

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

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

Location: MS Teams

1) Call to Order

- a) Time: 8:09AM
- b) Present: Ardan, Alex, Andrew, Dan, Pawan, Raheel, Oscar
- c) Regrets: Paul

2) Review and Confirmation of Agenda

Motion and approved

3) Approval of Minutes – December 7th, 2022

Motioned and seconded

4) Update website

- a) Update positions
- b) Add new members
Alex and Ardan

5) Roles and responsibilities

- a) Review task list

6) Handover of portfolios

- a) Raheel to Ardan
- b) Ryan to Alex
- c) Samar to Pawan
- d) Oscar to Paul

7) Financial Discussions

- a) Account balance currently – Actual amount unknown. Almost \$120K cash as per Quickbooks.
Pawan will receive bank statement tomorrow.
- b) Summer budget forecast – Waiting on quotes for comparison
- c) Past due accounts - 140 outstanding invoices. Possible hand-delivery. Send to collections after 1 year. Make mail outs more professional.
- d) Possible bank change

8) Other Matters / Old Business

- a) Skating Rink – Alex will call 311/city to see if they can install a temporary skating rink
- b) 2022 summer maintenance report - Check if any invoices received in accounting email and pay off.
- c) Subscription renewals – Invoice for website received. Dan has already paid for the Office365 renewal.
- d) Land titles – Raheel to pull ~20 land titles for residents that have moved.

9) Future Meeting(s):

February 8th, 2023 @ 8PM

10) Adjournment

- a) Time: 9:36PM

Action Items:

#	Action	Responsible Member
1	Meeting w/ TD Bank	Pawan
2	Get access to accounting email from Samar	Pawan
3	Call 311/City about temporary ice rink in greenspace	Alex
4	Pull land titles	Raheel

Date Approved: 02/08/2023
(MM/DD/YYYY)

Signature: 

Signature: 

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

Date: Wednesday, February 8th, 2023, **Time:** 8:00 PM

Location: via MS Teams

1) Call to Order

- a) *Time:* The meeting started at 8.10 pm
- b) *Present:* Paul, Andrew, Ardan, Alex, Raheel, Oscar, Dan, Pawan
- c) *Regrets:* No Regrets

2) Review and Confirmation of Agenda: Agenda was confirmed and approved.

3) Approval of Minutes – Jan 11, 2023: The meeting minutes were moved, seconded, and approved.

4) Old Business

- a) *Skating rink call to 311 (Alex)-* The matter is being looked at.
- b) *Accounting (Pawan)-*
 - i) *Email handover-* Is completed.
 - ii) *Meeting with TD-* Is completed.
 - iii) *invoices to be paid can be paid in cheques once the signing authority is sought.*
Action item-Dan to contact the city for an invoice.
 - iv) *Subscriptions (website and Dan need to be paid)-* Is completed.
- c) *Land titles, approx. 20 (Raheel)- Matter is more convoluted- not a simple process-* It is still being worked on.

5) New Business

- a) *Update FAQ on the website with snow removal obligations and other-*
Action items: Dan is to add 2 items, snow removal & Fees.
- b) *Late payments and how to invoice them-* Quick book is currently set up with the bank added. Everything is being seen except credit cards.
Key Decisions: Waived interest payment for those that paid dues from Nov-Jan. Write back a letter saying there will be a waiver for the late fee if paid at the end of the month. The Cut-off is the end of the month. Also, put on the website, Facebook, the link for payment.
overpayment recorded for any individual during the year should be credited for next year.
- c) *Field Law as a collection agency?* **Action Item:** Alex to call other agencies to verify their fee structure.
- d) *When to send to collections? 12, 18, 2,4 months, etc.?* -Discussion should be delayed to the next meeting.

e) *Past due account notification. Send separate letters?* - Discussion should be delayed to the next meeting.

f) *Change Bank-* For a change of bank, TD requires proper documentation (meeting minutes- names of president and vice-president, and names of directors)- The Registry update of directors is already done.

Action Item: Book an appointment on a suitable day to visit the bank. On the registration, (Registry)- Raheel will be removed and Ardan and Alex included as signatories.

g) *Quotes and Maintenance:* Dan reached out to 2 contractors and will be reaching out to more. On maintenance- Still waiting for 2 other contractors. On the issue of cutting off the weeds, we can lobby for 311 to assist or else get more quotes from other vendors. On printing- 2 quotes had also been collected but need to get more.

Action item: To be brought back as an agenda in the next meeting.

Motion: A motion was moved and adopted that: **Action item:** Pawan- to fix 65,000 for 100 days @ 4%. Also, to check with the bank if we can get a rebate from fees.

6) **Adjournment:** @ 9.18pm. *Next Meeting* -March 8th 8pm.

Date Approved: 03/08/2023
(MM/DD/YYYY)

Signature: 

Signature: 

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

Date: Wednesday, March 8th, 2023 **Time:** 8:00 PM

Location: via MS Teams

1) Call to Order

- a) *Time:* 8:09 pm
- b) *Present:* Paul, Andrew, Ardan, Alex, Raheel, Oscar, Dan, Pawan
- c) *Regrets:* Nil

2) Review and Confirmation of Agenda

The meeting agenda of the day’s meeting was moved by Dan and seconded by Oscar.

3) Approval of Minutes

The meeting minutes of February 8th, 2023, were moved by Dan and seconded by Ardan

4) Old Business

- a) *Updated Website* (Dan)
- b) *Accounting* (Directors updated at TD)
- c) *Subscriptions* (website and Dan needs to be paid)
- d) *Land titles updated* (Raheel/Pawan)

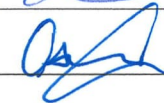
5) New Business

- a) *Late payments and how to invoice them*-Late payments will be billed plus interest and the new year payments added. Suggested that 2 invoices will be made, this year and last year with an accompanying letter.
- b) *Next round of invoices, and mailouts*-To be printed on the 15th or 16th of April-Raheel to mail out on the 23rd, and 24th. Adan to take ownership of drafting the letter.
- c) *Paying vendors/reimbursing directors (website, mailbox, Dan, city for last year’s landscaping)*- **Action Item**- To contact the city again.
- d) *Making operating procedures for tasks*- It was recommended that we make our handover notes more standardized. **Action Item:** Henceforth in drafting handover notes, there is a need to include laid down task instructions for clarity and continuity.
- e) *Summer maintenance budget:* Last year’s expenses were about 40k. In the new budget, 3 vendors were approached for quotes. A motion was moved to have one service provider- extra flower- the lowest tier of frequency for summer maintenance- The city is the preferred vendor. The motion for acceptance of these steps was moved by Arden and seconded by- Andrew.
- f) *Community events brainstorm*- Need to organize one- To explore further ideas by the next meeting.

6) **Adjournment- Meeting** adjourned by 10 pm and next meeting slated for 8pm-April,5th, 2023.

Date Approved: 04/05/2023
(MM/DD/YYYY)

Signature:  _____

Signature:  _____

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

Date: Wednesday, April 5th, 2023 **Time:** 8:00 PM

Location: via MS Teams

1) Call to Order

- a) Time: 8:07PM
- b) Present: Dan, Ardan, Raheel, Alex, Andrew, Oscar, Pawan (~9:20PM)
- c) Regrets: Paul

2) Review and Confirmation of Agenda

Motioned, seconded, carried

3) Approval of Minutes – Feb 8th, 2023

Motioned, seconded, carried

4) Old Business

- a) Summer maintenance approved (invoice from last year?)
No invoice received yet from the City for last year’s summer maintenance. Follow up sent.
- b) Letter for mailouts
Draft completed by Ardan

5) New Business

- a) Next round of invoices, mailouts.
 - i) Action Item: Dan to get pre-printed envelopes made
 - ii) Action Item: Raheel to coordinate with Gurwinder, Pawan and Samar on how to execute the invoices
 - iii) Action Item: Dan to contact the printer to check on requirements for using OCR software for printing addresses
 - iv) Interest (Prime + 10%) to be charged up to June 30th for those who have not yet paid the 2022-2023 HOA dues, and on late payments received after the AGM (Dec. 2022 to Mar. 2023).
- b) Update website with payment deadlines
 - i) Action Item: Dan to update website
- c) Community event ideas (cleanup, bbq in park, etc.)
 - i) Cleanup – Sunday, April 23rd @ 3PM. Budget for some refreshments ~\$300 max.
 - ii) Additional ideas: community garden, Canada Day celebration
 - iii) Action Item: Ardan to get pricing for food for BBQ, etc.
 - iv) Action Item: Andrew to draft up community newsletter

d) Pocket Park

- i) Playground - Alex has been talking to the City. Restricted to type of playground due to size of park. City has cut funding, so all funding is to be through a community league. Paisley and Jagare Ridge do not have a community league. Minimum requirement for a community league is 5000 members. City will perform a survey to let us know what sort of playground can be constructed.
- ii) Snowbank Ice Rink – No financial assistance from City. Applications begin in June. Grants and equipment from EPCOR available. City will train volunteers for maintenance. Meeting with Ruth (Neighborhood Resource Coordinator (NRC)) from the City to be scheduled for June either before or after a regular HOA meeting.

e) HOA Software

- i) Option: HOA-express.com – Has the ability for residents to login and pay for invoices, but requires residents to opt-in.

6) Future Meeting:

Wednesday, April 19th @ 8PM

7) Adjournment

9:54PM

Date Approved: 04/19/2023
(MM/DD/YYYY)

Signature: 

Signature: 



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

Date: Wednesday, April 19th, 2023 Time: 8:00 PM

Location: via MS Teams

1) Call to Order

- a) Time: 8:05
- b) Present: Oscar, Alex, Dan, Ardan, Raheel, Paul, Pawan
- c) Regrets: Andrew,

2) Review and Confirmation of Agenda

Motioned and seconded

3) Approval of Minutes – April 5th, 2023

Motioned and seconded

4) New Business

- a) Next round of invoices, mailouts. deadline of May 17th of pdf to printer.
- b) Progress of statements within quickbooks: Raheel and Pawan to coordinate with gerwinder/sumar
 - i) auto calculate interest monthly from prime
 - ii) generate ongoing invoices/statements
- c) formatting of statements to match printers requirements

5) Adjournment

8:32 pm

next meeting May 3rd @8 pm

Date Approved: 05/03/2023
(MM/DD/YYYY)

Signature: 

Signature: 

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

Date: Wednesday, May 3rd, 2023 **Time:** 8:00 PM

Location: via MS Teams

1) Call to Order

- a) Time: 8:12PM
- b) Present: Alex, Ardan, Raheel, Andrew, Oscar
- c) Regrets: Dan, Paul, Pawan

2) Review and Confirmation of Agenda

Motioned and approved

3) Approval of Minutes – April 19th, 2023

Motioned and approved

4) Old Business

- a) Invoice progress
Waiting for response from Gurwinder for assistance. He will be available starting from next week.
Alex, Raheel, and Pawan to coordinate a time to meet with Gurwinder.

5) New Business

- a) Picnic tables (more)
 - i) Alex will reach out to City contact
- b) Duties and Backups
 - i) Additional user for QBO (plan upgrade) – Motioned and approved
 - ii) Chair, Website, email, QBO
- c) Registries inquiry (signing authority)
 - i) Everything should be updated; no response back from registries indicating otherwise.
- d) Update website with HOA vs Community League responsibilities
- e) Light pole cost (light, pole, piling, etc.)
 - i) Per City website, *“property owners are responsible to pay 100% of the cost over and above the cost of replacing the street lights with standard galvanized poles.”* See link: [Decorative Street Lights | City of Edmonton](#)
 - ii) Raheel to contact Carla regarding street light specs. and responsibility for fencing
 - iii) Fences by Peak61 – Andrew to call contractor responsible for damage
- f) Communication with community
 - i) News posts on our website can be shared to different platforms (email blast, Facebook, physical copies on mailboxes)

- g) 2022 Summer Maintenance invoice payments
 - i) Invoices from city due May 23rd. Pawan to look into forms of payment.

6) **Next meeting date:**
Wednesday, May 17th @8PM

7) **Adjournment**
9:12PM

Date Approved: 05/17/2023
(MM/DD/YYYY)

Signature: 

Signature: 



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

Date: Wednesday, May 17th, 2023 **Time:** 8:00 PM

Location: via MS Teams

1) Call to Order

- a) Time: 8: 04 pm
- b) Present: everyone
- c) Regrets:

2) Review and Confirmation of Agenda

motion and approved

3) Approval of Minutes – May 3rd, 2023

- a) motioned and approved

4) Old Business

- a) Infrastructure responsibilities
- b) update website with HOA vs Community League responsibilities (ardan to resend updated version)
- c) Picnic tables (more) (Alex to get 4 or more from city coordinator)

5) New Business

- a) invoice/statement progress list is almost done 2 days left to finalize and send to printer
 - i) add credit card payment to website: Pawan to ask QBO
- b) letter to homeowners (ardan to finalize)
- c) add letter to website, post on mailboxes, etc. once approved will post
- d) flowers for planters (arrival date?) After May long
- e) auction properties: properties in tax arrears might be sold hoa is on land title
- f) landscaping maintenance trees missing mulch on main boulevard : call 311

6) Next meeting date: June 7th 2023 8:00pm

7) Adjournment 8:57 pm

date approved: June 7th, 2023

signature: 

signature: 



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

Date: Wednesday, June 7th, 2023, **Time:** 8:00 PM

Location: Andrew Residence

1) Call to Order

- a) Time: 8.20 am
- b) Present: Ardan, Alex, Raheel, Oscar, Paul, Dan, Pawan and Andrew
- c) Regrets: Nil

2) Review and Confirmation of Agenda

Motioned and Approved

3) Approval of Minutes – May 17th, 2023

Motioned and Approved

4) Old Business

- a) *flowers for planters/spraying for weeds-* To be done by the city.
- b) *credit card payment for website-* Done
- c) *letter and responsibilities to the website-* Pawan to get information and update the board by the next meeting.

5) New Business

- a) *Invoice/statement progress-* The invoice/statement is ready and will be mailed out, accordingly.
- b) *Investment strategies for our savings-* The President, Vice president and Treasurer will meet to suggest a reasonable amount that can be used for future investments. Report expected by next meeting.
- c) *Updating Quick books contact information-* Andrew to clean up the Quick book addresses and update the emails on Quick book.
- d) *Summertime maintenance items:* The weeds will be sprayed as planned by the city. However specific dates were not mentioned. But it was expected that signs would be placed in strategic areas to inform the residents. Also, suggestions on inclusion in Facebook.
- e) *Summer Barbecue update:* Pawan to put up a proposal for consideration in the next meeting.

f) *Entrance Sign Maintenance*: Pawan and Alex will suggest upgrades for the entrance sign maintenance by the next meeting.

6) **Next meeting date**: July 5th, 2023, 8 pm

7) **Adjournment**: 9.06 pm

Date Approved: 07/05/2023
(MM/DD/YYYY)

Signature: 

Signature: 

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

Date: Wednesday, July 7th, 2023, **Time:** 8:00 PM

Location: Park Picnic Tables

1) Call to Order

- a) Time: 8.05 am
- b) Present: Everyone
- c) Regrets: Pawan

2) Review and Confirmation of Agenda

Motioned and Approved

3) Approval of Minutes – June 7th, 2023

Motioned and Approved

4) Old Business

- a) *Invoice Statement Mail out:* Mailed out.

5) New Business

- a) *Summer BBQ update, Pawan and Megan-* Pawan and Megan were not in the meeting.
Action: A new event tagged – ‘Neighborhood- Meet and Greet’ was conceived. A food truck should be invited and on August 27th Sunday 1-4 pm was agreed as a date for the event. Alex to liaise with Pawan for planning. Dan to check on Bounty Castle?
- b) *Invitations of third parties to board meetings-* There should be prior notice and a formal invite to third parties before being asked to attend our meetings.
- c) *Update on entrance sign maintenance-* Andrew and Pawan were commended for their effort so far. *Action:* For completion of the work, Andrew is to get a quote for vanish, retaining and coating.
- d) *Formatting issues in QuickBooks (mailouts):* Fixed.
- e) *Printer for mailouts learnings?* *Action:* Alex- By the September meeting we should start working on AGM mails
- f) *When to send late payees for collection:* The discussion shifted to the August meeting.
- g) *Late payments/forgiveness of interest:* After a vote of 6 to 1 we agree that there should be no forgiveness of interest.

h) *Investments strategies for our savings*: The discussion shifted to the August meeting due to the absence of Pawan.

i) Financial statement: **Action**: Pawan is to mail out this month's financial statement.

6) **Next meeting date**: August 9th, 2023, 8 pm

7) **Adjournment**: 9.10 pm

Approved: Aug 9, 2023

Signature: 

Signature: 

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

Date: Wednesday, August 9th, 2023, **Time:** 8:00 PM

Location: MS Teams

1) Call to Order

- a) *Time:* 8.07 pm
- b) *Present:* Ardan, Alex, Raheel, Oscar, Paul
- c) *Regrets:* Andrew, Pawan, and Dan

2) Review and Confirmation of Agenda

Motioned and seconded. Carried.

3) Approval of Minutes – July 5th, 2023

Motioned and seconded. Carried.

4) Old Business

- a) *Formatting in QuickBooks-Ongoing*
- b) *Entrance sign- Great. Good job- Pawan and Andrew*

5) New Business

- a) *Summer BBQ update-* Alex reported that the needed permit for this event is yet to be procured from the city. And he is yet to meet with Pawan to discuss updates on the current plan. The decision at this meeting is a change of plan due to time constraints. *Action:* The idea of bringing food trucks will not be implemented this year. For this event, we will just invite the community to meet and greet in the park Alex- to design a poster for the event inviting the community to the park.
- b) *Matching payments with accounts-* Pawan and Raheel to match payments.
- c) *Collections, lien-* Ardan suggested that for those owing, a lien has been shown to be a better option. Alex suggested- Using a field law process has also been found to be effective. The simple process includes: First Step-Retainer level, then the field law gets a spreadsheet of those owing from us- A list containing -names, land titles, addresses, and amounts owed. The field law directly informs those owing- the owners are billed legal fees with the amount owed. If they refuse to pay- they are liable to pay further legal fees on a per-hour basis. The advantage of using this method is that the lawyer/field law deals with the debtors directly, therefore, minimizing the burden on our board. *Action-* Alex to bring this up again to the full house for final approval. Also, to find out how we can track payments from the field law.

- d) *Accounts overview / GST (Gurwinder to assist)- To be discussed at the next meeting.*
 - e) *Updating QuickBooks when a sale happens instead of waiting for land titles (individually sold and bought in G.H.)- Going on as planned.*
 - f) *Security in Graydon Hill- **Action:** Alex to reach out to the city to obtain approval for a sign post- The need for this signpost to act as a deterrent- Posts like the "presence of a CCTV camera' etc.*
 - g) *Automated invoicing- To be discussed at the next meeting.*
 - h) *Emails sent to other accounts-**Action:** Pawan/Ardan to grant access to Oscar and Alex*
 - i) *Succession planning- **Action:** Ardan to put up a role/responsibilities /task lists/ steps for a succession plan purpose- To put up a list.*
- 6) **Next meeting date:** September 6th - 7pm
- 7) **Adjournment:** 9.16pm

Date Approved: 09/06/2023
(MM/DD/YYYY)

Signature: 

Signature: 

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

Date: Wednesday, September 6th, 2023,

Time: 8:00 PM

Location: MS Teams

1) Call to Order

- a) Time: 8:05pm
- b) Present: Ardan, Alex, Raheel, Oscar, Paul, Dan
- c) Regrets: Pawan and Andrew

2) Review and Confirmation of Agenda

Moved, Seconded, and carried.

3) Approval of Minutes – Aug 9th, 2023

Moved, Seconded, and carried.

4) Old Business

- a) *Emails to both accounts/forwarding to the proper account:* Resolved temporarily. Alex and Oscar should have access to emails.
- b) *Accounts overview:* new business
- c) *security signage at entrance(s)- Action:* Alex to look into

5) New Business

- a) *Entrance sign renewing:* As a follow-up to the quotes shared by Alex- preference from the 3: We chose- SCL millworks and cabinet.
- b) *Matching payments with accounts/properties – Thursday after 8 p.m. – Raheel, and Alex to liaise with Pawan to do a reconciliation and multiple access.*
- c) *Bank Account:* Motion: Grant Alex Pike access to the TD Canada Trust bank account for the HOA. Moved, Seconded, Carried.
- d) *Overdue accounts:*
A 2-year limit approved: Overdue notice letter should be sent before the AGM. List of properties in arrears of 2 years to be provided to Field Law for collections after the AGM.

Motion:

Until moved otherwise, the board moves to cease accruing interest on past-due accounts. This will dramatically reduce the accounting overhead for the HOA. All 2022 interest invoices will remain, none will be created for 2023.

Motion: Moved, seconded, and carried.

- e) *Meeting minutes (signing and storage):* Oscar to help Paul with this.
- f) *Landscape update:* So far so good. *Action:* Dan: Quote process for 2024 to commence



g) 2023 AGM: Dan to look into possible dates and letters to be sent. November 19th? This will be discussed at the next meeting.

6) Next meeting date: *October 4th-8 pm*

7) Adjournment: *9:17 pm*

Date Approved: 10/04/2023
(MM/DD/YYYY)

Signature: 

Signature: 

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

Date: Wednesday, October 4th 2023, 2023

Time: 8:00 PM

Location: MS Teams

1) Call to Order

- a) Time: 8:09PM
- b) Present: Arden, Andrew, Alex, Dan, Raheel, Oscar
- c) Regrets: Paul, (Pawan)

2) Review and Confirmation of Agenda

Moved and Seconded

3) Approval of Minutes – Sep 6th, 2023

Moved and seconded

4) Old Business

- a) Entrance sign renewing – Completed Sept 2023. Invoice to be paid.

5) New Business

- a) Payment matching –
 - i) Meeting held b/n Arden, Alex, Raheel, and Samar. Samar to be hired to update and reconcile payments in a timely manner. Third party accounting review to be put on hold until payments are reconciled correctly. Once this is done, it will be submitted to the accounting firm so that financials can be put together for the AGM.

b) Title Pull

- i) Raheel to pull land titles for all properties that have been updated.

c) Task transfer for next year

- i) city services
 - who to call to arrange mowing, flowers, spraying, mulch beds – to be done by Dan
- ii) accounting
 - how to receive payment and link to account
 - how to pay an invoice (city, website, mailbox, etc)
 - how to add people to quickbooks/bank account
 - how to / when to file tax returns/GST remittance

iii) how to register the HOA for another year

iv) email accounts (password, sorting, etc.)

v) Meeting Minutes – approvals, storage - Oscar

d) Meeting Minutes

Meeting Minutes were approved in meetings but no sign offs were completed. Oscar and Paul looked into existing meeting minutes that are signed. Oscar/Paul to upload all unsigned minutes to OneDrive for signing.

e) AGM Prep

- i) time and location – Dan contacted Beulah Alliance Church (location used last year). Nov 18th or **26th** are available. Tentative date to be Nov. 26th.
- ii) updated account information
- iii) general letter to every household –
 - to be reviewed to ensure it is still current. Ardan to draft up letter to also include info for past due letter.
 - Mailing Addresses
 - (a) Envelope – Address of actual owner only (shipping address in QBO, not billing address), could be different from property address
 - (b) Letter – identical for all properties. No addresses included.
- iv) past due letter (updated last year's)
- v) Voting – Gauge number of potential Board members to see if it meets the amount required for voting to take place. If necessary, voting to be completed using coloured paper for single family homes and condos.

6) Next meeting date:

October 18th @ 8PM

7) Adjournment

9:13PM

Approved: Oct 18th, 2023

Signature: 

Signature: 

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

Date: Wednesday, October 18th, 2023 **Time:** 8:00 PM

Location: MS Teams

1) Call to Order

- a) Time: 8:05pm
- b) Present: alex, ardan, dan, raheel
- c) Regrets: oscar, paul, andrew, pawan

2) Review and Confirmation of Agenda

- a) moved, seconded, accepted

3) Approval of Minutes – oct 4th, 2023

- a) moved seconded approved

4) New Business

- a) Payment matching - in process Samar is away on holiday will check in upon return
- b) title pull - ongoing and in process Alex and Raheel
- c) Accounting issues in process will proceed with a review of accounts instead of full audit; Alex to pickup cheques and ask Pawan for bank statements.
- d) Agm Prep
 - i) time and location: Dan to change date to dec 10th 2023
 - ii) updated account information
 - iii) general letter to every household waiting for quote from printer
 - iv) names from qb for mailing addresses bill/ship: Alex/Samar to pull addresses

5) Next meeting date: Nov 1st 2023

6) Adjournment

8:39

Approved: Nov 1, 2023

Signature: 

Signature: 



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

Date: Wednesday, November 22nd, 2023

Time: 8:00 PM

Location: MS Teams

1) Call to Order

- a) Time: 8:04AM
- b) Present: Alex, Ardan, Dan, Raheel, Oscar, Pawan
- c) Regrets: Paul, Andrew

2) Review and Confirmation of Agenda

Motioned, seconded, carried

3) Approval of Minutes – Nov 1st, 2023

Motioned, seconded, carried

4) Old Business

- a) Andrew to be re-imbursed for the refinishing/replacement of wooden boards at entrance

5) New Business

- a) Missing Emails need to inquire with Pawan if they have been stored on his local computer due to possibility using client instead of browser outlook.
 - i) Microsoft may download emails and remove them from the server to free up space. The remedy is to discontinue the use of desktop clients and use Outlook online only on the browser.
 - ii) **Action:** Pawan to forward all emails from May, June, and July to the Accounting email. Everyone who currently accesses either the Contact or Accounting email accounts should remove them from the desktop client, and use the browser only. Zip file of emails to be compiled and distributed to HOA.
 - iii) **Action:** Dan to reset Accounting email account password.
 - iv) **Action:** Dan to contact Samar for the reconciliation of payments from missing emails
- b) Information to Y& A - Accurate records of single-family houses for accounting purposes to be provided to Y&A and GH HOA. MLC has been contacted.
 - i) HOA to verify total # of units match the spreadsheet provided by MLC.
 - ii) **Action:** # of properties on Graydon Hill Blvd, Green, Link, Crescent, Way, and Point to be confirmed by Dec. 3rd.
 - iii) **Action:** Clean up how addresses are entered in Quickbooks. Address to be entered in the “Customer” fields instead of the names of residents by early 2024.
 - iv) **Action:** Create recurring annual invoices so it does not have to be done manually each year (prior to April 2024)

- c) AGM Prep
 - i) up-to-date list of members sorted by street/area
 - ii) Powerpoint presentation - Ardan
 - iii) General letter to every household - Invoice needs to be paid
 - iv) Mailbox posters – Printed. To be posted sometime this week. – Oscar
 - v) MC – Ardan
 - vi) **Action:** Approve financials at the AGM and decide on next year’s financial auditor


- d) Financials
 - Action:** Pawan to work with Samar to file and remit GST.
 - Action:** Reconcile payments. See 5(a)(iii).
 - Action:** Obtain current financial status report for Dec. 6th meeting.

6) Next meeting date:
Wednesday, Dec. 6th @ 8PM

7) Adjournment
9:07PM

Date Approved: 12/06/2023
(MM/DD/YYYY)

Signature: 

Signature: 

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

Date: Wednesday, December 20th, 2023 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- a) Time: 8:10PM
- b) Present: Alex, Ardan, Dan, Raheel, Oscar, Samar
- c) Regrets: None

2) Review and Confirmation of Agenda

Moved, seconded, carried.

3) Approval of Minutes – AGM

Moved, seconded, carried.

4) Election of Board Positions

- a) President – Ardan Burton
- b) Vice President – Raheel Virani
- c) Treasurer – Samar Grubestic
- d) Secretary – Oscar Lam

5) New Business

- a) Society annual return – Ardan to complete the mailing
- b) Payment of city invoice for summer maintenance
~\$45k to be paid. Raheel to contact Pawan to issue and sign off a cheque, which will be dropped off tomorrow (Dec. 21) by Samar. Backup is to pay by credit card. Confirmation needed on whether there will be an additional fee for credit card transactions.
- c) Account cleanup
 - i) Bank access
 - i) Update authorities (President, Vice President, Treasurer) at bank on Dec. 27th
 - Update registries with Directors’ Resolution by Ardan by Dec. 21st
 - ii) GST remittance – to be done at the same time at the bank on Dec. 27th
 - ii) Credit card – Obtain credit card from Pawan and inquire with bank on credit card limit increase
 - iii) Matching payments – To be completed after bank access item is completed

d) Entrance lights

Oscar to reach out to Unit #1 at Altius condos and Alex to reach out to Hilary regarding the use of their electricity for Christmas lights.

e) QBO Access

Samar, Raheel, Ardan (view only)

f) Email Access

Contact: Alex, Oscar.

Accounting: Samar

6) Next Meeting:

Wednesday, Jan. 31st @ 8:15AM

7) Adjournment

9:12PM

Date Approved: 01/24/2024

Signature: 

Signature: 