



**ALLARD HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MAY 9, 2022  
7:30PM**

Minutes of the Board of Directors Meeting of the Allard Homeowners Association Edmonton, Alberta, held via Microsoft Teams

**CALL TO ORDER**

Board member Mike Moran called the meeting to order at 7:36pm

**In Attendance:**

Mike Moran

Jacky Tsui

Lucas Lau

Hiep Ngo

**AGENDA**

**1. FORMS**

- a. Lucas need help filling out AcordPay form - Moved to May 23
- b. Jacky need help filling out D&O Insurance form - will submit May 10th

**2. INVOICING**

- a. Lucas submitted Ansun Yang's web design invoice - Pay in the next week.
- b. Lucas notified Ivrnet and Jacky that we will pay the April web hosting invoice of ~\$80, however, it will be last payment as cancelation was issued around March 19th. - Needed 30 days notice from time of cancellation. Will pay this

**3. DIRECTORS' INSURANCE**

- a. Jacky reached out to insurance provider to see if there is a more appropriate form than the form for condominium / strata board - Jacky has confirmed that this form is correct - Will fill out and send back within the next week

**4. HOA Draft Financial Statements** - Board did a preliminary review of financial statements

- a. Reviewed in board meeting
- b. Approved - Mike, Jacky, Hiep, Lucas

**5. CREDIT CARD**

- a. Jacky did not hear back from ATB - No response from ATB yet. Jacky to follow up

**6. IVRNET & WEBSITE TRAINING** - Scheduling for May - Lucas will book soon

**7. COLLECTIONS:**

- a. Lawyer suggests not pursuing in court at the moment, had mentioned putting a caveat on the properties that have not paid as of yet
- b. Board has decided on implementing an interest penalty for outstanding invoices as of January 2022 for unpaid fees from 2021

**8. BUDGET – PLANNING** to start putting a budget in the next few meetings  
Rough Numbers to get started

**9. LANDSCAPING** - Mike is getting final quotes. Should have a decision to present within the next week to get started with Spring cleanup

**10. NEXT MEETING** - Have Michelle attend with meeting minutes to present for approval for posting

Meeting adjourned at 8:34pm. Motion – Mike – seconded – Lucas Lau

**NEXT MEETING DATE**

Monday, May 30<sup>th</sup>, 2022, at 7:30 pm via Microsoft Teams