

MEETING MINUTES
BOARD OF DIRECTORS MEETING
GRAYDON HILL HOMEOWNERS ASSOCIATION (the “HOA”)

Date: Tuesday, November 30, 2021 **Time:** 7:00PM

Location: Google Meets meeting

1) Call to Order

7:00PM

a) Present:

Raheel Virani, Ardan Burton, Poonam Sharma, Ryan Yates, Oscar Lam, Philip Soladoye, Jeffrey Joaquin, Samar Grubestic, Dan Nordin

b) Regrets: None

c) Special guest(s): Carla Steadman from MLC

d) Confirm Chairperson of meeting: Dan Nordin

2) Review and Approve Agenda

Approved with the additional business of:

a) Discussing signing authorities

b) Signing authority process

c) Coordination with other HOAs for questions/contacts

d) First communication to residents

e) Review of MLC’s Graydon Hill Setup checklist

f) Decision on accounting software

g) Internal communication channels

h) Future meeting platforms

3) Appointment of Officers

a) President: Raheel Virani

b) Vice-President: Ryan Yates

c) Secretary: Oscar Lam

d) Treasurer: Samar Grubestic

4) Appointment of auditors, legal counsel or accountants as may be desired

a) Insufficient information at this time to discuss. Postponed for future meeting

b) Field Law LLP contacted by Carla for legal counsel on the collections aspect

c) Insurance for discussion in future meeting – i.e., Director’s and Officer’s insurance, general liability, etc.

d) GST registration; This will be decided later on as HOA fees will affect requirement i.e., \$50,000 threshold

5) Other business

a) Adopt Corporate Seal and Minute Book

- i) Carla to follow-up with Mark. Change of directors is being filed. Documentation will be received and allow us to set up a PO box.
- ii) Carla to contact Oscar once update has been received from Mark.

b) Responding to community questions & communicating

- i) Have one channel of communication so as to not create complexity (website with email address)
- ii) If needed, additional development (such as a playground) will proceed via fundraising, or by the city. HOA can “spearhead,” and relay community’s needs, but not actually be the main organization responsible.
- iii) HOA mandated responsibility is to maintain what developer has built, not add development.
- iv) GH used to be part of Heritage Point community league until 2018. Can possibly make our own community league to allow for contributions of a voluntary nature vs HOA fees being used for development that would not benefit all residents.

c) Setting HOA Fees

- i) Quotes for landscaping
- ii) Ask Carla’s contact for legal counsel on how HOA fees are set and also in regards to increases due to inflation

d) Signing authority:

President, Vice President, Treasurer; 2 signatures required

e) Coordinate w/ Blackburn and Chappelle Gardens HOA to determine how membership list is managed.

Send Dan a list of questions to ask the volunteers from other HOAs for compilation.

f) Graydon Hill Setup Checklist

Website/Board email addresses will be handled by contractor hired by MLC. ETC by Christmas

g) First communication to residents to state and communicate:

- i) What are the Board’s responsibilities? i.e. In regards to winter maintenance
- ii) Within the Board, discuss expectations for response time and filtering of incoming emails from residents

h) Quickbooks online for accounting software

Samar and Jeff to review

i) HOA internal communication channels

Continue with existing WhatsApp group chat for informal conversations. Emails will be for official communications. A meeting to be called upon if deeper discussion is required

j) Meeting Platform

Ryan to email Carla about setting up next meeting until we have our online services set up

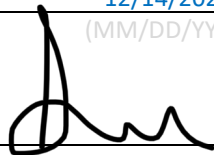
6) Next meeting:

December 14th @ 7PM

7) Termination of meeting

8:50PM, All in favour

Date Approved: 12/14/2021
(MM/DD/YYYY)

Signature: 

Signature: 

MINUTES
BOARD OF DIRECTORS MEETING
GRAYDON HILL HOMEOWNERS ASSOCIATION (the “HOA”)

Date: Tuesday, December 14th, 2021 **Time:** 8:00PM

Location: Microsoft Meeting

1) Call to Order

- a) Time: 8:03PM
- b) Present: Ardan, Dan, Jeff, Oscar, Philip, Poonam, Raheel, Ryan, Samar
- c) Regrets: None
- d) Special guest(s): Carla Steadman

2) Review and Confirmation of Agenda

- a) None

3) Approval of Minutes

- a) Motioned Ryan
- b) Second Jeff

4) Carla’s Report

- a) Encumbrance question (fees + dates)
 - i) Advice from HOA: keep AGM and fiscal year close for simpler reporting
 - ii) Fees decided to be due by May 1st
 - iii) Mail out notifications mid-March as they need to be in mailboxes by April 1st.
 - iv) Carla working with software company. ETA in the new year.
- b) Website update
 - i) Currently being worked on. Domain and OneDrive access sometime in early January
 - ii) Suggested to send something out to residents around next Board meeting once the website is live.

5) Officer’s Report

- a) PO Box Setup
Completed
- b) Bank Setup
TD Bank meeting on Tuesday, Dec 21st to have bank set up.

6) Report by Dan

Best practices by other Home Owner Associations

7) Creation of Committees

- a) Winter maintenance committee
Ardan, Jeff, Philip, Oscar
- b) Summer beautification committee
Poonam, Ryan, Philip, Dan
- c) Finance & Operations committee
Samar, Ardan, Jeff
- d) Marketing and Communication committee
Oscar, Dan, Raheel, Ryan, Poonam

8) Other Matters / Old Business

Add Action item review after executive review in next agenda

9) Future Meeting(s):

January 11th @ 8PM

10) Adjournment

9:30PM



Raheel Virani
January 12, 2022

Oscar Lam