



**Larch Park Homeowners Association
Management Turnover Meeting
Friday October 12th, 2018 @ 1:00pm
Location: Suite 900, 10310 Jasper Avenue (Main Boardroom)
Meeting Minutes**

Attendees: Michaela Davis, President
Tanya Eklund, Treasurer
Triona Cosgrave, Secretary

Ted Byrt, Res. Director
Courtney Denham, Res. Director
Ryan Chiew, Res. Director

- 1. Call to order** – Triona Cosgrave – 1:39pm
- 2. Approval of Meeting Minutes**
 - August 9th 2018
 - Motioned by Ted Byrt, Seconded by Ryan Chiew, Approved
- 3. Items Arising from Minutes**
 - There were no items arising from the minutes
- 4. HOA Update**– Triona Cosgrave
 - Triona Cosgrave reported that 3 homes are currently outstanding and with Field Law for collections.
 - There is no mortgage filed on the 3 titles and foreclosure is likely the only available option to force payment of the arrears.
 - One of the homes in the community, 4544 Mead Court NW does not have an encumbrance registered on title. Letter sent by Melcor to owner asking to have the encumbrance added to the title. No response received. Settlement proposal to follow if unsuccessful.
- 5. Turnover Process**
 - Official Turnover of Management from Melcor developments representing Larix Communities Inc to the Homeowners association
 - Friday October 12th, 2018 at 1:00 p.m.
 - Financial Binder Turnover
 - Year End Binder Provided to Ryan Chiew
 - Cheques Provided to Ryan Chiew
 - All directors provided Access to Quickbooks online
 - Bank documents confirming removal of Melcor Directors, and adding Resident Directors as signors to be sent Monday 15th October 2018 by Triona Cosgrave.
 - Operations Binder Turnover
 - Hard Copy Binder Provided to Directors
 - Larch Admin documents provided as a digital copy via USB stick for each director.
 - All documents including passwords and contacts provided.
 - Minute Book Turnover
 - Tanya Eklund Turned over the official Minute book and seal to the resident Directors
 - Post Box
 - Courtney Denham to obtain PO Box. Address to be provided to Melcor for forwarding.
 - Introduction emails
 - All Relevant contacts Introduced via email to all Resident Directors.
- 6. Officer Positions**



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- Tanya Eklund provided resolutions with the Resignation of Triona Cosgrave, Michaela Davis and Tanya Eklund as Directors of the Association. Tanya Eklund will submit the changes to the Alberta Registries on behalf of the association. Officer positions confirmed as follows.
 1. President – Ted Byrt
 2. Secretary – Courtney Denham
 3. Treasurer – Ryan Chiew

- 7. **Next Meeting Date- Resident Directors**
 - Wednesday October 24th, 2018 at 7:00 pm

- 8. **Adjournment- 3:55pm**