

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

Date: Wednesday, January 24th **Time:** 8:15 PM

Location: MS Teams

1) Call to Order

- a) Time: 8:19
- b) Present: Ardan, Raheel, Dan, Samar, Alex
- c) Regrets: Oscar

2) Review and Confirmation of Agenda

Moved seconded carried

3) Approval of Minutes – Dec 20th, 2023

Moved seconded carried

4) Old Business

- a) Account cleanup
 - i) Bank access(signing authority)
 - signing is Pres, VP, Treasurer
 - ii) New credit card issued
 - has been requested waiting for bank to mail
 - iii) Matching payments
 - missing 2 deposit identities looking into it with TD bank for images
 - iv) transfer of subscriptions to new credit card
 - Action item Dan and Samar: transfer to new: CC, QBO, office 365, ez dns, domain name

5) New Business

- a) City payment for landscaping
 - i) Ardan to mail cheque on Jan 25th
- b) investment of savings
 - i) GIC, other
 - possible to invest 6 x 10000\$ GIC
 - Alex to complete profile at TD
 - Motion to invest in GIC's 60K\$ in 10K\$ increments or amounts possible to waive service charges Moved, Seconded, Carried
 - Action item: Raheel to follow up with Eric from TD with investment
- c) invoices for new year
 - i) send out earlier in the year (end of feb-ish)
 - ii) decide on printing, self folding, postage rates, closer to date

- iii) include warning for accounts in arrears of 2 years and that it will be sent to collections
- iv) possibility of registered mail
- d) Past due invoices (list for collections, etc)
 - i) contacting debt collectors to get policy/procedure on recouping dues
 - field law/others
- e) transition from person as account, to address as account
 - i) Dan and Samar to test print invoices
- f) AGM rough date
 - i) July 28 2024
 - ii) save the date with invoice
- g) treasurer position: getting paid
 - i) Samar to investigate options

6) Next meeting date: Feb 7th 2024 8:15pm

7) Adjournment: 9:21pm

Date Approved: 02/07/2024

Signature: 

Signature: 



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

Date: Wednesday, Feb 7th **Time:** 8:15 PM

Location: MS Teams

1) Call to Order

- a) Time: 8:21PM
- b) Present: Ardan, Alex, Dan, Raheel, Oscar
- c) Regrets: Samar

2) Review and Confirmation of Agenda

Motioned, seconded, carried

3) Approval of Minutes – Jan 24th, 2024

Motioned, seconded, carried

4) Old Business

- a) Mail check to city for landscaping – completed Jan. 25th.
- b) Raheel to follow up with TD investments – Left message with TD but did not get a response.
- c) Transition from person as account, to address as account in QBO – in-progress

5) New Business

- a) Invoices for current year
 - Target delivery of invoices to printer by late Feb. in preparation for moving the date of the AGM to July 28th, 2024.
- b) Letter for invoices
 - i) warning letter
 - Draft of HOA fee letter by Alex. Ardan to provide HOA updates to be included in the letter. New: warning for sending accounts to lawyers to be added.
 - ii) year wrap up/ new year goals
 - cut back on flower beds/landscaping maintenance to allow for additional expenditures if required
 - move up AGM date

6) Next meeting date:

Wednesday, March 6th, 2024 @ 8:15PM



7) Adjournment:
8:44PM

Date Approved: 03/06/2024

Signature: 

Signature: 

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

Date: Wednesday, March 6th **Time:** 8:15 PM

Location: MS Teams

1) Call to Order

- a) Time: 8:17PM
- b) Present: Ardan, Alex, Raheel, Samar, Oscar
- c) Regrets: Dan

2) Review and Confirmation of Agenda

- a) Motioned, seconded, carried

3) Approval of Minutes – Feb 7th, 2024

- a) Motioned, seconded, carried

4) Old Business

- a) Test print invoices for this year. Window spacing for addresses. [Attempted Mar 5th. On-going.](#)
- b) Letter to residences for mailout includes:
 - i) Warning for late payment
 - ii) Year wrap-up
 - iii) AGM save-the-date (July 28th)

[Drafted by Alex. To be reviewed by Ardan.](#)

5) New Business

- a) Quick Books access (read-only for people answering mailbox)
 - i) [Samar to add Alex.](#)
- b) Bank issues
 - i) Credit card – [Multiple contacts made. Still waiting on response from bank.](#)
 - ii) Investments made – [Multiple contacts made. Still waiting on response from bank.](#)
 - iii) Payments to people (internet hosting) – [Office365 annual subscription for Dan. Website hosting for Base2 Studio.](#)
- c) Peak 61 accounts to be straightened out (Raheel to explain)
 - i) [Some units should not have been invoiced for the 2023/2024 fiscal year as they were not all sold at the time. Raheel to send clarification to Samar on which units should not have been invoiced.](#)

d) Future planning for roles

i) How to increase interest in HOA?

- Bylaw states that "...no Director shall sit on the Board for longer than five (5) successive terms of office". Increase interest in HOA is required to have new Directors cycle in, or amend bylaw.

ii) Extension to terms in bylaws as there is minimal interest in HOA.

6) Next meeting date:

Wednesday, April 3rd, 8:15PM

Postponed to April 10th.

7) Adjournment:

8:51PM

Date Approved: 04/10/2024

Signature: 

Signature: 

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

Date: Wednesday, April 10th **Time:** 8:15 PM

Location: MS Teams

1) Call to Order

- a) Time: 8:19PM
- b) Present: Ardan, Alex, Dan, Raheel, Samar, Oscar
- c) Regrets: None

2) Review and Confirmation of Agenda

- a) Motioned, seconded, carried

3) Approval of Minutes – March 6th, 2024

- a) Motioned, seconded, carried

4) Old Business

- a) Quick books access: for those checking the mailbox – [Alex has received access](#)
- b) Letter to residents for mailout – [pending decision on collection method of overdue fees](#)

5) New Business

- a) Bank issues
 - i) Have yet to receive contact for investments – [Still multiple phone calls and emails made. Have not received callback from TD. Raheel to coordinate with Ardan to book an in-person meeting.](#)
- b) CRA back taxes (Samar to explain) – [Received ~\\$90k of HOA fees from developer \(MLC\) tax free. CRA altered GST return, and as a result, the HOA owed money to the CRA. GST was paid off to avoid incurring interest. Working with auditing firm to reverse the payment.](#)
- c) Letter to residents –
 - i) [Letter \(to be drafted\) to notify residents that they will be sent to collections if they are in arrears of 2 years or more \(2022/2023 and 2023/2024 fiscal years\). Opportunity to pay in full by June 30th, 2024 to maintain good standing.](#)
 - ii) [Letter to be sent out with this year’s invoice. Finalize by May 9th. Mail out week of May 19th.](#)
 - iii) [Action items for mailout \(**To be completed by April 24th**\):](#)
 - [Dan to book July 28th at Beulah for the AGM](#)
 - [Raheel to draft letters \(AGM and overdue notices\) to residents](#)
 - [Dan to contact printer for pricing on envelopes, folding, but not stuffing](#)
 - [Samar to check with QBO on statements for overdue accounts](#)

- d) Accounts in arrears
 - i) Collection method

Motion to use Field Law for the collection of overdue accounts.
Motioned, seconded, carried

- e) Summer Maintenance
 - i) April 3rd, 2024 email motion:

MOVED that we proceed with an agreement with the City of Edmonton for 2024 for flowers with a budget of \$8640.15 and landscape services with a budget of \$27,648.00.
Motioned, seconded, carried by email responses

- ii) Requested spraying of mulch beds. Intent is to reduce hours for maintaining mulch beds (digging/manually removing weeds). Quoted \$663 for 1 round on all mulch beds.


Move to add \$663 to summer maintenance budget for spraying mulch beds.
Motioned, seconded, carried.

- 6) **Next meeting date:**
Wednesday, April 24th, 8:15PM

- 7) **Adjournment:**
9:11PM

Date Approved: 04/24/2024

Signature:  _____

Signature:  _____

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

Date: Wednesday, April 25th **Time:** 8:15 PM

Location: MS Teams

1) Call to Order

- a) Time: 8:15 pm
- b) Present: Dan, Ardan, Alex, Raheel
- c) Regrets: Samar, Oscar

2) Review and Confirmation of Agenda

- a) Moved, seconded, carried

3) Approval of Minutes – April 10th, 2024

- A) Moved, seconded, carried

4) New Business

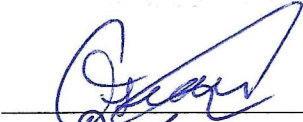
- a) Bank investments
 - i) People on file will be updated
Ardan to make the demand letter to include President, vice president, and treasurer for signing authority
 - Ask about waiving of monthly fees
 - ii) Amount and term of investment
 - Motion to invest One gic @20k, another gic @ 40k for 100 day cashable option at 4.2%
Moved, seconded, carried
- b) Letter to residents
 - i) Warning letter
 - Dan to add Field Law name and adjust formatting
 - ii) AGM invite letter
 - Dan to add logo and adjust as needed
 - iii) Printing service
 - Printing of envelopes, letters, folding, and postage. Dan to follow up with Canada post about indicia
 - iv) Target week for mailout is May 20th
- c) Accounts in arrears
 - i) Collection method - to be Field LLP

5) Next meeting date: May 8th 8:15pm



6) Adjournment: 9:06pm

Date Approved: 05/09/2024

Signature: 

Signature: 



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

Date: Thursday, May 9, 2024th **Time:** 8:15 PM

Location: MS Teams

1) Call to Order

- a) Time: 8:40pm
- b) Present: Ardan, Dan, Raheel, Samar, Oscar
- c) Regrets: Alex

2) Review and Confirmation of Agenda

Motioned, seconded, carried

3) Approval of Minutes – April 25th, 2024

Motioned, seconded, carried

4) Old Business

- a) Bank investments
 - Ardan to make the demand letter to td to include President, vice president, and treasurer for signing authority – To be completed
- b) Credit card
 - Ardan to check with TD regarding the HOA’s credit card and account status.

5) New Business

- a) Letter to residents
 - i) Warning letter
 - Draft approved
 - ii) AGM invite letter
 - Draft approved
- b) Printing service
 - i) Target week for mailout is Mon., May 20th. Need PDFs for printing by Mon., May 13th
- c) Invoices to be generated
 - i) Statements to be generated for accounts in arrears.
 - Samar to produce statements/invoices for accounts that are 2 years past due. To provide to Dan by Sun., May 12th

6) Next meeting date:

Envelope stuffing – May 17th to 20th



7) Adjournment: 9:06PM

Date Approved: 06/05/2024
(MM/DD/YYYY)

Signature: 

Signature: 

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

Date: Wednesday, June 5, 2024th **Time:** 8:15 PM

Location: MS Teams

1) Call to Order

- a) Time: 8:19PM
- b) Present: Alex, Ardan, Dan, Raheel, Samar, Oscar
- c) Regrets: None

2) Review and Confirmation of Agenda

Motioned, seconded, carried

3) Approval of Minutes – May 9th, 2024

Motioned, seconded, carried

4) New Business:

- a) AGM Prep
 - i) Financial information
 - Information to be sent to auditors this week.
 - GST payment inquiries also to be addressed
 - ii) Eligible residences
 - QBO can be updated prior to the AGM and ensure that all residents' information is up to date and correct
 - iii) New recruits to board
 - Talk to neighbours
- b) HOA credit card
 - i) Still pending.
 - ii) Ardan to follow up with TD for credit card and investments.
- c) QBO Maintenance
 - i) Dan to write up a process for review by the Board.
- d) Summer Maintenance
 - i) Flowers were planted June 4th.
 - ii) Quote in preparation for additional spraying by path by trees and outside fence of the park, etc.
 - iii) Picnic tables
 - One delivered by green shack. Alex sent request for additional.
- e) Snowbank Ice Rink
 - i) Applications now open. Applications to be submitted by Sept. 15. At this time, leave decision for next Board.



5) Next meeting date:
July 3rd @ 8:15PM

6) Adjournment:
9:17PM

Date Approved: 07/03/2024
(MM/DD/YYYY)

Signature: 

Signature: 



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

Date: Wednesday, July 3, 2024th **Time:** 8:15 PM

Location: MS Teams

1) Call to Order

- a) Time: 8:19PM
- b) Present: Ardan, Alex, Dan, Raheel, Samar, Oscar
- c) Regrets: None

2) Review and Confirmation of Agenda

Moved, seconded, carried

3) Approval of Minutes – June 5th, 2024

Moved, seconded, carried

4) Old Business

- a) Letter to Bank for signing authority – Sent out shortly after the previous meeting
- b) Getting credit card established – Contact with TD was made. Ardan to follow up with TD.

5) New Business:

- a) AGM Prep
 - i) Financial information
 - Last update on June 25th from Y&A. Samar to follow up later next week if Y&A does not get back to us.
 - ii) Eligible residences
 - Search residents' names in QBO at the AGM
 - iii) New recruits to board
 - Dan and Raheel spoke with some potential new members for next year
- b) Updating Quick books with new accounts (procedure/who), notes, and email correspondence
 - i) Samar to connect w/ Alex on process of updating residents' info.
- c) Payment reconciliation
 - i) QBO up to date as of July 2, 2024.

6) Next meeting dates:

- a) 8:15PM, July 24th AGM prep,
2:30PM, July 28th AGM



7) Adjournment: 9:11PM

Date Approved: 07/03/2024
(MM/DD/YYYY)

Signature: 

Signature: 



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

Date: Wednesday, July 24th, 2024th **Time:** 8:15 PM

Location: MS Teams

1) Call to Order

- a) Time: 8:47 pm
- b) Present: Ardan, Dan, Oscar, Raheel, Samar
- c) Regrets: Alex

2) Review and Confirmation of Agenda

Moved, seconded, carried

3) Approval of Minutes – July 3rd, 2024

Moved, seconded, carried

4) Old Business

- a) Letter to TD for signing authority
 - i) Ardan sent reminder again.
- b) New recruits
 - i) Any more received?

5) New Business:

- a) AGM Prep
 - i) Financial information
 - Received and needs approval, move to approve fiscal year 2024 financial statements as presented. Moved, seconded, carried. (Samar abstained as she helped prepare statements)
- b) Payment reconciliation
 - i) Last round before AGM
- c) AGM Power Point
 - i) Review/update financial slides , Ardan to update with final Y&A PDF, email to Dan for website.

6) Approval of Minutes – July 24th, 2024


Moved seconded, carried

7) Next meeting date: July 28th AGM 2:00pm



8) Adjournment: 9:10pm

Date Approved: 07/24/2024
(MM/DD/YYYY)

Signature: 

Signature: 

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

Date: Monday, August 12, 2024, **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- a) Time: 8:03pm
- b) Present: Ardan, Alex, Raheel, Oscar, Brandon Sasiri, Michal
- c) Regrets: Dan, Abi

2) Review and Confirmation of Agenda

3) Approval of Minutes – N/A

4) Board Introductions

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

5) Election of Board Positions

- a) President
 - i) Nominees: Brandon, Ardan
Ardan won.
- b) Vice President
Nominees Brandon, Raheel
Brandon won
- c) Treasurer
Alex, no others
- d) Secretary
Oscar, no others

6) Next Meeting: Sept 4th 2024 8pm MS teams

7) Adjournment 8:42pm

Date Approved: 11/06/2024
(MM/DD/YYYY)

Signature: 

Signature: ABurton

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

Date: Wednesday, September 4th, 2024, **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- a) Time: 8:06PM
- b) Present: Alex, Ardan, Brandon, Dan, Sasiri, Raheel, Oscar, Michal
- c) Regrets: Abhinav

2) Review and Confirmation of Agenda

3) Approval of Minutes

- a) August 12th meeting
Motioned, seconded, carried.

4) New Business

- a) Documentation
 - i) **Where is it, who has access to it**
 - All internal docs in OneDrive
 - All external docs (bylaws, Societies Act, Graydon Hill Title Encumbrance, neighborhood guidelines, etc) on the website
 - ii) **Document control – maintain documents and records on OneDrive for continuity**
- b) Email
 - i) Existing accounts: “Contact” – secretary, and “Accounting” - treasurer
 - ii) Dan to create “Operations” email account
- c) Handovers
 - i) **Raheel to Brandon – Raheel supported Ardan in his absence. No physical handovers required.**
 - ii) **Samar to Alex**
 - Samar gave Ardan the items that she had, needs to be handed to Alex.
 - QBO access – needs to be created for Alex
- d) Financial items
 - i) **Bill Humphries**
 - a. Purchased foreclosed property, dues weren’t paid when sold, he has paid every year since.
 - b. **Action:** Alex to pull up communications in accounting email regarding foreclosure

ii) Signing authority

- c. Remove Raheel and add Brandon

iii) Bank access

- d. Need to remove Samar and transfer access
- e. Samar has handed over bank card to Ardan, but it has Samar's name on it

Motion to remove Samar Grubescic's access to the Graydon Hill HOA TD Bank Accounts and share access for Alex Pike, Brandon Liedke, and Ardan Burton.

Moved, seconded, carried

iv) Quick Books

See 4(c)(ii)

v) Credit card

Motion to authorize Alex Pike as Treasurer to acquire a credit card for the Graydon Hill HOA.

Moved, seconded, carried

vi) GST

- Latest update – in appeal process (response expected in 2025)

e) Skating rink

i) Deadline Sept 15

Action: Alex to submit application before deadline

ii) Need insurance to proceed

Action: Alex to reach out to our neighbourhood resource coordinator (NRC) for insurance requirements.

iii) EPCOR grant

Action: Alex to apply for the ice rink grant with EPCOR for the 2024/2025 season

f) Property Management Companies

Action: Dan to collect proposals from property management companies

5) Next Meeting:

For discussion: outsourcing services

Wednesday, October 2, 2024 @ 8PM

6) Adjournment
9:25PM

Date Approved: 09/04/2024
(MM/DD/YYYY)

Signature: 

Signature: ABurton

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

Date: Wednesday, October 2nd, 2024 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- a) Time: 8:02PM
- b) Present: Ardan, Brandon, Alex, Oscar, Dan, Raheel, Sasiri, Michal
- c) Regrets: Abhinav

2) Review and Confirmation of Agenda

Motioned, seconded, carried

3) Approval of Minutes

- a) Approved at Sept 4th meeting

4) Old Business

- a) Financial items
 - 1) Bill Humphries/foreclosed property
 - a. Needs to be looked into by Alex
- b) Skating rink
 - 1) Application process completed
 - 2) Grant process completed
 - 3) Contractor contacted

5) New Business:

- 1)TD Information
 - b. People received calls Alex was spearheading bank information
 - c. Bank access
 - d. Credit card

Action Item: Alex to send email to Ardan with details needed for bank/registries updates
- 2) Confirmation of board members
 - a. Ardan Burton, president, signing authority.
 - b. Bandon Liedke, Vice President signing authority
 - c. Alex Pike Treasurer signing authority
 - d. Oscar Lam Secretary
 - e. Raheel Signing auth. Revoked
 - f. Sasiri Bandara
 - g. Michal Kujawa
 - h. Dan Nordin
 - i. Abhinav Kalia

- 3) Summer maintenance companies/contracts for 2025
 - a. City of Edmonton send out quote in Nov
 - b. Any other suggestions
 - c. Seasonal impact – potential
 - d. Revitalize shrub beds on perimeter

- 4) Summer maintenance past year (2024)
 - a. Saved on mulch bed by spraying instead of weeding
 - b. Get community to report using 311 for median maintenance and ask for callback to ensure follow up.

- 5) Management companies for HOA
 - a. Range in cost \$20 - \$60 per household per year approx. 850\$/month
 - b. Need fewer services than the minimum from most providers
 - c. Cost for part-time book keeper might be less than management company
 - d. Alex/Dan are in contact with book keeper

- 6) Task list
 - a. Action for anyone interested in website maintenance to contact Dan
 - b. Potential to create automated e-mail list for community communications

6) Next Meeting:
November 6th 8:00 pm

7) Adjournment
9:17pm

Date Approved: 10/02/2024
(MM/DD/YYYY)

Signature: 

Signature: A Burton

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

Date: Wednesday, November 6th, 2024, **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- a) Time: 8:06PM
- b) Present: Ardan, Dan, Brandon, Raheel, Michal
- c) Regrets: Oscar, Abhinav, Sasiri

2) Review and Confirmation of Agenda

Motioned, seconded, carried.

3) Approval of Minutes

Approved at October 2nd meeting

4) Old Business

- a) Financial items
 - i) Bill Humphries/foreclosed property
 - Needs to be looked into by Alex, continued to be worked on.
- b) Information for registries

Information has been sent to Ardan. Will compile and mail, scan to allow Alex to send to TD Bank.
- c) Bookkeeping:

Quotes for bookkeeping, level of service, to be discussed more at a later date. What is our price point, approx. \$250-400/month or ~\$75/hour. Alex and Raheel to send out for quotes.

5) New Business:

- a) Summer maintenance companies/contracts for 2025
 - i) City of Edmonton quote
 - ii) VP quote for summer and winter

Motion to use VP for summer maintenance of flower pots and Beds for quoted total of \$6360.11 inclusive of GST.

Moved, seconded, carried

b) Excel task list

- i) Snow bank rink update
 - Action: Alex to contact rink provider for updated prices

- c) Sign/tarp request from dayhome in neighbourhood
Referred to City of Edmonton by-law

6) **Next Meeting:**
Dec 4th, 8:00pm

7) **Adjournment:**
9:02pm

Date Approved: 11/06/2024
(MM/DD/YYYY)

Signature: 

Signature: ABurton

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

Date: Wednesday, December 4th, 2024, **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- a) Time: 8:05pm
- b) Present: Alex Ardan Brandon Raheel Sasiri Michal
- c) Regrets: Dan Abhi

2) Review and Confirmation of Agenda

3) Approval of Minutes

Motioned, seconded, carried.

4) Old Business

- a) Information for registries has been dropped off at Brownlee building.
- b) Documents were sent to Alex for banking purposes. Update – Alex followed up with an email
- c) Bookkeeping: quotes for services, any responses?

5) New Business:

- a) Insurance for snowbank rink
Alex to contact Neighbourhood Resource Coordinator (NRC) for insurance information
Per NRC, insurance should be same as liability insurance for HOA, but our HOA is not insured.
- b) Progress on banking information with TD
Need to follow up
- c) Lights for entrance sign, letter from resident
Evaluate on a case-by-case basis. Responded to neighbour with permission.
Brandon to contact 311 and Ruth (NRC) regarding possibility of adding power to our signs

Action: create an application form online for decorating the entrance signs, including contact information, setup and takedown dates, and guidelines, etc. - Sasiri

d) Backup with Raheel's tasks

- i) Land title pulls
- ii) Update master list

Action: Raheel to do a land title pull for the last couple months

iii) 26 land title pulls required for Peak61 now that all units have been sold.

Action: Raheel to email the rep for owner names so that we can update QBO.

6) **Next Meeting:**
January 8th, 2025 @8PM

7) **Adjournment:**
8:53PM

Date Approved: 12/04/2024
(MM/DD/YYYY)

Signature: A Burton

Signature: 