



**Larch Park Homeowners Association  
Board of Directors Meeting  
Monday March 22<sup>nd</sup>, 2021@ 12:00pm  
Location: Zoom Meeting  
Meeting Minutes**

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**Attendees:** Tyler Zukiwsky, President  
Don Scheer, Vice President  
Bryanne Tywoniuk, Secretary  
Emily Milner, Treasurer  
Chris Wilkinson, Res. Advisory Member  
Trevor Houtstra, Res. Advisory Member  
Triona Cosgrave, HOA Manager, Melcor

- 1. Call to order** – Tyler Zukiwsky – 12:02pm
- 2. Approval of Meeting Minutes**
  - January 24<sup>th</sup> 2021
  - Motioned by Emily Milner, Seconded by Tyler Zukiwsky, Approved
- 3. Items Arising from Minutes**
  - There were no items arising from the minutes
- 4. HOA Update**– Triona Cosgrave
  - The Board awarded the maintenance contract to Magenta ProGreen for the 2021 season.
    - The contractor has confirmed they are ready to start the season earlier than previous years due to the warmer weather.
  - Triona Cosgrave will obtain a quote for additional Planters in the community.
  - Triona Cosgrave will confirm if the Apple Orchard is a part of the HOA Responsibilities
- 5. Financial Update (provided in package)** – Triona Cosgrave
  - Triona Cosgrave reviewed and answered questions on the 2021 Profit and Loss YTD
    - Triona Cosgrave reported many payables that were processed during March were outstanding Invoices that pertained to the 2020 fiscal year. These will be relayed to the Auditor and reflected correctly in the Financial Statements.
  - Triona Cosgrave reviewed and answered questions on the 2021 Balance Sheet
  - Triona Cosgrave reported there are currently 28 Homes who have not paid their 2019 Fees.
  - Triona Cosgrave reported there are currently 68 Homes who have not paid their 2020 Fees.
    - Triona Cosgrave reported the outstanding fees that pertained to the 2019 & 2020 fiscal year had not been reported in the previous Audit. These will be relayed to the Auditor and reflected correctly in the Financial Statements.
  - **2021 Annual Fees**
    - The 2021 operating budget, capital expenditure and Annual Fees at \$210 were unanimously approved by the Directors.
    - The 2021 Annual Fee notices will be sent in April 2021.
    - The Convenience Fee will be waived for the 2021 collections.
  - **2020 Audit**
    - The Board of Directors unanimously approved the appointment of Colby Steckly as Auditor of the Association to complete a full Audit for the 2020 financial year.
    - The Audit is expected to be completed at the end of May 2021.
    - The Financials will be posted to the website once complete.
  - **GST**
    - Triona Cosgrave reported the GST for 2019 and 2020 were not filed, or paid.
    - Triona Cosgrave will work on the GST Reporting & Filing immediately.



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- **Bank Reconciliations**
  - Triona Cosgrave reported the Bank Reconciliations from October 2020 have not been done.
  - Triona Cosgrave will work on the Reconciliations immediately.
  
- 6. Other Business**
  - **2021 Insurance Policy**
    - The Insurance Renewal needs to be reviewed, as the quote is too excessive at double the previous year's rate. Triona Cosgrave will follow up with Tool Peet to clarify the inconsistencies.
  - **Community Cleanup**
    - The Directors would like to have a community Cleanup event in April. Tyler Zukiwsky will contact the city for materials for the event. Triona Cosgrave will communicate with the community via IVRNET once details are confirmed.
  - **Website**
    - Triona Cosgrave provided an overview of the IVRNET database and its importance of tracking resident and property information. Triona Cosgrave also obtained a quote from IVRNET to update the existing website to a more transparent and user-friendly platform for residents. The platform will also allow for admin to make changes independently and save costs in the future. The Directors unanimously approved of the quote from IVRNET.
  - **Annual Returns**
    - Triona Cosgrave confirmed Melcor has filed the 2018, 2019, and 2020 Annual Returns
  
- 7. Turnover Process/Management retention**
  - Resident Directors have unanimously agreed to retain Melcor as manager of the Operations for the HOA for the 2021 year.
  - Management agreement to be signed by two directors. Triona Cosgrave will forward via DocuSign.
  
- 8. Next Meeting Date- Resident Directors**
  - Monday July 12<sup>th</sup>, 2021 at 12:00 pm
  
- 9. Adjournment- Tyler Zukiwsky - 2:22pm**