



May 5, 2026

Members of the Larch Homeowners Association  
Larch Park Edmonton, Alberta

Dear Members:

**RE: Notice of the 2026 Annual General Meeting**

**Date & Time: Monday, May 25, 2026 @ 6:00 PM**

**Location: Terwillegar Community Church  
1751 Towne Centre Blvd NW, Edmonton, AB T6R 3N9**

Enclosed please find the Notice of the 2026 Annual General Meeting (AGM) for the Larch Homeowners Association, the Minutes from the 2025 AGM, the Report of the President, the Information Circular and a Proxy Form.

Please review the enclosed information and plan to attend the AGM in person, or submit your proxy form, as indicated.

**Meeting Materials & Information are available on the Larch HOA Website <https://larchparkhoa.ca/agm/>**

- **MEMBERS ARE REMINDED TO REVIEW THE MEETING MATERIALS PRIOR TO THE MEETING**

Please note that the Larch Homeowners Association currently has vacancy for up to Seven (7) Resident Directors. In accordance with the bylaws, all seven (7) Resident Director positions are subject to election at the AGM.

If you are interested in being nominated for the Board of Directors, or have any questions about the enclosed, please contact Triona via e-mail at [triona@cosgravemanagement.com](mailto:triona@cosgravemanagement.com)

On behalf of your Board of Directors, we look forward to your participation.

Yours truly,

**LARCH HOMEOWNERS' ASSOCIATION**

<b>CHAD SMITH President</b>	<b>CARLEEN GREAVES Vice President</b>	<b>SHARON SANDS Vice President</b>	<b>BRYANNE TYWONIUK Treasurer/Secretary</b>	<b>LINDSAY LEE Vice President</b>
<b>DALE CLARK Vice President</b>	<b>HEATHER ROUKEMA-GRITTER Vice President</b>			



**NOTICE OF THE LARCH HOMEOWNERS ASSOCIATION  
2026 ANNUAL GENERAL MEETING OF MEMBERS**

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Please take notice that the 2026 Annual General Meeting of the Members of the LARCH HOMEOWNERS ASSOCIATION (the "Society"), will be held at The Terwillegar Community Church 1751 Towne Centre Blvd NW, Edmonton, AB T6R 3N9 on Monday, May 25<sup>th</sup>, 2026 @ 6:00 PM (MST) for the following purposes:

- 1) To receive the minutes of the AGM held on May 15, 2025;
- 2) To receive the Report of the Board of Directors of the Society;
- 3) To receive the audited Financial Statements for the fiscal year ended December 31, 2025;
- 4) To establish the number of Directors to hold office until the next Annual General Meeting and elect such Directors;
- 5) To appoint an Auditor of the Society;
- 6) To transact such other business as may properly come before the Meeting or any adjournment thereof.

**THIS NOTICE SHOULD BE READ IN CONJUNCTION WITH THE INFORMATION CIRCULAR ACCOMPANYING THIS NOTICE.**

Dated at Edmonton, Alberta, this 5<sup>th</sup> day of May 2026.

BY ORDER OF THE BOARD OF DIRECTORS

*Chad Smith*

CHAD SMITH, President

**TO ALL MEMBERS:**

**IF YOU ARE UNABLE TO ATTEND THIS MEETING, PLEASE COMPLETE THE ACCOMPANYING PROXY FORM AND RETURN AS INDICATED IN THE INSTRUCTIONS FOR PROXY FORMS INCLUDED IN THIS PACKAGE.**



**Larch Homeowners Association  
Report of the Board of Directors  
January 2025-December 2025**

The Larch Homeowners Association (LHOA) was incorporated as a non-profit Society, incorporated under the Societies Act of Alberta on November 8, 2010.

The purpose of the Larch Homeowners Association is to own and maintain for the benefit of the members various subdivision features and amenities within the Larch Park Community.

The Board of Directors currently consists of seven (7) resident members of the community.

The Board recommends a maximum of seven (7) Board members.

The Board will meet quarterly to; ensure policies are properly set and Rules & Regulations are legislated; be the voice of their fellow residents for LHOA-related issues. The board has contracted Cosgrave Consulting & Management Ltd. to manage the operations of the association.

**Financial**

The annual operating costs of the LHOA - including the various subdivision features/amenities, is the responsibility of the Members through the payment of mandatory fees, pursuant to a Rent Charge Encumbrance registered on each lot title. After careful review of the 2026 operating budget, the LHOA Board of Directors approved keeping the annual fees at **\$225 + GST** per lot for 2026.

Notice of 2026 Fees were mailed in November 2025, and a copy of the Notice and 2026 Operating Budget is available for review online on the website [www.larchparkhoa.ca](http://www.larchparkhoa.ca)

The enclosed audited Financial Statements are prepared for the year January 1, 2025, to December 31, 2025.

**Appointment of Auditor**

The Board of Directors proposes to appoint Cass & Fraser Chartered Professional Accountants as Auditor for the society for the 2026 Fiscal Year.

**Summary/Management Transition**

The Management of the LHOA was completely turned over from Melcor Developments Ltd. in January 2019.

The Board retained the management services of Cosgrave Consulting & Management Ltd. in 2022 and continues to retain the services.

We would like to thank and acknowledge the governance and the commitment from our resident Directors during the 2025/2026 year and look forward to working with the elected directors during the coming year.

Meeting Information & Materials can be viewed online at [www.larchparkhoa.ca](http://www.larchparkhoa.ca) and Members with questions about access can contact Triona via e-mail at [triona@cosgravemanagement.com](mailto:triona@cosgravemanagement.com)

**Respectfully submitted May 5<sup>th</sup>, 2026**

<b>CHAD SMITH President</b>	<b>CARLEEN GREAVES Vice President</b>	<b>SHARON SANDS Vice President</b>	<b>BRYANNE TYWONIUK Treasurer/Secretary</b>	<b>LINDSAY LEE Vice President</b>
<b>DALE CLARK Vice President</b>	<b>HEATHER ROUKEMA-GRITTER Vice President</b>			



**LARCH HOMEOWNERS ASSOCIATION 2026 INFORMATION CIRCULAR  
GENERAL INFORMATION & PROXY STATEMENT**

**SOLICITATION OF PROXIES**

This Information Circular is furnished in connection with the solicitation of proxies by management of the LARCH HOMEOWNERS ASSOCIATION (the "Society") for use at the Annual General Meeting (the "Meeting") of Members of the Society to be held on;

**Date:** Monday May 25<sup>th</sup>, 2026  
**Time:** 6:00 PM (SHARP)  
**Location:** Terwillegar Community Church,  
1751 Towne Centre Blvd NW, Edmonton, AB T6R 3N9

All expenses incurred in connection with the solicitation of proxies will be borne by the Society. Solicitation will be made primarily by mail, but proxies may also be solicited by Directors, officers, and employees of the Society.

**APPOINTMENT AND REVOCATION OF PROXIES**

Each Member entitled to vote at the Meeting may, by means of a form of proxy in writing in advance of the Meeting, a form of proxy must be returned as indicated in the **INSTRUCTIONS FOR PROXY FORMS** included in this package. A Member may revoke a form of proxy previously given by returning another proper form of proxy bearing a later date than the previously given form of proxy as indicated in the **INSTRUCTIONS FOR PROXY FORMS** included in this package.

**EXERCISE OF DISCRETION BY PROXY**

Proxies will be voted or withheld from voting in accordance with the Member's instructions contained therein. The form of Proxy also confers authority on the persons named therein to vote with respect to any other matters which may properly be brought before the Meeting. At the date hereof, management knows of no other such matters.

**VOTING BY MEMBERS**

**Only Members of record at the close of business on May 4<sup>th</sup>, 2026 are entitled to vote in advance of the Meeting, each Member being entitled to one (1) vote. Members are defined in the Articles of Association (the "Articles") of the Society as restricted to Commercial Owners, Homeowners and Rental Project Owners.**

Where there is more than one owner of a property, there shall be only one Member who shall be the person designated as the Member by all the owners of the property. In the absence of such designation, the first person named as owner in the Certificate of Title or as Purchaser in an Agreement for Sale, shall be the Member.

Where a residential property is occupied by a tenant, such tenant may be designated as the Member by and instead of the owner of such property.

Where a rental project is involved, the registered owner shall be the Member and notwithstanding how many tenants are residing in the rental project, it shall have only one (1) vote.

As at the close of business on **May 4<sup>th</sup>, 2026** the Society had 708 members in good standing.

**ELECTION OF DIRECTORS**

At the Meeting, it is proposed that the total number of Directors for the Society is set at **Seven (7)** until the next Annual General Meeting.

It is proposed that **Seven (7)** Resident Directors be elected at the AGM in accordance with the Articles of Association.

The following persons are the current Directors of the Company:

NAME	PERIOD SERVED AS DIRECTOR OF THE SOCIETY
Chad Smith (President & Resident Director)	3 years
Bryanne Tywoniuk (Secretary/Treasurer & Resident Director)	2 years
Carleen Greaves (Vice-President & Resident Director)	2 years



**LARCH HOMEOWNERS ASSOCIATION 2026 INFORMATION CIRCULAR  
GENERAL INFORMATION & PROXY STATEMENT**

Heather Roukema-Gritter (Vice-President & Resident Director)	1 Year
Sharon Sands (Vice-President & Resident Director)	1 Year
Lindsay Lee (Vice-President & Resident Director)	1 Year
Dale Clark (Vice-President & Resident Director)	1 Year

**Individuals should be aware of the fiduciary responsibilities of Director’s and Members interested in standing for election at the meeting are invited to contact Triona in advance of the meeting at via e-mail at [triona@cosgravemanagement.com](mailto:triona@cosgravemanagement.com)**

The term of office for each person is a one-year term and shall be from the date of the Meeting until the next Annual General Meeting of Members or until his/her successor is elected or appointed.

DIRECTORS COMPENSATION - Nil

PENSION PLAN - Nil

EXECUTIVE COMPENSATION AND PLANS - Nil

INCENTIVE SHARE OPTION PLAN FOR OFFICERS AND KEY EMPLOYEES - Nil

**INTEREST OF INSIDERS IN MATERIAL TRANSACTIONS**

The elected seven (7) resident Directors are members of the community, who on behalf of Larch Homeowners Association, are the operators of the Larch Amenities.

As operator of the Larch Amenities, The Resident Directors will approve the operating budget for their proper maintenance and operation.

**APPOINTMENT OF AUDITORS**

Management proposes that Cass & Fraser Chartered Professional Accountants be appointed as Auditor of the Society and that the Directors be authorized to approve their remuneration.

**CERTIFICATE**

The foregoing contains no misstatement of a material fact and does not omit to state a material fact that is required to be stated or that is necessary to make a statement not misleading in the light of the circumstances in which it was made.

BY THE ORDER OF THE BOARD OF DIRECTORS

*Chad Smith*  
CHAD SMITH, President

The management of the Society knows of no amendment, variation, or other matters to come before the Annual General Meeting of Members other than the matters referred to in the Notice of Meeting. However, if any other matter properly comes before the Meeting, the accompanying proxy will be voted on such matter in accordance with the best judgement of the person or persons voting such proxy.

BY THE ORDER OF THE BOARD OF DIRECTORS

*Chad Smith*  
CHAD SMITH, President



**LARCH HOMEOWNERS ASSOCIATION  
2026 ANNUAL GENERAL MEETING OF MEMBERS  
On the 25<sup>th</sup> day of May 2026 at 6:00 PM**

**RETURN PROXIES NO LATER THAN AT CLOSE OF BUSINESS (5:00 P.M.) ON FRIDAY MAY 22, 2026**

**INSTRUCTIONS FOR PROXY FORMS**

**Appointment and Revocation of Proxies**

The completed proxy should be sent into the address indicated below in time to reach such address not less than twenty-four (24) hours (excluding Saturdays, Sundays, and Holidays) before the time of the Meeting:

**Mail to: Larch Homeowners Association  
C/O Cosgrave Consulting & Management LTD  
1777 Plum Crescent SW, Edmonton AB T6X2Z7  
Attention: Triona Cosgrave**

or e-mail this completed form to [triona@cosgravemanagement.com](mailto:triona@cosgravemanagement.com)

**All proxies must be in writing, signed by the Member and returned no later than at close of business  
May 22, 2026.**

A Member who has given a proxy may revoke it any time before it is exercised. A proxy may be revoked by instrument in writing or, if the Member is a corporation, by an officer or attorney thereof duly authorized, and delivered as indicated above, at any time up to and including the last business day preceding the Meeting or any adjournment thereof, or with the Chairman of the Meeting on the day of the Meeting or any adjournment thereof, or in any other manner permitted by law.

**Voting and Exercise of Discretion by Proxies**

The persons named in the form of proxy will vote the Membership in respect of which they are appointed in accordance with the instructions indicated therein.

**Meeting Information & Materials can be viewed online at <https://larchparkhoa.ca/>**

**TO ALL MEMBERS:**

**PLEASE COMPLETE THE ACCOMPANYING PROXY FORM AND RETURN AS INDICATED IN THE INSTRUCTIONS**

**Members with questions about access or members who are interested in standing for election can contact Triona via e-mail at [triona@cosgravemanagement.com](mailto:triona@cosgravemanagement.com)**



LARCH HOMEOWNERS ASSOCIATION
2026 ANNUAL GENERAL MEETING OF MEMBERS
On the 25th day of May 2026 at 6:00 PM

PROXY SOLICITED BY MANAGEMENT

The undersigned Member of the LARCH HOMEOWNERS' ASSOCIATION (the "Society") hereby appoints Chad Smith or failing him, \_\_\_\_\_, as proxy to attend and vote on behalf of the undersigned at the Annual General Meeting of Members and at any adjournment thereof and my proxy is instructed to vote:

1) FOR \_\_\_\_\_ OR AGAINST \_\_\_\_\_ (and if no specification is made, FOR)

The setting of the total number of Directors for the Society until the next Annual General Meeting at SEVEN (7) Resident Directors to be elected at this Meeting.

2) FOR \_\_\_\_\_ OR AGAINST \_\_\_\_\_ the election of the following resident(s) as Directors, for a one-year term, in accordance with their nomination: Please mark a maximum of SEVEN (7) candidates.

Table with 3 columns: NAME OF NOMINEES, FOR, AGAINST. Rows include Bryanne Tywoniuk and Dale Clark.

3) FOR \_\_\_\_\_ OR AGAINST \_\_\_\_\_ (and if no specification is made, FOR)

That Cass & Fraser Chartered Professional Accountants be appointed as Auditor of the Society for the 2026 fiscal year.

4) And in his/her discretion with respect to any amendments, variations or additions with respect to any of the matters noted above or with respect to any other matter which may properly be brought before the Meeting or any adjournment thereof.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

Member's Name (Please Print)

Member Signature

Member Address (\*required)

This form should be signed by the Member or his attorney, authorized in writing, and if the Member is a corporation, this form of proxy should be signed by a duly authorized officer under corporate seal.