



**ALLARD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 8, 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 7:15pm

In Attendance:

Mike Moran
Jacky Tsui
Lucas Lau
Hiep Ngo
Paurush Sharma
Mahfuz Rahman

AGENDA

1. New Board Member: Chona
2. Official Minutes:
 - a. Assigning **Mahfuz** to do the official minutes showing appointments of new board members
 - b. Purpose: Apply for credit card and corporate registry
 - c. Takeaway: Remove Prabhat, John, Add Mahfuz & Chona
3. Landscaping:
 - a. Paurush has 1 quote on snow removal
 - b. Take-away: Paurush to provide more info
 - Mike and Paurush will find a 2nd company to reach out for quote
 - c. Delta Valley:
 - Did not complete full scope of work, only performed mowing the lawn
 - Board members Mike and Paurush to go back to Delta and verify payment for lack of fulfillment of contract
4. Credit Card:
 - a. Received signed form from Mike
 - b. Mahfuz needs to get back to Jacky
 - c. Mahfuz needs to do the official minutes

5. NDA
 - a. No update on NDA, still need lawyer
6. Lawyer
 - a. Mike to reach out to a lawyer
7. Allard Membership Info
 - a. Performed partial state export of Allard community membership with known information
 - b. More time needed to refine info
8. HOA Software Vetting
 - a. a. Provided overview of Ivrrnet vs. 3 systems on OneNote
 - b. More realistic timelines on decision will be likely end of November 30th
 - b. c. Will continue analyzing competitor and contender capabilities
9. Insurance
 - a. Mike working with a broker and hopefully there's some answers next week
10. Invoicing
 - a. 586 unpaid invoices
 - b. Jacky motions to extend 2021 interest penalty for dues to Dec. 31st, 2021. Second by Mike
 - c. Lucas will reach out to Ivrrnet, and will also drag the interest start date to end of year
 - d. **Michelle** to draft out letter template for unpaid mailing and board to review. Jacky will work with Michelle
 - e. **Chona** to post reminder on Facebook for unpaid fees
 - f. Chona and Lucas to update [Membership Information - Allard Heritage Valley \(allardhoa.com\)](http://allardhoa.com)
11. Best Decorated House in Allard - Christmas
 - a. Set up Prize
 - b. Facebook & website update
 - c. Do this next year for Halloween

Key items to do:

- Official Minutes (Mahfuz)
- Landscaping/snow removal contract (Paurush/Mike)
- Credit Card (Jacky)
- Lawyer (Mike)
- Accounting Firm selection (Jacky)
- HOA software vetting (Michelle, Hiep & Lucas)
- 2021 Invoicing & Communication Updates (Michelle, Chona, Lucas)

Meeting adjourned at 8:28 pm. Motion – Mike – seconded - Paurush Sharma

NEXT MEETING DATE

Monday, December 6, 2021, at 7:30 pm via Google Meet