



## AURORA

### Edmonton Aurora Residents Association

#### Board of Directors Meeting

January 18<sup>th</sup>, 2020 @ 2:00pm

Location: Brewster's, Ellerslie Edmonton

#### Meeting Minutes

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**Attendees:** Paul Rosich, President  
Thu Parmar, Vice President  
Chris Holtz, Vice President  
Paurush Sharma, Treasurer, Secretary

**Regrets:** None

**1. Call to order** – Paul Rosich – 2:04 pm

**2. Approval of Meeting Minutes**

- December 16<sup>th</sup>, 2020
- Change made to show Paurush Sharma as “attendees” instead of “regrets”. Paurush was present via conference call
- Approval of meeting minutes, motioned by Thu, seconded by Paurush, all in favor, carried

**3. Items Arising from Minutes**

- There were no items arising from the minutes other than the change noted above

**4. IVERNET and Website Update**

- Access to IVERNET has been granted. Emails have been created through Gmail to facilitate administrator access for board members. This way board members (who are also residents) can utilize their personal emails for access to their personal accounts
- Paul and Thu have accessed the IVERNET program and have started to get familiar with its workings. Have discovered that in order to update information on a particular account for a resident, you must go to the address first and work from there
- Our main “Edmonton Aurora HOA” website is controlled through IVERNET
- Paul will be the main contact for any updates to the website through IVERNET. Paul will also monitor the “info” email address and distribute for answers if required. This info email address will be the only method of resident contact to the board (in addition to the PO Box)
- IVERNET’s “Central” is the financial and admin side of the program, Paurush will be the main contact for this. This controls the database for all of the residents including titles, fee status, etc.
- The board has decided to transition to the setup “Gmail” email addresses for board correspondence so as to keep their personal emails clear. This also will allow for easy switchover of the email address to a future board member should the current board member resign from the board
- Paul has updated the website to scrub all of the Melcor contact references and switch to the “info” email address for correspondence
- Paul to contact IVERNET to get an update on the transitioned website interface. This will allow us to modify the website on our own without having to contact IVERNET

**5. Financials**

- 2020 fees have been discussed and decided upon. Fees for 2020 will be \$100 including GST
  - Voted on by the board, motion from Paul
  - Seconded by Thu
  - Agreed by Paurush and Chris, carried
- Notices for fees will be sent out by March 1<sup>st</sup>, 2020. We will utilize the same service as before to mail out all fee notices. An email will also be sent out to all emails on file to advise of fee notices being sent out. Fee due date will be May 1<sup>st</sup>, 2020. Interest will start on overdue accounts as of May 30<sup>th</sup>, 2020
- With regards to overdue accounts, the board has decided to meet at the end of May to review and decide on next course of action. Discussed with the potential of sending out email/notices to advise of monies



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due and warn of future interest and collection action if the account is not cleared. If further action is taken, the board has decided to utilize the same lawyer and system as per previous years

- The board had decided to waive the processing fee for online and telepay payments of the fees
  - Voted on by the board, motion from Paurush
  - Seconded by Paul
  - Agreed by Thu and Chris, carried
- The decision was made to impose a \$25 processing fee for cheques being used to pay fees. IVERNET will be updated when fees are being sent out to indicate the methods of payment are online, telepay. If a cheque is to be used to pay, the resident is to contact the info email address for further instruction
- Audit for 2019 will be completed by BDO (this was voted on in the previous AGM). Paurush to get contact info from Melcor. The board will look at other options for audit (quotes and pricing) prior to the next AGM and present for voting and acceptance
- No concerns or pending information for 2019 taxes at this time
- GIC's are currently matured with ATB. The board has decided that once the accounts are setup at Servus, money from the GIC's (totaling \$100,000) will be transferred to a high interest yield savings account at Servus

#### 6. Maintenance and Other Business

- Post office box has been setup at the Ellerslie Shoppers Drug Mart (located on 91<sup>st</sup> street and Ellerslie road). Paul and Chris have keys to this box and will monitor it frequently to check for mail. Will monitor more frequently after notices have been sent out for fee collection
- AGM Information
  - The board decided to hold the AGM later in the year after all other events have been completed, as well as all financials. The AGM date has been set for September 24<sup>th</sup>, 2020 at 6:30 pm. This will be held at the Orchards Community Hall. Thu will contact them to setup the date and time and will advise on total cost. The board may look at other location options for the 2021 AGM
- Future Events
  - The board will look at utilizing The Canadian Brewhouse more for the next event. The Brewhouse can accommodate more of the responsibility in terms of running the event, providing cleaning staff, etc. This was brought up after the 2019 event although well received, was lacking some additional support and help
  - Thu recommended going out to the community to look for volunteers to help run the event
  - Future events, type and frequency will be discussed at future board meetings
  - May hold a Spring even in addition to a summer event but this will be discussed further
- Maintenance
  - Christmas lights are now fully operational. The board has decided to keep them operational until the Spring of 2020. The board will look at other options for lights for the 2020/2021 season as well obtaining other quotes for service. Will possibly look at other areas if possible to place lights
  - The board will perform a walkaround in the Spring to view current condition of all HOA controlled areas, as well as violations to the architectural controls, addressing any concerns at that time
  - Paul will email the City of Edmonton to see if we can setup a meeting to discuss additional landscape maintenance requirements. COE completes 2 visits per year for maintenance, they have provided a quote to bump this up to 8. COE will not allow other companies to perform maintenance on their areas without prior authorization. Will discuss and get full information at the meeting to look at options
  - The board has decided to carry on with the Lewis Estates Golf Course maintenance on the fountains until further notice



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- There are no pending Melcor items at this time proceeding the official turnover
- Paul will reach out to the Summerside Community League to make them aware we've taken over the HOA, for information only. Thu will do the same with the Orchards Residents Association

**7. Next Meeting Date**

- Mid-March (date and time TBD)
- Location TBD

**8. Adjournment – 3:20 pm**