

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

Date: Tuesday, January 11th, 2022 **Time:** 8:00PM

Location: MS Teams

1) Call to Order

- a) Time: 8:00PM
- b) Present: Ardan, Dan, Jeff, Oscar, Philip, Poonam, Raheel, Ryan, Samar
- c) Regrets: None
- d) Special guest(s): Carla Steadman, MLC

2) Review and Confirmation of Agenda

All in favour

3) Approval of Minutes – December 11, 2021

Motioned: Dan

Second: Samar

4) Carla’s Report

- a) Final email from Carla (2021 AGM meeting minutes & Graphs)
 - i) Pending Board email set up and finalization on what graphs to include
- b) Bank balance & Revenue (how to bill the condo units)
 - i) Bank accounts set up.
 - ii) Perfect Mind paid for 1 year. Proceed with Perfect Mind for now; QuickBooks Online will be the back up
 - iii) Meeting w/ Perfect Mind on Thursday 2:30PM
- c) Transition – Addressed in 4(b)

5) Officer’s Report

Questions to City – Waiting to hear back from City

6) Report by Dan

- a) Best practices by other Home Owner Associations

No updates due to blackout.

- b) Email setup

To be done this week. Not qualified for MS Not for Profit. Set up 2 accounts: Contact and Accounting.

- c) Website hosting

Domain is now with GH HOA. Emails can be set up based on the domain. Currently \$167/year. Based on content management system and training can be provided. Certificate will be managed for us.

7) Committee Reports (if any)

- a) Winter maintenance committee

None

- b) Summer beautification committee

None

- c) Communications & Website management committee

None

8) Draft Budget Presentation (finance committee)

None

9) Other Matters / Old Business

Chair to be set up for each committee and they will communicate with finance committee regarding the costs

10) Future Meeting(s):


January 25th @ 8PM

11) Adjournment

9:15PM

Date Approved: 01/25/2022
(MM/DD/YYYY)

Signature: 

Signature: 

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

Date: Tuesday, January 25th, 2022 **Time:** 8:00PM

Location: MS Teams

1) Call to Order

- a) Time: 8:04PM
- b) Present: Ardan, Dan, Jeff, Oscar, Philip, Raheel, Ryan, Samar
- c) Regrets: Poonam
- d) Special guest(s): Carla Steadman

2) Review and Confirmation of Agenda

Confirmed

3) Approval of Minutes – January 11, 2021

Ryan, Philip

4) Carla’s Report

- a) Email to community re: minutes & Graphs
 - i) Board will review website for things to add (Action Item AI9)
- b) Perfect Mind Discussion
 - i) 1st year has been paid for up front. Quick Books is required even with Perfect Mind.
 - ii) Proceed with Quick Books only: Raheel moved, Ryan seconded. All in favour.

5) Draft Budget Presentation (finance committee)

- a) Review total costs, by department
 - i) Summer committee is waiting for city to reply. Waiting for Local Improvement group from City to answer on lighting
- b) Set budget
 - i) Discussed budget. Need more information on landscaping costs to finalize budget.
 - ii) Need to finalize percentage of HOA fees for multi-home families

6) Officer’s Report

None

7) Report by Dan

- a) Best practices by other Homeowners' Associations
- b) Website maintenance
 - i) News post to indicate fees to be determined by the end of February

8) Committee Reports (if any)

- a) Winter maintenance committee
 - i) Community sandbox
 - ii) Lighting for front entrance signs
 - iii) Map of sidewalk responsibilities on website
- b) Summer beautification committee
- c) Communications & Website management committee

9) Other Matters / Old Business

None

10) Future Meeting(s):

Tuesday, Feb 22nd @ 8PM

11) Adjournment

9:33PM

Date Approved: 02/22/2022
(MM/DD/YYYY)

Signature: 

Signature: 

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

Date: Tuesday, February 22nd, 2022 **Time:** 8:00PM

Location: MS Teams

1) Call to Order

- a) Time: 8:02PM
- b) Present: Ardan, Dan, Jeff, Oscar, Philip, Poonam, Raheel, Ryan, Samar
- c) Regrets: None

2) Review and Confirmation of Agenda

All in favour

3) Approval of Minutes – January 25, 2022

Moved and carried with all in favour

4) Officer’s Report (if any)

- a) City responded to request on lighting pathways. Normally done with developer. They will follow up to see if the city already has plans for the area.

5) 2022 – 2023 HOA Dues

- a) Separate dues based on size / price of homes? Should some homes pay more than others? Why or why not? Pros and Cons.
 - i) Several ways were discussed to decide how the HOA fees should be set. First was whether the dues should be based on price and size of the home. Bigger and more expensive homes already pay proportionally large property taxes, and these big homes do not receive any other advantage or privilege over other homes. Therefore, setting fees based just on size and price of the home would have been unfair.
 - ii) Another point was whether HOA fees should be based on actual number of people living inside a home. For instance, it seems more fair that those that have 4 people in a home pay more in fees than those with just 2 people. The issue of how to enforce this was raised. Further, it would categorically single out families with children and families without children, thus this was also ruled out.
 - iii) Last point was whether homes that back on to trail and pond should pay more. Just as with point # 1, these homes already pay appropriate amount of property taxes that is inline with what their home cost, so it did not make sense for these homes to pay more. Further, Graydon Hill is a small community and all homes have easy access to the trails and ponds. There is no unfair advantage from one home to another; in other words, some homes are not getting any special concessions or extra privilege just based on their location or size. In order to keep things fair, it was unanimously decided that fees would be the same among all homes irrespective of their size and location.

All homes that are “fee-simple” would have the same cost. Those units belonging in Peak 61 and Altius would be 50% of the annual fees as they get a 0.5 vote.

b) What should the annual HOA fees be? \$100? \$120? \$150? More/less?

i) The Board agreed that the fees should be \$150/year, including GST. Various due points were discussed. Ultimately, it was decided that the fees should be kept at \$150/year.

This is in fact less than what the encumbrance documents states (\$250 / year) and is reasonable given the scope of the work required. Less fees would result in relatively high fixed costs. Inflation concerns were raised as the costs to maintain existing park and trails in the summer may end up being more than anticipated.

Lastly, Graydon Hill will eventually have 3 entrances. Only one of the entrances is open / functional right now, thus having extra capital on hand for future entrances is also a priority. \$150 per year, based on our discussions with other neighbouring HOAs, is reasonable, fair, and consistent with what other HOAs have in place.

ii) Late payment fee: Prime + 10%

Each household will receive the invoice at least 60 days in advance and will have 60 days to remit payment. After some grace period, late payment fees will be charged based on the encumbrance: Prime + 10% interest.

Those that have not remitted dues will be contacted no less than 3 times: once at the 3 month mark, another at 6 months mark, and a final reminder at the 9 month mark. Failure to remit HOA fees by the end of 12 months will result in their account being sent to Field Law for collections.

c) Two condo boards (Altius and Peak 61):

i) Dues set at 50% for condo board. The Board unanimously agreed that the fees for units in the two condos will be 50% of the annual HOA fees for single-family homes, as condo units get 0.5 vote.

Motion of a), b), c) moved and carried with all in favour

6) Next Steps

- a) Creating invoices. Deadline?
 - i) Pending meeting with the bank on Feb. 23rd.
- b) Printing and Mailing of the invoice
 - i) Should we add a letter to the invoice?
 - Raheel to draft up a letter for review
 - ii) Should GST be added on top of the HOA fees?
 - GST to be included in HOA fees
- c) Volunteer help for mailing
- d) Backup for pulling land titles and maintaining the home owners Excel file (Ledger)
 - i) Oscar will be the backup in the event Raheel is unavailable

7) Other Matters / Old Business

None

8) Future Meeting(s):

March 8th, 8:00PM

9) Adjournment

9:35PM

Date Approved: 03/08/2022
(MM/DD/YYYY)

Signature: 

Signature: 

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

Date: Tuesday, March 8th, 2022 Time: 8:00PM
Location: MS Teams

- 1) Call to Order
 - a) Time: 8:03PM
 - b) Present: Ardan, Dan, Oscar, Philip, Poonam, Raheel, Ryan, Samar
 - c) Regrets: Jeff

- 2) Review and Confirmation of Agenda
Approved

- 3) Approval of Minutes – February 22, 2022
Moved and carried; all in favour.

- 4) **Officer’s Report** (if any)
 - a) Report on banking situation presented by Samar
 - i) Currently still working with TD for credit card set up.
 - ii) Waiting for funds to be transferred from MLC

- 5) Budget Discussions
 - a) Review draft budget
 - i) Not enough information at this time
 - b) Fixed Costs – what are they?
 - i) Not enough information at this time
 - c) Variable Costs– what are those?
 - i) Not enough information at this time
 - d) Savings – Shall we have any? If so, how much (\$ and %)
 - i) All members agree on having a certain amount of savings. Not enough information at this time to decide on how much savings is needed.
 - e) Bank account -> minimum \$ maintenance to avoid fees

6) Communications (community)

- a) Is anyone checking our website? Any analytics that can be shared? Who is responsible for maintain and updating?
 - i) Dan to check with website developer on analytics
 - ii) Poonam and Philip to work on quarterly / semi-annual newsletter
- b) Responding to Facebook once invoices are sent out? Plan in place?
 - i) Facebook is not to be used as the Board only uses contact@graydonhillhoa.com
- c) Are we responding to emails on a timely basis? Who is responsible? Back-up? Once email received by new owners lawyer, keep a note to update the Excel spreadsheet.
 - i) Dan and Oscar are checking the “contact” email. Oscar checks when notification is received. Dan checks once a week. Samar check the “accounting” email.

7) Oshry Law – legal guidance / help?

- a) Retain Oshry Law for legal guidance: yay or nay?
 - i) Retainer not needed.
- b) They will be filing our annual return for \$350 (plus \$250 per hour if we reach out to them).
 - i) Not-for-profits are free if mailed in.

8) Next Steps

- a) Creating invoices. Deadline?
 - i) We are currently waiting to get Quickbooks. But we are unable to purchase ~~UD~~ credit card is set up.
 - ii) Mail out by March 3rd for 2 month notice
 - iii) Draft letter by Raheel within the week to be reviewed at the next meeting
- b) Printing and Mailing of the invoices
 - i) How and where? (Logistics)
 - Mail first batch and ask for preferred method of receiving invoices.
 - Board members to purchase envelopes and stamps and meet together to fold invoices.

9) Other Matters / Old Business

None

10) Future Meeting(s):

- a) March 22nd finalize letter detail and rough budgeting @8PM
- b) March 27th for stuffing envelopes - Time TBD

11) Adjournment

8:54PM

Date Approved: _____ 03/22/2022

(MM/DD/YYYY)

Signature: _____

Signature: _____

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

Date: Tuesday, March 22nd, 2022 **Time:** 8:00PM

Location: MS Teams

1) Call to Order

- a) Time: 8:02PM
- b) Present: Ardan, Dan, Jeff, Oscar, Philip, Poonam, Raheel, Ryan, Samar
- c) Regrets: None

2) Review and Confirmation of Agenda

Add item for director’s insurance (item 10). Approved.

3) Approval of Minutes – March 8, 2022

Moved and carried; all in favour.

4) Officer’s Report (if any)

- a) Samar - Bank setup status:
 - i) Website has been paid for
 - ii) Meeting to be held with the bank for cheques
 - iii) Waiting for bank to issue credit card
- b) Raheel – Properties spreadsheet:
 - i) Approximately 10 land titles still have old owner’s names. Land titles not pulled yet as they are not updated.

5) Dan’s Report re: city’s summer maintenance

Spoke with city employee (Samantha). Proposal was required. Due to the quick deadline, Dan submitted one to the city. Now waiting for city’s response to the proposal.

6) Budget Discussions (Placeholder, to be reviewed/finalized later)

- a) Review draft budget
 - i) Not enough information at this time
- b) Fixed Costs – what are they?
 - i) Not enough information at this time
- c) Variable Costs – what are those?
 - i) Not enough information at this time
- d) Savings – Shall we have any? If so, how much (\$ and %)
 - i) All members agree on having a certain amount of savings. Not enough information at this time to decide on how much savings is needed.
- e) Bank account → \$65k minimum required to waive monthly fees (~\$135/mo).

7) Peak 61 – 35 units not built yet

- a) Spoke with owner; 35 units will be sub-divided only when sold (one name appears on the title still). Shall we bill one unit? Can't charge until sub-divided.
 - i) Bill \$150. Contact owner to have him decide if he wants to be billed every time it is sub divided or have him pass on the owner information to us
- b) How to pro-rate (quarterly? Monthly?)
Monthly

8) GST – charge? Paying vendors and approving invoices

- a) Include GST in HOA fee. Need to check with bank on limits.

9) Clean-up of trails -> HOA matter? Options?

Defer to city

10) Director's Insurance

Quotes still need to be requested

11) Next Steps

- a) Draft letter -> review and print.
 - i) Letter to be finalized this week so that Samar can print
- b) Printing and Mailing of the invoices
 - i) Purchase of envelops, postages, other items, etc.
 - All supplies are ready. Envelop stuffing this Sunday, March 27th is tentative.

12) Other Matters / Old Business

None

13) Future Meeting(s):


Wednesday, May 4th @8PM

14) Adjournment

9:14PM

Date Approved: 05/04/2022
(MM/DD/YYYY)

Signature:  _____

Signature:  _____

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

Date: Wednesday, May 4th, 2022 **Time:** 8:00 PM

Location: MS Teams

1) Call to Order

- a) Time: 8:01AM
- b) Present: Ardan, Jeff, Oscar, Philip, Raheel, Ryan, Samar
- c) Regrets: Dan, Poonam

2) Review and Confirmation of Agenda

Approved

3) Approval of Minutes – March 22, 2022

Approved

4) Director’s Report

- a) Samar -> E-transfers, banking, QuickBooks, etc.
- b) Oscar -> Checking email and responding; anything that needs attention?
 - i) Nothing urgent or needs the Board’s attention at this time
- c) Ryan -> Mail out (physical mail)
 - i) Owner’s were not home. Ryan to send to the addresses on file.
 - ii) Playground – Ryan to check back with city
 - iii) Ryan to post on facebook page about HOA information
- d) Dan -> city summer maintenance; website analytics; Contact Us website page; website maintenance and updates
 - i) Quotes for summer maintenance signed. Flower pots and planters to be installed at the main entrance, pond, and the corner by the park. In-ground annuals in the beds by the main entrance signs will be planted and tended to. Still waiting on city for quote for mulch top-up.
 - ii) Follow up with previous city contact needed for park benches. Alternatively call 311.
 - iii) Waiting for response from developer of website on inquiry about analytics.
 - iv) No updates have been posted to the website
- e) Raheel -> Updating excel spreadsheet; adding emails; HOA and what it covers/doesn’t cover (to be posted on the website)
Email addresses not yet added. Still working on update with land title information
- f) Poonam -> Directors Insurance + Quarterly Newsletter (with help from others)
 - i) Will need to follow up with her contacts for the quote by Friday
 - ii) Poonam to come up with a draft this weekend

5) Budget Discussions (Placeholder, to be reviewed/finalized later)

- a) Review draft budget
- b) Fixed Costs – what are they?
- c) Variable Costs – what are those?
- d) Savings – Shall we have any? If so, how much (\$ and %)

6) Clean-up of trails -> Mail the responsible owner?

Send friendly letter as neighbor

7) Next Steps

- a) Second mail out (in 90 days -> August?) – To be discussed in the next couple meetings.

8) Other Matters / Old Business

Playground – need to provide information on prerequisites on a playground and community league

9) Future Meeting(s):

June 15th @ 8PM

10) Adjournment

8:55PM

Date Approved: 06/15/2022
(MM/DD/YYYY)

Signature: 

Signature: 

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

Date: Wednesday, June 15th, 2022 **Time:** 8:00 PM

Location: MS Teams

1) Call to Order

- a) Time: 8:02PM
- b) Present: Oscar, Ardan, Dan, Samar, Jeff, Poonam, Raheel, Ryan, Phil
- c) Regrets: None

2) Review and Confirmation of Agenda

Motioned and seconded, approved.

3) Approval of Minutes – May 4, 2022

Motioned and seconded, approved.

4) Director’s Report

- a) Oscar -> Checking email and responding; anything that needs attention?
Nothing new. Emails mainly from owners inquiring how to pay invoices and from legal representatives of home buyers and sellers inquiring about whether fees have been paid.
- b) Ryan -> Mail out (physical mail). Mail out of future mail (returned mail).
- c) Dan -> Updates on: city summer maintenance; website analytics; website maintenance
 - i) Mulch bed rejuvenation has begun. June 27th ETA
 - ii) Flower pots received this week by City. 3 to be placed on the boulevard at the entrance, and another 3 along the pathway by the pond
 - iii) Coordinating with both City and Twisted Landscaping for mowing and trimming has been difficult due to uncertainty in scheduling
 - iv) Discrepancy between maps from City and Developer has been noted
 - v) Stake removal from trees is in progress
 - vi) In-ground flowers under signs to be taken care of
- d) Raheel -> Updating excel spreadsheet; adding emails; pulling land titles
 - i) Excel spreadsheet still being updated
 - ii) Full land title pull to be done sometime in August once a larger amount has been reached
- e) Poonam -> Directors Insurance + Quarterly Newsletter mail out (or website?)
Also: website update (what HOA covers, what it doesn’t)
 - i) Not getting response for Director’s Insurance quote from companies
 - ii) Draft of newsletter was sent out. The revised copy to be provided to Dan for adding to the website
- f) Samar -> How is revenue coming in? Any emails that needs addressing?
 - i) 330 outstanding invoices to be paid.

ii)

5) Budget Discussions (Samar)

- a) Review & Confirm budget
- b) Summer Beautification Costs
- c) Winter Maintenance Costs
- d) Marketing Costs (Budget sent to Samar)
- e) Audit / Review Costs
 - i) Pros and Cons of Audit
 - ii) Pros and Cons of Review

More research required to make a decision. Enough budget to cover for an audit. Samar to gather some quotes from firms.
- f) Savings – Shall we have any? If so, how much (\$ and %)
To be further discussed at a later meeting.

6) Next Steps

- i) Second mail out (in 90 days -> August?)
- ii) Interest charge to non-payers / late-payers

7) AGM (Place Holder)

- i) Discuss AGM Details (Where, When, How)
To be discussed more in depth at the next meeting

8) Other Matters / Old Business

9) Future Meeting(s):

- a) July 13th @ 8PM
- b) August 17th @ 8PM

10) Adjournment

9:20PM

Date Approved: 07/13/2022
(MM/DD/YYYY)

Signature: 

Signature: 

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

Date: Wednesday, August 24th, 2022 **Time:** 8:00 PM

Location: via MS Teams

1) Call to Order

- a) Time: 8:00PM
- b) Present: Ardan, Dan, Jeff, Poonam, Raheel, Ryan, Samar, Oscar
- c) Regrets: Philip

2) Review and Confirmation of Agenda

Motioned and approved

3) Approval of Minutes – July 13, 2022

Motioned and approved

4) Director’s Report (if any)

- a) Oscar – Drafted email for notifying home owners of update on website, Email to be sent out to all home owner’s who have provided their emails
- b) Ryan -
- c) Dan – 1 major mulching and 2 additional weeding visits budgeted based on expected city’s visits. Different departments from the city is maintaining the spaces, and amount of care is not consistent. May be more beneficial in the following summers to hire a few people weekly to tend to landscaping since major rejuvenation is not required.
1 more weeding expected this week. Flowers have been watered multiple times a week through city.
- d) Raheel – Completed the entering of home owner’s email addresses in spreadsheet
- e) Poonam – Quotes for director’s insurance received and forwarded to board members.
~\$800/year.
- f) Samar
- g) Others

5) Discussions

- a) AGM
 - i) When and where? ~3PM on October 23rd. Venue size target: ~100
 - ii) Virtual Option? No, in-person.
 - iii) Proxy Voting? Documentation required as proof from home owner.
 - iv) Signs / Advertisement – Tape print-out to community mail boxes around neighborhood. Oscar to work on neighborhood signs.
 - v) Letter to be sent to all household (Work-in-progress: Raheel)
 - vi) Powerpoint for AGM: Poonam

- b) Budget -> are we on target? Aiming for a balanced budget. Draft budget and current spending to be shared at AGM.
- c) Dues -> collections and 2nd invoice. Add interest? Interest to be charged quarterly. Reminder letter end of October.
- d) Audit / Review -> who do we choose? Is Audit necessary? Which firm? Y&A to audit. Quoted \$2500 for first year. \$2000 for review only.
- e) Savings – Shall we have any? If so, how much (\$ and %) Not many invoices received so far. Still within budget. Savings unknown; dependent on HOA fees received.
- f) Other matters:
 - i) park benches – Requested by residents to be placed along path by the pond.
 - ii) fountain in the drainage pond – EPCOR owns pond. Other communities that have a fountain are done by the developer. Samar to find a contact from EPCOR.
 - iii) winter maintenance for roads – Out of HOA scope. CoE policy for windrows is to remove anything over 30cm, but this was not adhered to last year. Dan to find a contact for winter maintenance to see if city can provide any additional services similar to landscaping.
- g) Board turnover (placeholder)
- h) Director's insurance – Raheel to find out what the director's insurance would cover

6) Next Steps

- i) Second mail out (in 90 days -> to be sent in September, interest to be added for the first quarter) . Date TBD
- ii) Interest charge to non-payers / late-payers. Interest charged for 3 months (Aug 1 to Oct 31) -> best practice). Charge interest to pay for mailing cost if they haven't paid by July 30th.
- iii) Past due letter (draft) – Ardan has completed draft.

7) Other Matters / Old Business:

8) Future Meeting(s):

7PM Thurs., Sept. 15 – envelop stuffing

9) Adjournment

9:29PM

Date Approved: 09/26/2022
(MM/DD/YYYY)

Signature: 

Signature: 

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

Date: Monday, September 26th, 2022 **Time:** 7:30 PM

Location: via MS Teams

1) Call to Order

- a) Time: 7:30PM
- b) Present: Dan, Samar, Ardan, Jeff, Oscar, Philip, Raheel, Ryan, Poonam
- c) Regrets: None

2) Review and Confirmation of Agenda

Motioned and approved

3) Approval of Minutes – August 24, 2022.

4) Invoices

- a) How much to charge interest

- i) Prime + 10% = \$??

\$5.79

Grace period given up to AGM. Past due letter indicate past due but grace period given if paid by AGM. No interest charges. Otherwise, interest will be compounded monthly.

5) AGM Prep

- a) Many items remaining

- Gathering

- Registration

- Separate names into lists

- Email field in list

- Payment

- Ballots

- Financial audit report

- Election

- Auditor for next fiscal year

- Questions

- b) Who will be responsible for what

- See Google spreadsheet for details


6) Other Matters / Old Business:

- a) Board Turnover

- 7) **Future Meeting(s): October 12th -> does this date still work for everyone?**
Envelop stuffing – Monday, Oct. 3rd, 2022 (tentative; pending facility rental confirmation)

- 8) **Adjournment**
8:50PM

Date Approved: 10/12/2022
(MM/DD/YYYY)

Signature: 

Signature: 

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

Date: Wednesday, October 12th, 2022 **Time:** 8:00 PM

Location: via MS Teams

1) Call to Order

- a) Time: 8:01PM
- b) Present: Ardan, Dan, Samar, Jeffrey, Philip, Raheel, Ryan, Oscar
- c) Regrets: Poonam

2) Review and Confirmation of Agenda

Motioned and Approved

3) Approval of Minutes – August 26, 2022 & September 26 (?)

Motioned and Approved

4) Invoices

- a) No interest rate charge

5) AGM Prep

- a) Finalize Agenda and the business order
- b) MC'ing done by Ardan
 - i) Come up with potential questions and answers
- c) Who will be responsible for what
 - i) Bringing laptop(s) – Dan (2), Jeff, Raheel
 - ii) Payment status – Samar to send updated version to Raheel of who's paid HOA fees.
 - iii) Printing out agendas – Not needed
 - iv) Printing out homeowners with addresses (or using computers)? Excel spreadsheet
 - v) PowerPoint presentation - Jeff
 - vi) Actual Presentation -> Welcome / Presidents Report followed by Finance Report followed by Summer committee report (?)
 - vii) Added: Staples order – Dan to take over from Samar

6) Other Matters / Old Business:

- a) Board Turnover
- b) Added: Summer update
 - i) Flower pots moved to park area to avoid snow plows in winter
 - ii) Flowers to be ordered for next year
 - iii) Next year: crews of people to be directed for 'X' number of days rather than for individual tasks for better utilization and cost savings.
 - iv) Better thistle control required for next year

7) Future Meeting(s): Finalize Envelope stuffing date

- a) Envelop stuffing - October 17, 2022 @7PM at Beulah Alliance Church
- b) Board Meeting - November 16, 2022 @8PM (MS Teams)

8) Adjournment

8:41PM

Action Items:

#	Action	Responsible Member
1	Send updated HOA fee payment report to Raheel	Samar
2	Prep spreadsheet(s) for AGM registration	Raheel
3	AGM PowerPoint presentation	Jeff
4	Staples order	Dan
5	Mailbox notices	Oscar

Date Approved: 11/16/2022
(MM/DD/YYYY)

Signature: 

Signature: 

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

Date: Wednesday, November 16th, 2022 **Time:** 8:00 PM

Location: via MS Teams

1) Call to Order

- a) Time: 8:01PM
- b) Present: Ardan, Jeff, Philip, Raheel, Dan, Oscar, Samar, Poonam
- c) Regrets: Ryan

2) Review and Confirmation of Agenda

Motioned and approved

3) Approval of Minutes – October 12, 2022

Motioned and seconded

4) Peak 61 Homes

- a) Shall we invoice those that are just being sub-divided and sold? Pro-rated per day
- b) ~\$30 fees per unit

5) AGM Prep

- a) Finalize Agenda and the business order
 - Reviewed AGM slideshow
- b) MC'ing done by Ardan
 - i) Come up with answers to Ardan's proposed questions
- c) Who will be responsible for what
 - i) Bringing laptop(s) -> Dan (2), Jeff, Raheel
 - ii) Printing out agendas – Not needed
 - iii) Printing out homeowners with addresses (or using computers)? -> Raheel is working on the Excel spreadsheets for registration (includes HOA fee payment status)
 - iv) PowerPoint presentation -> Jeff/Dan
 - v) Actual Presentation
 - Welcome
 - Presidents Report followed by Finance Report followed by Summer committee report

6) Other Matters / Old Business:

- a) Board Turnover

7) Thank you!

8) Adjournment
9:12PM

Action Items:

#	Action	Responsible Member
1	Print ballots	Dan
2	Bring laptops for AGM	Dan, Raheel, Jeff
3	Prepare AGM registration spreadsheets	Raheel
4	Update list of who has paid HOA fees	Samar

Date Approved: 11/17/2022
(MM/DD/YYYY)

Signature: Jeffrey Joaquin

Signature: 

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

Date: Tuesday, December 7th, 2022 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- a) Time: 8:05AM
- b) Present: Alex, Ardan, Dan, Paul, Raheel, Oscar, Andrew, Pawan
- c) Regrets: None

2) Review and Confirmation of Agenda

Motioned and approved

3) Approval of Minutes – N/A

4) Board Introductions

- a) Introduce yourself (less than 2 minutes)
- b) Why did we join?
- c) What do you want to accomplish?

5) Election of Board Positions

- a) President - Ardan
- b) Vice President - Alex
- c) Treasurer - Pawan
- d) Secretary - Paul

6) HOA Tasks lists

Tasks will be assigned once positions are elected

7) Future Meeting(s):

January 11th, 2023 @ 8PM

8) Adjournment

8:58PM

Action Items:

#	Action	Responsible Member
1	Visit bank w/ Ardan, Alex, and Pawan for signing authority	Raheel
2	Review HOA task list spreadsheet	All

Date Approved: 01/11/2022
(MM/DD/YYYY)

Signature: 

Signature: 