



**ALLARD HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JULY 5, 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 7:11pm

**In Attendance:**

Mike Moran  
Jacky Tsui  
Lucas Lau  
Hiep Ngo  
Paurush Sharma

**AGENDA**

- 1. Brent's concerns to respond back – Mike**
  - Put questions on FAQ (Lucas)
  - Mike can give short response to Brent
  - Motion: Mike
  - Second: Lucas
  
- 2. Clarifications on the Allard HOA boundary as Vistas at Allard HOA has their own boundary – Prabhat**
  - Mike: We should get the latest boundary map from MLC then we can send out to Prabhat
  - Upload latest map to website
  
- 3. Carla's desk – Mike – Already Done**
  - Transfer Carla's Responsibilities - Done
  - Review Carla's documents – Done
  - Farewell
  
- 4. Hire a paid staff / Property Manager as soon as possible for administrative work – Jacky**
  - Pulling land titles
  - Figure out who hasn't paid and send out notices
  - Lucas will reach out to Ivrrnet to see what they can do to help
  - Reach out to volunteer committee to see who is interested on a paid contract

- Post on Facebook/NextDoor Allard/Website (This week) - Lucas
- Look for contract admin staff thru recruitment agency - Jacky
- Motion: Jacky
- Second: Mike

#### 5. **Trainings - Mike - Moved to next meeting**

- Office 365
- SharePoint
- OneNote
- OneDrive

#### 6. **Policy/Process development/improvement related issues – Mike**

- Developing Mission Statement (Mike)
  - Drive Property Value for Allard Homeowners
  - Transparency
  - Support Future Development
  - Accountability
  - Long term vision for slush fund
- Money Investments (Paurush/Jacky)
  - High Interest Savings Account
  - GIC
  - ETF (Ascertain as board whether we can go beyond Risk-Free investments)
- Bank Account (Jacky/Paurush)
  - Finish setup
  - Consideration to switch to another bank?
- Credit Card (Jacky/Paurush)
- IVRNET Billing – Invoice go to **Jacky** (Mike/Lucas)
- Code of conduct/ethics/confidentiality (Mike/to be worked on by Communications Committee)
- KPI reporting/Financial Reporting – Table for next meeting
- Conflict resolution process (Tabled for Board)
  - Develop process by the board
- Transparency - what documents should be available – frequency – Table for next meeting
  - Board / Committee need to decide
- Domain Transfer – Lucas working in progress
- Insurance for board members and property (Jacky/Paurush)
  - Buy insurance for board members
  - Buy insurance for neighborhood (brick) structures
  - Seek legal advice on Brick structures (Jacky/Paurush)
  - Declare ownership of HOA owned properties
- RFQ Process
  - Board / Committee need to develop the process
  - Transparency is key
- Reach out to members for committee volunteers (Table for Board Members)
  - Neighborhood Watch
  - Complaints Board

**7. Schedule meet in person (Jacky/Mike)**

- Meet at Mike's deck for future meeting

Motion by Mike Moran to adjourn the meeting at 8:09 pm - seconded by Jacky Tsui – meeting adjourned

**NEXT MEETING DATE**

Monday, July 12, 2021, at 7:00 pm via Google Meet