

**Meeting Minutes**  
**BOARD OF DIRECTORS MEETING**  
**AURORA HOMEOWNERS ASSOCIATION**  
**February 9, 2021 at 6:00pm**  
**Via Zoom**

<b><u>Item</u></b>	<b><u>Description</u></b>
<b>1. <u>Establish Quorum</u></b>	Attending: Paul, Barry, Danika and Robyn Absent: Shelley
<b>2. <u>Call to Order</u></b>	Meeting called to order at 6:00pm.
<b>3. <u>Agenda Approval</u></b>	Motion to approve the agenda made by Paul, seconded Barry, all in favor. Motion carried.
<b>4. <u>Previous Meeting Minute Approval</u></b>	a) Motion to approve the January 18, 2021 minutes made by Paul, seconded by Barry, all in favor. Motion carried. b) Motion to approve the January 20, 2021 minutes made by Paul, seconded by Barry, all in favor. Motion carried.
<b>5. <u>Old Business</u></b>	a) Dog waste stations – Need to consult with City of Edmonton for approval regarding their land. More residents need to show the need for the stations and more garbage cans. Was discussed at the AGM regarding adding stations. Each owner would need to contact the City of Edmonton individually. b) Ivrrnet and Website Updates – Paul has been completing all updates and posts to the website. c) GST annual filling – Cass and Fraser is the auditor for the Association, however unsure if they file the GST. Discuss with Controller regarding the filing and ensure it is kept up to date. Look into 2020. d) P.O. Box requirements – Is not needed. All documents can be forwarded to the Ayre & Oxford office. e) HOA Invoicing for 2021 – 2021 Budget to be sent to Danika. Annual fee of \$100.00 inclusive of GST for each house. Fees to be due April 1, 2021. Notice to be sent out by February 19, 2021 to owners. For 2022 fee, notice to be sent out by November 1, 2021. Notices to be sent out by email, for those without email paper notice will be printed via a company. Look on Ivrrnet on how this is printed if there is a notice that is printed or an invoice. f) 2020 Audit – Cass and Fraser to complete the 2020 fiscal Audit. Cass and Fraser to contact Paul for documentation they may need. g) AGM notice – In 2020 the AGM was in September, usually want to have in the Summer months. Needing to watch regarding restrictions for the 2021 AGM. h) Architectural guideline complaints – Complaints are low. Complaints are sent to through the website. Review if complaints are received and send to board for advisement. When builders have asked to relax restrictions, they are informed they are required to comply with the guidelines.

	<p>Committee for the architectural guidelines to be tabled. Look at complete site walk, would also need to contact Melcor about variances that were allowed. Tabled.</p> <p>i) Signing Authority – <b>Completed.</b> Invoices are to be emailed to the board for approval before payment is issued.</p>
<b>6. <u>Maintenance Items</u></b>	<p>a) Plan that identifies areas &amp; features that HOA is to maintain / Maintenance items – Association does not own any portion of the HOA. Association is responsible for portions of the fences, not responsible for grade out section. Only responsible for main entrance landscaping on Winspear Common. Other sections of landscaping, owner should be contacting 311.</p> <p>b) Pond/ Fountain – Using same contractor for 2021. Lewis Estates Golf course has completed this in prior years. Get in contact with the golf course for pricing for 2021.</p> <p>c) Fencing/Masonry – Work to be scheduled for 2021 year. Looking for minor repairs/ fence painting that the Association is responsible for.</p> <p>d) Landscaping Obligations- The Orchards does the landscaping in previous years. Stay with the Orchards for the 2021 landscaping season. Need to contact the Orchards for pricing.</p>
<b>7. <u>New Business</u></b>	<p>a) Insurance – Ayre &amp; Oxford has not yet been added. Needs to be added to the Associations insurance. Paul has been in contact with the insurance contact to ensure that Ayre &amp; Oxford has been added. Robyn and Paul are in discussing.</p> <p>b) Acordpay – Ivynet uses Acordpay and Kixpay to process credit card transactions. When a resident pays through the website, the money is deposited into the Association bank account but processed through Acordpay/Kixpay. Contact Ivynet for their list of contacts on who to use for the processing portion of payments when notices are being sent out.</p> <p>c) Missing addresses from the system, Melcor is saying to contact the City of Edmonton. There are 51 houses/addresses missing.</p> <p>d) New business from the floor – Nothing new to add to discuss.</p>
<b>8. <u>Financial Statements</u></b>	<p>a) Flow Chart for collections</p> <ul style="list-style-type: none"> <li>• Field Law version to be used.</li> </ul> <p>b) Arrears – example of notice from Field law. Field Law has been informed that Ayre &amp; Oxford has taken over as management.</p> <ul style="list-style-type: none"> <li>• Collections</li> <li>• Caveats – Discharge of caveat for a house in the Association. Association will not discharge the caveat that is placed on each house.</li> </ul> <p>There is no pro-rating for annual fees for houses, those who own the house at the time that the fees are put in place, that individual it responsible.</p>
<b>9. <u>Communications</u></b>	<p>a) General Correspondence</p> <p>Board meets 4 times per year, the majority of the</p>

	correspondence will be dealt with over email. Reoccurring payments to be set up as an automatic payment. Epcor, Ivynet
<b>10. <u>Next Meeting</u></b>	May 3 <sup>rd</sup> , 2021 at 7:00pm via zoom.
<b>11. <u>Adjournment</u></b>	Motion to adjourn at 7:18pm made by Paul.
<b>12. <u>Tabled</u></b>	