



**ALLARD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 4, 2021
6:45PM**

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 6:50pm

In Attendance:

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

AGENDA

1) * Landscaping *

- Mike can start quoting a company for snow removal – Paurush & Mike – New quote – Winter – Paurush is getting few quotes and waiting to be finalized
- Landscaping company – (Tackla/delta) - Need to have discussion – Need assign task and proof of work to get paid – Paurush & Mike. More trucks were seen on Allard sites
- Other board members can reach out to alternative snow removers - Paurush & Mike – Need to get new quotes – Not required anymore
- Delta was not paid yet – no invoices yet – Paurush to follow up

2) Credit Card

- Jacky reached out to ATB. ATB requires a retainer system as a collateral / security in place – ATB need GIC with them. For high ticked item use check, but it is good to have both options. Ivernet and Microsoft pay, use Credit Card. 5K limit decided by board. Waiting to hear from ATB
- Jacky will reach out to ATB for business MasterCard (\$65 annual fee)
- ATB contacted Jacky, waiting for response

3) Non-Disclosure Agreement & * Legal Counsel *

- Retain lawyer for NOA & Legal Counsel
- Mike will reach out to lawyer that previously helped with condo board, retain the guys we already have, No objection from board members, good rate. Mike will get the contact details

- Lucas will reach out to his lawyer to seek referral- haven't heard anything – not required anymore
- The draft looks good, but need to be modified for home owners association , needed to add on the agreement. Mike to reach out the lawyer
- Legal counsel: Paurush forwarded to Michelle, asking for \$200 for initial letter, Natasha Sutherland was used before, MLC/condo board lawyer – familiar with board law – Lucas with follow up and will invite Mike for the meeting

4) Communications Update

- Chona is doing a good job for Facebook post
- Suggested to join as a board member – Time commitment may not be suitable. Lucas will reach out to her and let her know. If Chona doesn't want that, post it on Facebook
- Post position for vacant board spot- No update yet, haven't posted yet. Post the position on Facebook – Chona

5) Ivrrnet Mass Email

- Lucas to Explore options to mass e-mail from Ivrrnet – No major update

6) Website

- Replacement Vendor / Redesign – Keep it in existing site – paying \$80 per month. Chona may have some lead on web designer and may provide us better deal – Lucas and team for IT issues to follow up

7) Seek replacement for Ivrrnet Payment Processing System

- Hiep can research and shop for vendor – No update yet

8) * Insurance *

- Currently with Paurush
- Requires Jacky for incorporation information, Jacky to review forms – Send it back to Lucas for review and send it back for processing – insurance broker. Paurush to follow up. Any other team member can also follow up. Mike to follow up

9) Invoicing

- 627 outstanding invoices-615 total invoices left
- Interest penalty waived for the month of September- also for Oct'21, majority from condo owners. Miss placed letter replacement request – Paurush to follow up
- Motion to waive interest for October (Lucas). Seconded by Mike

10) Michelle to meet for IT update, her preference for the system, feedback on old system– arrange a time for the meeting – Mahfuz, Hiep, Lucas & Michelle

- Move the meeting after demo Hiep to arrange a demo

11) Next meeting: Monday, October 18th @ 7:30 PM – 30 minutes and October 25th @7:30 pm – 30 minutes

12) Priority items:

- Snow removal (Paurush & Mike)
- Legal Council (Mike & Lucas)

- Insurance (Jacky and Mike, Paurush to update tomorrow)
- Web page & Facebook Update (Lucas & Mahfuz), separate meeting on Thursday at 7:30 pm
- Shop Ivrrnet system replacement (Hiep, Mahfuz & Lucas)

Meeting adjourned at 8:22 pm. Motion – Mike – seconded - Paurush Sharma

NEXT MEETING DATE

Monday, October 25, 2021, at 7:00 pm via Google Meet