

**Meeting Minutes**  
**BOARD OF DIRECTORS MEETING**  
**EDMONTON AURORA RESIDENTS ASSOCIATION**  
**May 3, 2021 at 7:00pm**  
**Via Zoom**

<b>Item</b>	<b>Description</b>
<b>1. Establish Quorum</b>	Attending: Paul, Barry, Shelley, Danika (Ayre & Oxford) and Robyn (Ayre & Oxford) Absent: Amit
<b>2. Call to Order</b>	Meeting called to order at 7:06pm.
<b>3. Agenda Approval</b>	Motion to approve the agenda made by Paul, seconded by Barry, all in favor. Motion carried.
<b>4. Previous Meeting Minute Approval</b>	a) Motion to approve the February 9, 2021 minutes made by Paul, seconded by Barry, all in favor. Motion carried.
<b>5. Old Business</b>	a) GST annual filling – Cass and Fraser are the auditor for the Association, however unsure if they file the GST. Ask Cass and Fraser if they are able to complete. Does a completed audit need to be submitted as well? b) 2020 Audit – Cass and Fraser to complete the 2020 fiscal Audit. Waiting for the completed financials from the accounting prior to be forwarded to the auditor. c) AGM – Currently no interior gatherings. Due to the late AGM in 2020, it can be tabled for the time being. d) Fencing/Masonry – Work to be scheduled for 2021 year. Looking for minor repairs/ fence painting that the Association is responsible for. Complete a site report and send to the board. Has had no prior work done on fencing. Get 3-4 quotes for repairs/maintenance. e) Missing addresses from the system, Melcor is saying to contact the City of Edmonton. Currently 39 address outstanding.
<b>6. Maintenance Items</b>	a) Broken fountain – A quote was provided for a complete replacement vs refurbishment of the motor/pump for the fountain. Shelley is wanting 2 of the fountains that are working. The fountain that is not working to be looked at other quotes for the replacement/maintenance. Have working fountains to be installed and the 3 <sup>rd</sup> fountain to be stored. Melcor to provide pictures and specs of the pump. If the model is discontinued, look at new fountain. b) A site walk of the HOA responsibility sections to be completed by the end of May 2021. c) March 30, 2021 – Motion to approve Melcor to service, install, remove and the winter storage for the fountains in 2021 for the cost of \$4,200.00 made by Paul, seconded by Shelley. Motion carried. Approval to be cancelled for removal and winter storage.

<b>7. New Business</b>	<p>a) New business from the floor</p> <p>b) Architectural guidelines – previously talked about having someone walk the property and who knows the guidelines to ensure that all owners are following the requirements. Fence painting – some are not painted or painted the wrong color Trees in the front yard - some are dead and need to be replaced. Potentially have someone who walks around and to advise where to send notices regarding what is deficient. Can look at a potential part-time individual who lives in the community. A reminder regarding guidelines to remind owners what should be done will be posted on the website for a site review that will be completed in July. Owners that are not in compliance will receive a notice.</p> <p>c) Summer landscaping – All city-maintained inventory in Aurora is on a 10-14 day mowing cycle for this upcoming. The Orchards will be contacted on an as needed basis for weeding/mowing for approximately \$1,900+GST</p>
<b>8. Financial Statements</b>	<p>a) Monthly Financials – March 2021</p> <p>b) The transferring of financials is still underway due to the difference in systems and information prior to February 2021 has not been received. Roth Schroder has QuickBooks access to have all items completed prior to February 1, 2021 in order to have the audit completed and information to Ayre &amp; Oxford. Paul to drop off stamps for banking.</p> <p>c) Any invoices that are regularly submitted do not need board approval, invoices that are irregular or one time only require board approval.</p> <p>d) Arrears</p> <ul style="list-style-type: none"> <li>• Collections – When to send units that have not paid. Send final reminder for annual fees through Ivynet to be paid by June 1<sup>st</sup>. Those who do not pay will be sent to collections as of July 5<sup>th</sup>, 2021.</li> </ul>
<b>9. Communications</b>	<p>a) General Correspondence</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>10. Ratifications of approvals between meetings</b>	<p>a)</p>
<b>11. Next Meeting</b>	<p>TBD for AGM and next board meeting.</p>
<b>12. Adjournment</b>	<p>Motion to adjourn at 8:07pm made by Shelley.</p>
<b>13. Tabled</b>	<p>a) 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. Committee for the architectural guidelines to be tabled. Look at complete site walk, would also need to contact</p>

	Melcor about variances that were allowed. Tabled.
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