



**ALLARD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 15, 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 7:08pm

In Attendance:

Mike Moran
Jacky Tsui
Lucas Lau
Prabhat Chaturvedi
Hiep Ngo
Paurush Sharma
Carla Steadman
Schumacher
Guest Carla Steadman

AGENDA

1. AGM Survey results presented - Prabhat

- Motion to enhance the official aspect of the results for posting – John
- Seconded - Lucas. Lucas will update the results to pie chart
- Carried

2. AGM Minutes/AHOA Presentation Slide Deck of May 31, 2021 – Prabhat

3. Board meeting June 4th minutes – Prabhat

4. Board meeting June 7th minutes – Prabhat

5. Financial updates – Jacky

- Updated of meeting with Chris on June 9th. ATB prepared the form to sign
- Signing authorities for the bank – Jacky motion Mike, Jacky, Hiep, Prabhat. Second by John. Any two signatures. All approved
- Any other relevant updates – MLC, 3 quotes for external accountants. Stay in the agenda for the next meeting
- HOA minute book and legal documentation handover to Secretary - FYI

6. IT committee recommendations – Lucas

- Motion for going on a Microsoft pay platform for document management, email (future), office apps and Teams access for board members
 - Motion – John
 - Seconded - Prabhat
 - Carried
- Decide and motion for transfer of access to select transfer of access of IVRNET to board members. We must decide on who gets access. Carla mentioned that Jacky has already access
 - Motion – Mike
 - Seconded – Prabhat
 - Carried
- Motion to "name change" IVRNET account from Chris Nicholas to the board
 - Move to next meeting
- Motion to transfer the domain allardhoa.com to the board. Expiry on Sept 14th
 - Move to next meeting
- Decide and motion who should be the primary responsible person for email
 - Move to next meeting

7. Carla's tasks to assign – Prabhat

- Check mail (PO Box in Shoppers) – Carla has 2 keys. Prabhat to check mail and Jacky will be holding the second key. Fees paid by MLC. Jacky to check with Chris for the renewal fees. Carla will forward the PO related docs to Jacky
- Deposit cheques to ATB - Jacky
- Manage legal inquiries for home sales – Carla mentioned that it's an ongoing task. Carla will volunteer this task. Mike will look after communication
- Update FB page and respond to messages on FB – Mike suggested Lucas to lead and manage through the committee members
- Update website as required – Lucas will take care of it for now and manage through the committee members
- Deal with Return to sender (RTS) mail – Prabhat/Jacky
- Respond to emails at the info@allardhoa address – Mike will lead. John, Prabhat, Lucas, Paurush will help him, Mike to create committee
- Updating owner information in IVRNET, revoking and reissuing invoices as required – Prabhat/Lucas
- Mailouts and fee reminders as required – Mike will lead. John, Prabhat, Lucas, Paurush will help him
 - Mike to create committee.

8. Administrative tasks – John

- What is our approach to taking on these tasks from Carla?
 - John requested to remove this agenda item as already covered in the above #8

9. Landscaping discussion – John

- Quotes received to-date Delta valley, Landco: Move to next Monday
- Plans for summer maintenance: Carla, John, Paurush, Mike, Prabhat, Hiep to be in the committee

10. Community involvement – John suggested to move to the next meeting/committee

- Opening up the board meetings to interested residents
- Committees to engage residents (beautification, inclusiveness, neighborhood safety, bylaws, etc)

11. Any other issues/concerns

- Complaining to the city for the properties having weeds or not maintained – To discuss later
- Jacky to add his credit card information replacing Carla's card – Approved
- Lucas to be for the reimbursement for the Microsoft purchase – Approved
- Confidential statement – Paurush to explore it
- All were in favor to allow MLC liaison in the Board Meeting during the transition period

Meeting adjourned at 9:12 pm. Motion – Mike, seconded – Lucas, Carried

NEXT MEETING DATE

Monday, June 21, 2021, at 7:00 pm via Google Meet

Prabhat Chaturvedi

Secretary