



AURORA

Edmonton Aurora Residents Association

Board of Directors Meeting

Saturday January 22, 2022 at 2:00pm

Location: Brewster's Ellerslie

Meeting Minutes

Attendees: Paul Rosich, President
Shelly Wilkes, Vice President
Triona Cosgrave, Consultant, Cosgrave Consulting & Management Ltd.

Regrets: Brett Lariviere Secretary/Treasurer

1. Call to order – Paul Rosich - 2:15pm

2. Approval of Meeting Minutes

- October 14th 2021
- Motioned by Paul Rosich, via email and seconded by Shelly Wilkes, Approved

3. Financial

- 2020/2021 Collections
 - Triona Cosgrave reported there are 15 homes in Collections with Field Law. This includes 2 homes in foreclosure.
 - Triona Cosgrave has instructed Ayre & Oxford to reconcile Field Law Payments.
- 2022 Collections
 - Triona Cosgrave reported there are approx. 850 unpaid accounts to date. This is not a concern as the 2020 billing has just started.
 - Triona Cosgrave will send an eblast from the Database as a curtesy reminder.
- Triona Cosgrave reported the GST filing for 2020 has been completed by Roth Schroder Professional Corp and Ayre & Oxford have been instructed to pay immediately. 2021 are currently being filed.
- 2021 Audit- Cass & Fraser will be completing the 2021 Audit.
- Year End Updates- Triona Cosgrave has followed up with Ayre & Oxford and scheduled pick up for January 28th.
- QuickBooks- Triona Cosgrave has reconciled 50% of QuickBooks for 2021. This is set to be complete by March 2022.
- ATB Signors- Shelly Wilkes & Paul Rosich have been added as Signors to the Bank Account
 - Payable Process- Approval from 2 Directors, 2 signatures for Cheques.

4. HOA Update– Triona Cosgrave

- 2022 Maintenance
 - The Board has approved for a full fence inspection and required repairs and painting for the 2022 season
 - The Board has approved for The Orchards Residents Association to maintain the HOA amenities for the 2022 season. The Board would also like a top p of Mulch, and annuals.
 - The Board has also approved for The Orchards Residents Association to supplement areas under the City responsibility that are not adequately maintained for the 2022 season
 - Triona Cosgrave will confirm the City Schedule to ensure there is no overlap.



AURORA

Edmonton Aurora Residents Association

Board of Directors Meeting

Saturday January 22, 2022 at 2:00pm

Location: Brewster's Ellerslie

Meeting Minutes

- Triona Cosgrave reported that contact has been made with Core Electric pertaining to the Fountains. The Board would like to obtain additional quotes as Core Electric Rates seemed excessive.

5. Other Business

- Insurance- Triona Cosgrave confirmed the 2021/2022 Insurance policy has been implemented and payment made with Toole Peet.
- Website- Triona Cosgrave has updated the website to date. Paul Rosich has advised the Contract may need to be renewed.
- Annual Returns- Triona Cosgrave to follow up with Ayre & Oxford.
- Seasonal Community Lights- The Board would like to explore additional options for seasonal lights as the current provider rates seem excessive.
- Address Audit- Triona Cosgrave advised an address audit will need to be completed approx. April 2022.
- Architectural Address Audit- The Board has approved to proceed with a full Audit on Architectural Compliance.
- The Board would like to add Picnic benches to the pond area, and Dog poop stations. Shelley Wilkes will follow up with the Horizon Community League.

6. Turnover Process

- The Turnover of Management and Operations from Ayre & Oxford Inc. to Cosgrave Consulting & Management Ltd will be effective on February 1st 2022.
- EARA Admin documents (Shared Drive) - Triona Cosgrave confirmed all documents have been transferred. Paul Rosich will delete the drive.
- Post Box - Triona Cosgrave has been checking regularly.

7. Next Meeting Date

- Thursday March 12th, 2022
- TBC

8. Adjournment – Paul Rosich - 4:11pm