



## Allard Homeowners' Association

PO Box 25516 Callaghan PO  
Edmonton AB T6W 4N8

### Board of Directors Meeting Minutes

**Date:** January 16, 2024

**Time:** 7:00pm

**Location:** Teams

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

Hiep call to order the meeting at 7 pm, everyone present

Attendance: Hiep Ngo, Tushar Raval, Vipin Kumar Yadav

Absent: None

#### II. Approval of the Agenda

Hiep motioned to approved, Tushar seconded – all in favour

##### a. Approval of the previous Meeting Minutes of December 5, 2023

Hiep motioned to approve, Vipiin kumar seconded - all in favour

#### III. Reports

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

- i. Collection of HOA Arrears

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

- discussed possible means to recover and also contact the law firm for advice on legal action

##### c. Secretary (Vacant)

##### d. Treasurer (Vacant)

#### Invoices to be approved

- 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 \$150.00
- v. Bryan & Company #256256 \$458.33, #258755 \$806.93 & #258756 \$993.83
- vi. Epcor \$797.63
- vii. Ivrrnet #10176 \$578.76

**e. Landscaping (Tushar Raval)**

- i. Update: Tushar followed up after each snow cleaning services making sure that the new company is doing the services at right time and covers all required areas.

**f. Communications – Update**

Board discussed how to retrieve the access of web hosting, Microsoft admin panel, facebook page from Neerav who has not submitted the credentials to the board before resigning.

**g. Administrative Update (Michelle Antonyshyn)**

- Michelle is assigned to coordinate with Neerav and bring the access to the IT tools/assets of Allard HOA

**IV. Board Vacancies**

- a. Board vacancies
  - i. Motion to approve Diana Powel’s resignation received on December 20, 2023 at 6:50 pm via email to the board
  - ii. Motion to accept Neerav Sareen resignation received on January 16, 2024 via email to the board at 6:03 pm

Motioned by Hiep, seconded by Tushar – All in favour

**V. Adjournment**

**a. Review action items**

**b. Next Meeting:**

- i. Next meeting is March 13, 2024 at 7:00pm