



**ALLARD HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 27, 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 7:10pm

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
- Landscaping company – (Tackla/delta) - Need to have discussion – Need assign task and proof of work to get paid – Paurush & Mik
- Other board members can reach out to alternative snow removers - Paurush & Mike – Need to get new quotes

3) 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
- Jacky will reach out to ATB for business MasterCard (\$65 annual fee)
- ATB contacted Jacky, waiting for response

4) Non-Disclosure Agreement & * Legal Counsel *

- Retain lawyer for NOA & Legal Counsel
- Mike will reach out to lawyer that previously helped with condo board
- Lucas will reach out to his lawyer to seek referral
- The draft looks good, but need to change for homeowners' association, needed to add on the agreement

- 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

5) Communications Update

- Onboarded Chona – Done before two weeks ago, she was following up with some other stuff
- Post position for vacant board spot- No update

6) Ivrrnet Mass Email

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

7) 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

8) Seek replacement for Ivrrnet Payment Processing System

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

9) * 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. Involve Paurush & Mike

11) 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
- Motion to waive interest for October (Lucas). Seconded by Mike

12) Religious signage by Tim Hortons – Can we remove?

- Park for now

13) Next meeting: Monday, October 4th @ 7:30 PM

14) 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 07:30 pm
- Shop Ivrrnet system replacement (Hiep, Mahfuz & Lucas)

Meeting adjourned at 8:22 pm. Motion – Mike, seconded – Lucas, Carried

NEXT MEETING DATE

Monday, October 4, 2021, at 7:00 pm via Google Meet