



## Allard Homeowners' Association

PO Box 25516 Callaghan PO  
Edmonton AB T6W 4N8

### Board of Directors Meeting Minutes

**Date:** February 23, 2024 (Feb 13 meeting rescheduled for today as Hiep did not show up in the Feb13th)

**Time:** 7:00pm

**Location:** Teams

#### I. Call to Order and Establish Quorum

Hiep called the meeting to order at 7 pm. All three directors present completing a quorum

#### II. Approval of the Agenda

Tushar motioned to approve – All in favour

#### III. Approval of the previous Meeting Minutes

##### a. January 16, 2024

Tushar motioned to approve, Hiep seconded – all in favour

#### IV. Reports

##### a. President's Report (Vacant)

##### b. VP Report (Hiep Ngo)

- i. Collection of HOA Arrears.
- ii. Follow up on collection of GST

Hiep has no report to present

##### c. Secretary (Vacant)

##### d. Treasurer (Vacant)

- i. Review of invoices to be approved for cheques
- ii. PO Mailbox – yearly renewal \$196.35
- iii. Rockland - #23-230 - \$2987.42
- iv. Michelle Antonyshyn #30 \$170.00
- v. Bryan & Company #256256 \$458.33, #258755 \$806.93 & #258756 \$993.83
- vi. Epcor \$797.63
- vii. Ivynet #10176 \$578.76

Tushar and Vipin being a new board members had no knowledge of the outstanding fees from Law firm Bryan & Company and hence they requested Hiep to explain these invoices. Hiep said that

those were incurred by previous president Mike in coordination with Michelle while conducting correspondence with the law firm. Hiep said that the new board members should directly ask the law firm about it or Michelle could help.

After Michelle's explanation, the board decided to approve all the expenses.

Hiep motioned to approve, Tushar seconded – all in favour

**e. Landscaping (Tushar Raval)**

- i. Being the second month of landscaping service, Tushar mentioned that he was following up with the contractor and that the snow cleaning service is happening regularly.

**f. Communications**

- The board followed up with Michelle if she was able to retrieve the access details of web hosting, Microsoft panel, and facebook page of Allard HOA from the previous president Neerav Sareen as he was found online in Allard HOA Microsoft accounts in spite of his resignation from the board. The board considered this unsafe as Neerav Sareen still remained in control of all communications/discussions conducted by the board.

**Administrative Update (Michelle Antonyshyn)**

Michelle mentioned that Neerav Sareen had not yet transferred the HOA assets and access to the board yet. He was contacted a few times since January 16, 2024 but he said that he is traveling and has no access to internet.

- Non availability to the digital tools has blocked the board from reaching out to people, provide them updates, renew the licenses. This situation could only resolve if Neerav Sareen returns the HOA assets to the board or transfers the admin access.

**V. New Business**

Michelle will try again to retrieve the tools and access from Neerav Sareen for the board. In case he doesn't return/transfer the access details, Tushar would initiate communication with Microsoft to transfer the Global Admin rights to the board and will find out the hosting site that no one on the current board knows.

**VI. Adjournment**

**a. Review action items**

**b. Next Meeting:**

- i. Next meeting is March 14, 2024 at 7:00pm