



AURORA

Edmonton Aurora Residents Association

Board of Directors Meeting

April 20th, 2020 @ 7pm

Location: Virtual Meeting (Google Meet-Up)

Meeting Minutes

Attendees: Paul Rosich, President
Thu Parmar, Vice President

Chris Holtz, Vice President
Paurush Sharma, Treasurer, Secretary

Regrets: None

1. **Call to Order**– Paul Rosich – 7:04 pm
2. **Approval of Meeting Minutes**
 - January 20th, 2020
 - No issues with meeting minutes
 - Approval of meeting minutes, motioned by Paurush, seconded by Thu, all in favor, carried
3. **Items Arising from Minutes**
 - There were no items arising from the minutes
4. **IVERNET and Website Update**
 - The overall system has been switched to “WordPress” which allows us to make small changes to the website on our own. Any large format changes still must be done by IVERNET
 - The website has been scrubbed of all mentions of Melcor (including any contact information) and all has been changed to reflect the new resident volunteer board management consistently throughout
 - Meeting minutes and subsequent budget information will be posted to the website for public viewing
5. **Financials**
 - Fee statements were mailed out to all unit holders on April 14th, 2020
 - Some notices may have been sent back (return to sender), if so these would be in our post office box. Paul and Chris to ensure box is checked and returned notices are investigated for reason of return
 - Each return will be dealt with individually and the board will decide if a title pull is necessary or if information requires updating
 - Currently appears that 25-30 addresses will need to be updated in the system. Paurush to work through these through contact with Paul to ensure addresses are current (most are builders that have sold properties to new residents, etc.)
 - Paurush will gain access to QuickBooks to update financials and ensure they are current
 - Overall, financial picture is good. We are accepting fees for 2020 which is building up our account and we have a healthy reserve to deal with any unexpected expenses that arise before all fees are collected
 - The board is to work out values for “worst case scenario” on items we are to maintain as part of the HOA. This would include replacement of items such as the HOA’s fences, entrance features, fountains, etc. Once this has been calculated, the board will ensure that this amount of money is held in reserve to deal with repairs/replacement as required. This will be started as of the next meeting
 - The board has opened up an account with Servus Credit Union, with the long-term goal of switching the HOA’s banking to Servus. Currently EARA still has an active account at ATB, which is where current funds are being held and new fees are being transferred into
 - The HOA’s reserve (GIC’s) are being held at ATB, but will be transferred into high yield savings accounts at Servus (Paurush to look into values and transferring). This will allow easy access to funds if required
6. **AGM Planning**
 - Thu has booked the Orchards Club House for the AGM, which is currently scheduled for September 24th. Additional information and mail outs will be provided as the date gets closer
 - Discussion of how the event will be held is still TBD due to the current COVID-19 pandemic. Should large gatherings not be allowed, the board might have to look at some sort of electronic/virtual meeting. Will be discussed at future meetings as the date nears



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- An audit of the boards' financials will need to be done prior to the AGM. Paurush to contact Melcor for access to previous information/contacts for BDO (approved at past AGM for 2019/2020 audit)
- 7. Maintenance Items Current and for 2020**
- Paul has been in contact with the City of Edmonton about a quote for extra maintenance for Aurora's landscaped areas. The COE completes 2 cycles (mowing, weeding, etc.) per season, the additional quote would allow for 4 more cycles.
 - Previously the COE has stated that they would not allow outside contractors to work on landscaped areas that the City maintains, this has now been changed and the HOA is now permitted to obtain outside services for extra maintenance (providing no pesticides or herbicides are used without prior authorization by the COE)
 - Melcor has advised that because of this, our neighboring community of the Orchards has undertaken their own additional landscape maintenance and could possibly be interested in completing the Aurora HOA's extra landscape maintenance as well. Paul to confirm and start discussions with The Orchards
 - If The Orchards were to be contracted out to perform our additional landscape maintenance, confirmation of insurance and WCB coverage would need to be provided
 - Paul to confirm with the Lewis Estates Golf Course on timing for reinstallation of the fountains for the season. As previously discussed by the EARA board, the decision stands to utilize the Lewis Estates Golf Course for the fountain setup and takedown for 2020. Paul to also check with the golf course and see if they offer additional services (such as landscape maintenance, Christmas light setup/takedown, etc.
 - Should Christmas lights be decided upon this year, additional quotes will be obtained
 - The EARA board will be completing a spring walk around to familiarize with the area, work required, etc. This to take place sometime in May/June. Melcor will be contacted to see if they are able to provide someone to attend as well to provide insight
- 8. August Resident Event**
- To be discussed at a later date. Due to the current COVID-19 pandemic, this may not be possible. The HOA will determine based on health authority recommendations and orders
- 9. Remaining Items still pending from Melcor**
- Regarding the Payment Merchant Update (Kixpay), Paurush to contact to ensure that all signing authority and emails have been switched from Melcor to the EARA Resident board. This apparently had been sent earlier however Melcor is still seeing email notifications
- 10. Other Business**
- With regards to the amount of time being done by the board, it was noted that there has been a steep learning curve in terms of learning the new systems and processes. Average time being spent on board activities is approximately 3-4 hours per week (with more based on items such as fee notices, etc.)
 - Discussion that any resident inquiries that are presented to the EARA Resident board will be circulated and discussed prior to any future meetings, where if necessary decisions and voting will be completed to provide direction (such as in the case of variances to architectural controls, etc.)
- 11. Next Meeting**
- To be determined, location to be determined
- 12. Adjournment**
- Meeting adjourned at 8:17 pm