



AURORA

Edmonton Aurora Residents Association

Board of Directors Meeting

July 5th, 2020 @ 7:30 PM

Location: Virtual Meeting (Google Meet-Up)

Meeting Minutes

Attendees: Paul Rosich, President
Thu Parmar, Vice President

Chris Holtz, Vice President

Regrets: Paurush Sharma, Treasurer, Secretary

1. **Call to Order**– Paul Rosich – 7:35 pm
2. **Approval of Meeting Minutes**
 - April 20th, 2020
 - No issues with meeting minutes
 - Approval of meeting minutes, motioned by Thu to accept, seconded by Chris, all in favor, carried
3. **Items Arising from Minutes**
 - There were no items arising from the minutes
 - Item to note: Paurush has taken a temporary leave from the board to deal with some personal issues, Thu has taken over the responsibility of the financials for the time being
4. **IVERNET and Website Update**
 - No pressing issues with IVERNET, Thu has figured out the system at this point to take over the financial side and maintain/update the system as required. The IVERNET system will not allow us to generate another bill in order to send out notices for non-payment of fees. Will look into whether a notice can be regenerated to send out a reminder to delinquent accounts
 - Kixpay – Paul to sign forms to authorize use of the company for this coming year, decision was made previously by the board to keep everything the same in terms of the fee payment software so as to make the transition easier
 - Minutes will be posted to the website for homeowner review; will always be a month behind due to minutes being approved at the next board meeting. Paul to post January and April's minutes, these minutes will be posted in August after the next meeting
5. **Financials**
 - Collections and outstanding fees for 2019, 5 properties in total were still outstanding, update from Field Law was that they had made some sort of contact with all of them and are awaiting resolution...to date one has been dealt with, waiting on the other 4. Info will be provided as it becomes available, Paul to contact Field Law to get an update
 - Outstanding fees for 2020 as of meeting date is at 299 properties
 - Thu will do a communications email blast to as many of the properties as available by email (outstanding only) to remind of fees due
 - Chris to edit and fashion reminder letter that will be sent as a final notice by mail, to all outstanding accounts. As per original fee sheet, interest starts to accrue as of August 1st (fees were due July 1st), delinquent accounts are sent to lawyer for action and collections as of September 15th. Once the letter is done up, Thu to look at getting this out to the affected properties ASAP
 - Thu has contacted BDO for pricing to potentially retain accounting services from them for select items. Info will be obtained and discussed in future
 - Budget and current financial balance was reviewed and discussed, Thu to send out updated financials. Chris and Paul to login to QuickBooks to ensure that login works should access be required. GIC's previously held have since matured and were deposited into our main account; this is currently where the money sits. Discussion will be held after the new board is set as to whether new GIC's want to be created, etc.
 - Builders' fees for unsold lots was discussed. Previously builders were given leeway from Melcor on payment of HOA fees; however, the bylaws do not speak to any property being exempt. It is the boards



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position that whomever owns the property/lot as of January 1st of that billing year is required to pay the HOA fees (similar to property taxes by the City of Edmonton)

- Paul to communicate with Melcor to get a full list of all lots in the EARA, which will tell us which lots are still owned by builders. Thu has updated the ones that she has been made aware of, however some are not in the system. With the full list, we can add the missing lots into IVERNET to ensure that all fees are paid for all lots in EARA
- Currently status quo on banks, no switching of bank account from ATB (where it currently sits) to Servus Credit Union. We have the account setup at Servus should we decide to use it, however the board feels it's best to leave at ATB at present as everything is setup for that account
- Discussion of E-Transfers and the ability to use those where available vs. sending out physical cheques. Thu has access to perform E-Transfers through the account. The procedure will be if an E-Transfer is required, Thu will send out an email advising so there is a tracking record. If the expenditure is large or out of the ordinary, it will be discussed at the board meeting and voted on. Discussion of adding companies such as IVERNET who bill multiple times as a reoccurring debit, other one off payments such as maintenance, etc. to be handled by cheque
- BDO Audit info: Paul to sign documents authorizing BDO to perform the audit for 2019 prior to the September AGM (was voted on in 2019 AGM to use BDO). BDO will liaise with Melcor for any information required to complete audit, Triona at Melcor is aware and is accepting of this. Audit will be \$6500 based on previous years billing, email was sent to confirm

6. AGM Planning

- Thu confirmed that Orchards Hall venue is booked for September 24th in the Basement rooms. Maximum capacity (with COVID restrictions in mind, Physical Distancing) is 45 people, which based on previous attendance for the AGM should be enough space. Thu will sign off rental agreement; a cheque of \$500 for damage deposit will be issued and dropped off as well. Time of event will be 6pm to 8pm
- Paul to check with our insurance to ensure we have the correct liability coverage that the hall is requesting us to have
- An address list to sign in once people arrive will be generated (we will likely have someone to check people in)
- Thu to check with the hall to see what precautions they will be taking for COVID, sanitizer provided, extra cleaning, etc. We will not be able to have coffee, bottled water available only
- Thu will setup for AGM, discussion on mail out and other associated agenda info, etc. to be created and discussed at the next meeting prior to the AGM

7. Maintenance Items Current and for 2020

- A walk around with Melcor is still required so as to get a good idea of the requirements of the HOA (website provides a link that outlines fairly well). Contact will be made with Triona to see if she's available, then a time will be setup between the board and her to complete this walk around
- The board was happy with the previous landscape work done by the Orchards crew, happy that we are supporting another HOA and much easier for us to handle
- COE not doing a good job with maintenance of our boulevards and areas they are responsible for, the board has made the decision to get the Orchards back to complete the main entrance boulevards and flower beds again as they're starting to look unkempt. Paul to contact and setup service and have them take before and after photos so we can show work being completed at the AGM

8. August Resident Event

- It has been decided by the board that no event will take place this year due to the pandemic. The event will be too cumbersome to put on with the restrictions in place and safety would be a concern. We will look at holding an event next year instead



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9. Other Business

- A discussion was had regarding our lawyer (Field Law) drafting up memorandums and agreements regarding our guidelines, architectural controls, etc. The board believes that this is a good idea, as this will provide us with a baseline of requirements, direction on how to deal with architectural control issues, etc. It will also provide a detailed explanation and direction should the decision be made in the future to have a property management company assume responsibility for the HOA
- Total cost of this and to have our bylaws reviewed will be in the neighborhood of \$8000-\$10,000. The board believes as this is a one-time cost and taking account the above statement, it is worth proceeding. Paul has motioned to approve a cost up to \$10,000 for Field Law to proceed with this, Chris has seconded, Thu agrees, carried
- Discussion of Melcor's management agreement that was provided for info back in April. At that time, Melcor was prepared to re-assume management of the HOA for \$12,000 for the remainder of the year (July to December) and then provide services for 2021 for \$21,000. This was discussed at length and the decision from the board was to keep running as we have been for the time being
- Upon results from the AGM in September, the issue of a management company may be revisited. Depending on how many volunteers we receive to sit on the BOD, the new board may decide to retain services (either by piece work) or a complete package from a management company
- Field Law has sent us an invoice for the initial discussions Paul has had with them pertaining to controls, agreements, etc. (as mentioned above). An E-Transfer can be created to pay this invoice, Thu motioned to send this payment (invoice was provided), Paul seconded, Chris agrees, carried
- No major remaining items from Melcor required
- Chris has made the board aware that he will not be running again in September, has his property currently listed for sale and will stay on with the board until the house sells or the AGM (whichever is sooner)

10. Next Meeting

- Will be held 3-4 weeks prior to the AGM, will likely be virtual again, date to be confirmed

11. Adjournment

- Meeting adjourned at 8:54 pm