insurance for Board Members. Prabhat's responsibility. Motion by Jacky. Second by Mike
- 15. Meeting for week of August 2nd (Long weekend Monday). Skipped meeting next week. Motion by Mike, second by Hiep
- 16. Alternative / Better Time for board to meet. Discuss in WhatsApp

Motion by Mike to adjourn the meeting at 8:21pm - seconded by Hiep Ngo - meeting adjourned

NEXT MEETING DATE

Monday, August 9, 2021, at 7:00 pm via Google Meet