



Allard Homeowners' Association

PO Box 25516 Callaghan PO

Edmonton AB T6W 4N8

Board of Directors Minutes of the Meeting April 16, 2024

Date: April 16, 2024

Time: 6:30pm

Location: Teams

Call to Order and Establish Quorum

The meeting was called to order by Tushar at 6:33pm, everyone present

Attendees:

Hiep Ngo, Tushar Raval, Vipen Kumar Yadav, Gunjan Vyas

Guests:

Michelle Antonyshyn (guest)

Approval of the Agenda

MOTION: by Tushar to approve, seconded by Vipin Kumar. Motion unanimously carried.

Agenda:

Approval of the previous Meeting Minutes March 14, 2024

MOTION: by Gunja Vyas to approve the minutes. Seconded by: Vipin Kumar. Motion unanimously carried.

1. Reports

President's Report (Vacant)

VP Report (Hiep Ngo)

no report

Joined late and announced that he has busy life and will resign from the board tonight

Secretary (Vacant)

no report

Treasurer (Vacant)

1. Review of invoices to be approved for cheques
 - i. Ivrrnet #00268 – March \$577.29 - Motioned by Tushar R, seconded by Hiep Ngo, motion unanimously carried.
 - ii. Rockland #23-335 - \$4410.00 Motioned by Vipin K, seconded by Hiep Ngo, motion unanimously carried.
 - iii. Michelle - #32 - \$180.00 - Motioned by Tushar Raval, seconded by Gunjan V, motion unanimously carried.
 - iv. WP Cloud reimbursement for March 2024 (Tushar) \$63.00 Motioned by Vipin K, seconded by Gunjan V, motion unanimously carried.

Landscaping Director (Tushar Raval)

1. March is the last month for our winter contract with Rockland Landscaping. Board will now reach out to and get a few quotes for a summer 2024 service.

Safety in the Community

The board is concerned about increasing instances of break-in within the community. All the board members decided to participate the Community Safety Conversation event to be held on April 30, at 6:30pm. This event will be open for the community and will be led by councillor, EFRS, EPS, City Community Safety Team and other guests.

Communications (Vacant)

In the absence of secretary, our current board is trying hard to convey the messages to the community through facebook page and web. However, board has invited new members by posting on social media numerous times.

Administrative Update (Michelle Antonyshyn) Discussed by the board as a whole

- 2024 HOA fees invoices to be sent out to residents.
- Board is considering more effective electronic tools to send out the info to the residents to save the paper cost, printing cost, and mailing cost.
- The first round of communication will be 2024 invoice along with a statement of any outstanding

Gunjan suggested we send out the 2024 invoices now and follow up with the AGM package in the summer. We can send the AGM save the date through Facebook as well as some msg boards at couple of entrances.

The new board is left with no bookkeeping in place – Gunjan is going to fetch some quote and the board will choose the most competitive one soon in the next bi-weekly meet.

Old Business

Tushar has requires the document of incorporation to reach out to a lot of vendors to provide us professional Microsoft/Google Workspace services for free and save community's money. Michelle who has been providing admin support since the old board was requested to fetch the incorporation document but there is no trace. The board will try different ways to retrieve it from the City or Registry.

New Business

Board to Vote on new volunteer for the Board to help out on newsletter/communications

MOTION: by Tushar Raval to accept Flora Cheung as a new volunteer for the board (not as a board member) to help us outside the board depending on her availability. Seconded by Gunjan Vyas. Motion unanimously carried.

The board had a call with the Scott with Bryan & Company prior to tonight's meeting – Scott mentioned the litigation process against the 198 residents who have not paid their 2021 HOA fees inspite of numerous warnings mailed out to them. The board has decided to follow on the law firm's advice to consider starting the claims as well as contact the banks holding mortgages on these titles about the litigation process. HOA will not process any approval or requests on such properties with outstanding fees.

MOTION TO ADD NEW DIRECTORS AS SIGNING AUTHORITY

Motioned by Hiep to add new board members, Vipin Kumar Yadav and Gunjan Vyas as signing authority, seconded by Tushar, and approved unanimously.

Hiep Ngo's Resignation:

Motioned by Tushar Raval to accept Hiep's Hgo April 19, 2024 resignation. Seconded by Vipin Kumar, carried unanimoulsy

Action Items

Tushar - will touch base with Scott regarding what our next steps should be for collecting the 2021 HOA fees and sending notifications to the lending banks

Gunjan – will reach out to get a couple quotes from some Accounting Firms.

Michelle – issue cheques for approved invoices

Michelle – will update the minutes and get them to ATB to update the board members – assign Gunjan and Vipen with signing authority

Gunjan has agreed to get the Allard ATB credit card along with online banking in his name to help HOA in their banking and payment systems

Tushar/Gunjan/Vipin – reach out to some different landscapers for summer quotes

Next Meeting

Next meeting is May 2, 2024, at 6:30p.m. – 7:30 p.m. via Teams Adjournment

Adjournment

MOTION by Tushar Raval to adjourn meeting at 7:46pm. Seconded by: Vipen Kumar Yadav unanimously carried.