



Larch Park Homeowners Association
Board of Directors Meeting
Wednesday January 7, 2026 @ 6:30pm
Location: 7534 May Common NW
Meeting Minutes

Attendees: Chad Smith, President
Bryanne Tywoniuk, Secretary/Treasurer
Lindsay Lee, Vice President
Heather Roukema-Gritter, Vice President
Dale Clark, Vice President
Triona Cosgrave, HOA Manager, Cosgrave Consulting Ltd

Regrets: Carleen Greaves, Vice President
Sharon Sands, Vice President

- 1. Call to order** – Lindsay Lee – 6:32pm
- 2. Approval of Meeting Minutes**
 - Board Meeting Minutes – September 29, 2025
 - Motioned by Chad Smith, seconded by Bryanne Tywoniuk, Approved
- 3. Items Arising from Minutes**
- 4. HOA Update**– Triona Cosgrave
 - Triona Cosgrave will obtain a quote for the 2026 season from Seasonal Impact.
 - The Board present unanimously agreed to the following quotes from VP Planters;
 - 2 additional planters (locations to be determined in the spring)
 - Summer Maintenance and watering of all planters
 - Additional shrub maintenance and replacement. Full scope to be confirmed in the spring.
 - The informational signage have been installed and completed by the Edmonton Land trust.
 - Triona Cosgrave to follow up with Behrends on the Recognition signage on the Dog stations and the planters.
- 5. Financial Update (provided in package)** – Triona Cosgrave
 - Triona Cosgrave reviewed and answered questions on the 2025 Profit and Loss YE & Budget Comparison
 - Triona Cosgrave reported there is currently 1 property who have not paid their 2025 Fees.
 - Triona Cosgrave reported that the Evolve townhomes has increased the billable properties by 89 properties from 638 to 727.
 - Triona Cosgrave reported there are currently 326 homes who have not paid their 2026 Fees.
 - Carrington has mailed a cheque for their 89 new properties.
 - The Landmark Multisite is also unpaid for 2026.
 - Triona Cosgrave reviewed and answered questions on the 2026-2030 Proforma. It will be updated with the new units.
 - Triona Cosgrave reported the 2025 audit is currently underway.
- 6. Other Business**
 - Lindsay Lee confirmed the maintenance agreement has been signed with the City of Edmonton and the HOA. Chad Smith confirmed will forward the signed terms of reference.
 - Triona Cosgrave shared the cost of Mailchimp \$62.50 per month. This will be tried for newsletters on a trial to ensure residents are receiving the Information due to issues with IVRNET. The Board present unanimously agreed to proceed.
 - Triona Cosgrave confirmed the \$100 Gift card for appreciation was delivered to Chris Wilkinson for his volunteering to continue to fill the Dog bags.
 - Triona Cosgrave purchased additional bags and had them delivered to Chris.



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- The Code of Conduct will be included as information for new Board members after the 2026 AGM.
- Following the AGM, the Board would like to establish a sub-committee of Board members to work on updating the By-laws.

7. AGM Planning –Triona

- Schedule Date –May 25, 2026
- Record Date –May 5, 2026
- Location – Nellie Carson School
- The Board set the number of Directors at 7.
- Lindsay Lee and Heather Roukema-Gritter will not seek re-election.

8. Next Meeting Date- AGM

- Thursday May 25, 2026 @6:30pm
- Nellie Carlson School

9. Adjournment- Lindsay Lee – 8:04pm