

**Larch Homeowners Association  
New Board Transition Meeting  
January 24, 2021 @ 7 pm  
Google Meet  
Meeting Minutes**

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1. Don Scheer, Director of the Society, as elected in the AGM on November, 4, 2020, Chaired the meeting.
2. Don Scheer, Chairperson, called the meeting to order at 7:00 pm
3. In attendance: Tyler Zukiwsky, Trevor Houtstra, Chris Wilkinson, Emily Milner and Bryanne Tywoniuk
4. Don Scheer advised everyone in attendance that he was the sole remaining Director of the Society currently on the Board of Directors since the AGM.
5. Don Scheer made the first order of business to elect Directors to comply with the vote passed at the AGM stipulating setting the total number of Directors for the Society at three (3) until the next AGM.
6. The Chairperson then declared that those members be elected to serve on the Larch Homeowners Association Board of Directors for a one-year term, or until their successors are elected or appointed.
7. Don Scheer proposed a motion to re-elect Emily Milner and Bryanne Tywoniuk to their former positions.
  - a. Tyler Zukiwsky so moved the motion
  - b. Trevor Houtstra seconded the motion
  - c. Don Scheer declared motion was approved.
8. Don Scheer proposed a motion to elect Tyler Zukiwsky to the board as a Director
  - a. Trevor Houtstra so moved the motion
  - b. Emily Milner seconded the motion
  - c. Don Scheer declared motion was approved.
9. Don Scheer ask for a motion to approve Trevor Houtstra and Chris Wilkinson act as advisory members to the board.
  - a. Tyler Zukiwsky so moved the motion
  - b. Unanimous motion to approve
  - c. Don Scheer declared motion was approved.
10. Don Scheer led discussion about assigning Directors to specific roles.
  - a. Tyler Zukiwsky was asked to confirm if he was willing to take on the role of President.
    - i. Tyler Zukiwsky stated he would take on the role as President.
    - ii. Don Scheer asked for a motion to approve Tyler Zukiwsky as President
    - iii. Bryanne Tywoniuk so moved the motion
    - iv. Unanimous motion to approve
    - v. Don Scheer declared motion was approved.
  - b. Don Scheer stated he would take on the role as Vice President
    - i. Don Scheer asked for a motion to approve
    - ii. Bryanne Tywoniuk so moved the motion
    - iii. Unanimous approval from all in attendance
    - iv. Tyler Zukiwsky declared the motion approved
  - c. Further discussion for remaining Board of Director Roles to fill
    - i. decision made to determine at a later date once immediate tasks were completed
    - ii. all in favour
11. Tyler Zukiwsky - asked Bryanne Tywoniuk to act as Secretary of the meeting and take meeting minutes.

12. Tyler Zukiwsky proposed a review of the document provided by former President/Treasurer, Ryan Chiew for the transition of the new Board of Directors.
  - a. The document contained a list of “immediate tasks” and Account Listings
13. Discussion included the following:
  - a. **immediate action:** Hiring a management company to perform all regular management duties.
    - i. including but not limited to; HOA fee collection, accounts payables/receivables, etc
      1. Melcor had provided a quote to Ryan Chiew. All in attendance agreed to consider Melcor as the management company. Bryanne Tywoniuk to reach out to Triona Cosgrave the Melcor Property Management manager to set up a meeting.
      2. Chris Wilkinson to research what other HOA’s in the area do/who they use and provided information back to the board
  - b. ATB Banking - setting up a meeting with ATB to transfer over signing authority
    - i. **immediate action:** Tyler to set up meeting with Ryan Chiew, Don Scheer and Bryanne Tywoniuk and Emily Milner to attend the bank and sign necessary documents
  - c. Accounts Payables
    - i. **immediate action:** Bryanne Tywoniuk advised there were several outstanding invoices to be paid. She wanted to sort through the emails and print of invoices.
      1. All agreed for Bryanne to go ahead with this task.
      2. Bryanne will prepare and provide to Tyler
      3. Once banking has been set up we can send payment
14. Don Scheer and Tyler Zukiwsky asked if there was any further business to discuss.
  - a. No further discussion at this time
15. Meeting dismissed at 8:15 pm

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Bryanne Tywoniuk, Secretary