



Allard Homeowners' Association

PO Box 25516 Callaghan PO

Edmonton AB T6W 4N8

Board of Directors Minutes of the Meeting March 14, 2024

Date: March 14, 2024

Time: 7:00pm

Location: Teams

I. [Call to Order and Establish Quorum](#)

Called to order 7:04, everyone present

Attendees:

Hiep Ngo, Tushar Raval, Vipin Kumar Yadav and Michelle Antonyshyn

II. [Approval of the Agenda](#)

Tushar to approve, Vipin Second – all in favor

III. [Approval of the previous Meeting Minutes](#)

a. [January 16, 2024](#)

Hiep Motion to approve, Tushar second – all in favor

b. [December 5, 2023](#)

Hiep motion to approve, Vipin second – all in favor

IV. [Reports](#)

a. [President's Report \(Acting Hiep\)](#)

i. Collection of HOA Arrears.

i. 2021 – 200 home outstanding not paid; all been worked on by send out letters to banks in august

ii. Tushar suggested to get legal advice if the board can upload copy of the claim on the website which has a list of the residents who haven't paid 2021 fees

iii. Hiep does not have time to start the process with Scott (lawyer) but mentioned he will email him next day, March 15, 2024 to set up a meeting with the board

iv. Vipin suggested continuing the process with the lawyer to send a message to the defaulters that the board is serious about litigation process

ii. Vipin Motion, Second Hiep – all in favor to proceed with Scott. All in favour.

- iii. Hiep is to take on the responsibilities of all payments and banking
- iv. As we have no Secretary Michelle will now prepare the agenda and minutes for the Board Meetings.
- v. Payments (apply for a new card) using the card as well as making bank deposits – Hiep being there on the board for more than three years and others being new, was advised to take this banking role. Hiep is not willing to take it and said he will answer in two days.
- vi. Maintaining IT infrastructure of the board (website, hosting, Microsoft users management, FB page management) – Tushar is handling all of it at the moment in absence of any communication role
- vii. Monthly community update message, pictures for Allard page – Tushar is handling it until we get some new volunteers to help

b. VP Report (Hiep Ngo)

i: no report

c. Secretary (Vacant)

i. No report

d. Treasurer (Vacant)

2. Review of invoices to be approved for cheques

- i. Allard PO mailbox – yearly fee renewal fee reimbursement (Michelle) - \$196.35
- ii. Ivnet #00140 – January invoice \$579.55
- iii. Rockland #23-295 - \$4410.00
- iv. Michelle - #31 - \$110.00
- v. Stamps reimbursement (Michelle) \$19.32
- vi. Epcor March invoice - \$203.55 (hold off as they charge credit card fee)
- vii. WP Cloud reimbursement (Tushar) \$31.50

Tushar motion to pay invoices as listed, Hiep Second – all in favor

e. Landscaping Director, Tushar Raval's report

1. Winter Contract:

- a) Tushar as a director of landscaping makes a trip to the service areas after each service by Rockland and found their job satisfactory and also shared with the board time to time. Board is happy with Rockland and the work they have been doing with snow removal.
- b) Tushar will investigate the summer 2024 landscaping contract for the Allard community and possibly have some information for the board at the next meeting.

Vipin motioned, Hiep seconded and all approved.

Next meeting scheduled for April 16, 2024.