



**ALLARD HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
AUGUST 15<sup>th</sup>, 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 7:42pm

**In Attendance:**

Mike Moran  
Jacky Tsui  
Lucas Lau  
Melissa Carnes  
Francis Lam  
Guest: Michelle

**AGENDA**

1. New director positions - discussion on Secretary Roles:
  - a. Melissa Carnes - Interest in secretary position and attended meeting
  - b. Francis Lam - Interest in secretary position and attended meeting
  - c. Mike explained secretary role to Melissa and Francis
  - d. Lucas will create the Microsoft accounts and obtain additional M365 licensing. This will increase licensing from 5 to 7.
  - e. Michelle ordering a new mailbox key will be provided to the official new secretary
  - f. It is expected that there will be more secretary involvement as we get closer to the AGM
  
2. Motion for New Members to the Allard HOA Board:
  - a. Melissa - Official secretary
  - b. Francis - Director
  - c. Motion by Mike
  - d. Second by Hiep
  
3. Michelle to consult with our lawyer to finalize our AGM agenda prior to final mail out
  - a. Melissa and Francis to be 'CC for any involvement with our lawyer

#### 4. AGM

- a. Final mailout package to be sent out by Michelle on September 1st or 2nd (before the Labour Day long weekend). The intend is to have the package received by the residents outside of 14 business days of upcoming AGM.
- b. Melissa shared her point of view regarding not receiving of her mail package, and only receiving via by email from Michelle
- c. 19 residents (non board members) have responded to the HOA with interest to attend
- d. AGM will be recorded. The intend is to post the recording on the allardhoa.com website

#### 5. Website - Our website developer continues working on the website build

- Michelle will ask our web developer to add Melissa and Francis' names onto the Board Members section
- Michelle will also publish the last 3 official approved minutes
- An 2021 financials package will also be uploaded to the website
- The aim is to go live with new website updates before middle of August. Web developer on track to publish the live site
- Website will include section on landscaping

#### 6. Landscaping

- There has been no updates on the landscaping front within the last 2 weeks
- Mike has reached out to MLA Jennifer Rice and another lady Ruth Wong who Mike is actively working with

#### 7. 2022 Annual Dues Collection

- Approximately 1200 homes has not yet pay (approximately 2/3 of all residents)
- Approximately 45 homes to date result with "Return to Sender" during the mail out process. The board will consider enlisting our lawyer to send letter direct to their homes/homeowners

#### 8. 2021 Annual Dues Collection

- Approximately 380 outstanding as a result of new homes sold by builders
- Fees are pro-rated as required
- Statue of Limitation is before 2 years, when the filing need to go in

#### 9. Social Media / Facebook / Communication Committee:

- Lucas can add Francis and Melissa onto Facebook and he can look into the current Facebook situation
- The long term idea is set up communication committee
- Future ideas: Block parties, greater community involvement, establishing a community league, etc
- Reference materials can be added from website to Facebook

#### 10. Next meeting: Monday, Aug. 22nd.

- Short meeting after Michelle's return and before mail out
- Approve August minutes

Meeting adjourned at 8:40pm. Motion – Mike – seconded – Jacky Tsui

**NEXT MEETING DATE**

Monday, August 29th 2022, at 7:30 pm via Microsoft Teams