



## AURORA

Edmonton Aurora Residents Association

Board of Directors Meeting Minutes

January 20, 2021 7 PM

Online Meeting

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### Attendance

Paul Rosich - President

Barry Ziober - Secretary

Shelley Wilkes - guest

Vacant - Vice President and Treasurer

### 1. Call to order – Paul Rosich at 7 PM

### 2. New board member

- Shelley Wilkes is interested in joining the EARA board
- Review of the Societies Act, our application as a Society, our Bylaws, the Covenants on Land Titles and memorandums from Field Law
- Current Bylaws allow for the appointment of up to 2 members prior to the AGM
  - Motion to nominate Shelley Wilkes onto the board of EARA
  - Discuss if another is needed

*Shelley Wilkes was nominated by Paul Rosich, Barry Ziober is the 2nd. Shelley has been appointed to the Board and will assume the Vice President role. We reviewed the Society's Act and Bylaws with her.*

### 2. Review previous meeting minutes with new member

*Done. Shelley reviewed the previous meeting with the Board and agreed with all previous votes.*

### 3. New Business

- Dog waste stations.

*Need City of Edmonton consultation/approval to add anything to their land. More residents need to engage the City to show a need for the stations and more garbage cans.*

- Running a Facebook group for the HOA.

*We already communicate as required through our website and mail outs. May look into starting a group but it is not required.*

Meeting adjourned at 8:10 PM

Next meeting TBD.



## AURORA

Edmonton Aurora Residents Association

Board of Directors Meeting Minutes

January 18, 2021 @ 7 PM

Location: online meeting

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Attendance:

Paul Rosich, President

Barry Ziober, Secretary

Terry Grendus, Guest

Regrets: None

Vacant: Vice President and Treasurer

1. **Call to order – Paul Rosich at 7 PM**
2. **New board member**
  - Terry Grendus is interested in joining the EARA board as Treasurer  
*Terry did not attend the meeting.*
  - Review of the Societies Act, our application as a Society, our Bylaws, the Covenants on Land Titles and memorandums from Field Law
  - Current Bylaws allow for the appointment of up to 2 members prior to the AGM
    - o Motion to nominate Terry Grendus as Treasurer of EARA
    - o Discuss if another is needed

*Not required.*

  - Thu Parmar resigned from the board effective January 15th, 2021
    - o The resignation was received
    - o Notice has been given to our partners
3. **Approval of Previous Meeting Minutes**
  - April 20<sup>th</sup>, 2020

*Paul - yes, Barry - yes, Shelley - yes. Meeting minutes are approved.*
4. **Items Arising from Minutes**

*None*
5. **IVRNET and Website Update**
  - Posting of the latest meeting minutes to the Website

*Done - Approved Dec 31, 2020*
6. **Financial Update**
  - Update on outstanding accounts for 2019/2020

*Field law has all overdue accounts, Any more found accounts that are overdue will be sent to Field law.*

  - Review of annual year end reports ending Dec 31, 2020
  - Review and approval of 2021 Budget
    - o 2021 Fees

*BZ 1-2*  
*Shilke*

Keep 2021 fees at \$100/house

- o Invoices due date, interest

On hold until Ayre and Oxford take over on Feb 1, 2021

- o Discussion of missing account information - billing for 2020

On hold until Ayre and Oxford take over on Feb 1, 2021

- o Review of annual residents' event

On hold due to Covid-19, may look at an event if pandemic protocols change.

- Update of bank signing authority

We will keep the ATB bank account. Ayre and Oxford need 4 of their staff to have signing authority, an additional one will have full access and be the online administrator. All payments will be signed by two Ayre and Oxford staff with board approval. Paul - yes, Barry - yes, Shelley - yes.

- Cass and Fraser Audit update

Documentation previously submitted, awaiting update. Waiting for Ayre and Oxford to take over to discuss further.

- GST annual filing

Received from Melcor. Waiting for Ayre and Oxford to take over to discuss further.

#### 7. AGM Planning

- Virtual or in-person, confirmation of date and venue if needed

TBD of AGM. Likely to be a similar time as last year, sometime in the fall.

#### 8. Maintenance Items

- Pond / Fountain

Still plan to use the existing contractor for 2021. Once Ayre and Oxford take over we will see if they have any other contractors that may be cheaper.

- Fencing / Masonry

Plan to start fencing and masonry work this year. Will discuss with Ayre and Oxford about contractors and quotes for work. We plan to do this annually to keep ahead of the maintenance.

- City of Edmonton landscaping obligations
  - o Discuss if additional landscaping services will be needed

Plan to sublet landscaping work to the Orchards HOA on an as needed basis.

#### 9. Ayre & Oxford Assuming Management Duties

- Update on approval and execution of management agreement which begins February 1st, 2021

Will start as planned.

- Training on IVRNET (Jan 21st, 2021 @10am)

Will start as planned.

- Update of all addresses / properties in EARA so the board is aware of the total number

This would cost over \$10,000 to pull all the titles. Field law does not recommend we do this. We voted to grant Field law authority to contact Ayre and Oxford as needed on our behalf. Paul - yes, Barry - yes Shelley - yes.

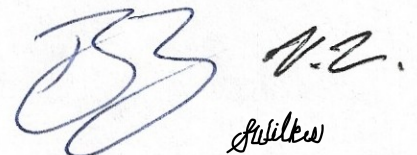
- Bank account set up or adding signing authority

As discussed above.

- Registered Office Discussion, Address and phone number contact information for billings
  - o PO Box Requirement

Will discuss with Ayre and Oxford once they are onboard.

- Password transfers for general email account or create new one



Barry  
Shelley

*We will put the Ayre and Oxford contact information on the website and in the auto reply when residents contact the board.*

- Preparation and sending HOA Billings for 2021

*We will know more about preparations for 2021 billings once Ayre and Oxford takes the training and is onboard.*

- 2021 AGM preparation of documents

*TBD for the date of the AGM and need the audit documents from Cass and Fraser.*

- Review Pre-Authorized payments for EARA fees

*We voted to authorize pre-authorized payments for recurring bills. Example: Ivrnet, EPCOR, Ayre and Oxford bills. Any recurring bills will be pre-authorized. Paul - yes, Barry - yes, Shelley - yes.*

#### **10. Other Business**

- Architectural guidelines committee

*Can create and look at complaints about architectural issues. Will consult with Ayre and Oxford.*

- Bylaw update

*No reason to update bylaws. Field law states bylaws are workable, but might feel "light" or "outdated".*

- Annual Return

*We will send out the Cass and Fraser documents once they are received. Likely by the end of February once we have a 3rd board member.*

#### **11. Next Meeting Date and Adjournment**

*January 20, 2021 at 7 PM. To appoint Shelley Wilkes onto the boards.*

*Meeting adjourned at 8:10pm.*

*Reviewed minutes with new board member Shelley Wilkes. She approved of the minutes.*

*BB J.C.  
Shelley*