

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

Date: Wednesday, January 7th, 2026 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- a) Time: 8:08pm
- b) Present: Sasiri, Raheel, Alex, Ardan
- c) Regrets: Shealee

2) New Business

- a) List of past due accounts compiled by Alex
 - Update on list progress
 - To be completed by Jan 14 2026
- b) Landscaping contract
 - Was approved at last meeting, was confirmation sent? -yes
- c) Payment to Y and A for year end package
 - Needs to be sent
 - Action Item: Alex to send check.
- d) Banking Issues.
 - Have been rectified. yes
- e) Quickbooks Downgrade
 - Has the requirements been reviewed? To be completed after account reactivation
- f) Skating rink
 - Action item, Ardan to contact Outdoor Ice to see if this can still be done.

**3) Approval of meeting Minutes: Motion 20260107-01, move to approve minutes:
Moved, Seconded, carried**

4) Next Meeting: Feb 4th 2026 8pm

5) Adjournment: 8:31pm

Date approved: __January 7 2026__

Signature: *A Burton*

Signature: 

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

Date: Wednesday, February 11th, 2026 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- a) Time: 8:08
- b) Present: Alex, Sasiri, Raheel, Sheralee, Ardan
- c) Regrets: None

2) New Business

- a) List of past due accounts compiled by Alex
 - Complete? Not yet, Cutoff is midnight Feb 11th 2026
 - Sasiri to add warning on website for collections contact
 - Auto deposit will be turned off to not allow late payments.
 - Only sending accounts 2 years or more behind to collections.
 - Needed business change request
 - Information has been sent and waiting for response.
- b) Graydon Hill Newsletter
 - Draft (Sheralee) was sent in email. To be reviewed/updated before sending out.
 - Collections, skating rink, spring cleanup, community league/hoa/city
 - To be sent out via website, and others?
- c) Community sign
 - Portable billboard (of sorts) or permanent, for announcements throughout the year
 - To look into multiple companies for pricing.
- d) Skating rink
 - Ardan messaged and emailed “Outdoor Inc.” Response was that it was too late in the season to make it financially viable this year, however, they would hold our price/quote the same for next year.

3) Approval of meeting Minutes: Motion 20260211-01, move to approve minutes: Moved, Seconded, carried

4) Next Meeting: March 4th 2026 8pm

5) Adjournment: 9:06 pm

Date approved: ___ Feb 11th 2026 ___

Signature: *A Burton*

Signature: 

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

Date: Wednesday, March 11th, 2026 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- a) Time: 8:02
- b) Present: Raheel, Sheralee, Sasiri, Alex, Ardan
- c) Regrets: None

2) New Business

- a) Spring Cleanup
 - Purchase garbage bags and hot chocolate
 - Sat. May 16th Target, Sunday, May 17th as backup
- b) List of past due accounts compiled by Alex and Raheel
 - Action item: Alex to send List to Field Law by March 13th 2026
- c) Auto deposit options during and after cutoff.
 - Auto deposit to be off until next round of invoices is sent out.

3) Approval of meeting Minutes: Motion 20260311-01:move to accept minutes
Moved, seconded, Carried

4) Next Meeting: April 8th 2026 8pm

5) Adjournment: 8:41

Date approved: __ March 11, 2026 __

Signature: *A Burton*

Signature: 

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

Date: Thursday, April 9th, 2026 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- a) Time: 8:01 pm
- b) Present: Raheel, Ardan, Alex, Sasiri, and Sheralee
- c) Regrets: None

2) New Business

- a) Collections – Interest Payment on past due accounts will not be collected this time around. But for next round of collection, the next Board (elected at the upcoming AGM) will decide on whether the interest should be charged or not. Interest calculations are done by the lawyers so there is no additional work to be done by the volunteer board.

3) Approval of meeting Minutes: Motion 20260409-01:move to accept minutes
Moved, seconded, Carried

4) Next Meeting: April 15, 2026

5) Adjournment: 8:15 pm

Date approved: ___ April 9 2026 ___

Signature: *ABurton*

Signature: 

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

Date: Wednesday, April 15, 2026 **Time:** 8:00PM

Location: MS Teams Meeting

1) Call to Order

- a) Time: 8:02 pm
- b) Present: Alex, Sheralee, Sasiri, Raheel, Ardan
- c) Regrets: None

2) New Business

- a) Collections Response
 - All communication goes through Field Law.
 - How do we know when a person has paid?
 - [Field law sends us cheques with information on who paid](#)
- b) Adding website link to Facebook page to help direct questions and concerns
 - [Sheralee to send link to page Admin](#)
- c) Invoices for this year
 - Everyone gets invoiced
 - Only invoice for this year and last year's amounts
 - Target date for mailing May 29th
 - [Alex to work on testing invoicing, invoice preparation](#)
- d) Adding minutes section to website
 - Agm
 - Monthly meeting minutes
 - Financial statements/reviews from accountants
 - [Ardan and Sasiri to look into adding above information to website](#)
- e) Spring Cleanup
 - [Alex to acquire garbage bags and nitrile gloves](#)
- f) Potential by-law updates
 - Update to length of term for directors
 - Specific verbiage to be discussed at a later meeting

- 3) **Approval of meeting Minutes: Motion 20260415-01:move to accept minutes**
Moved, seconded, Carried
- 4) **Next Meeting: May 6th 2026**
- 5) **Adjournment: 8:56pm**

Date approved: May 6th 2026

Signature: *A Burton*

Signature: *[Signature]*