Larch Park Homeowners Association
Board of Directors Meeting
July 14, 2026 @ 6:00pm
Location: 7220 May Road NW
Meeting Minutes

Attendees: Dale Clark, President
Bryanne Tywoniuk, Secretary/Treasurer
Robert Epp, Vice President
Neal Reynolds, Vice President
Tríona Cosgrave, HOA Manager, Cosgrave Consulting Ltd

Regrets:

1. **Call to order –** Dale Clark – 6:12pm

2. **Approval of Meeting Minutes**
   - Board Meeting Minutes – April 7, 2026
   - Motioned by Dale Clark, seconded by Robert Epp, Approved

3. **Items Arising from Minutes**

4. **HOA Update–** Tríona Cosgrave
   - The Board acknowledged receipt of Frank Smith's resignation, effective June 15, 2026. The resignation will be recorded in the Association's records.
   - The Board confirmed the following officer appointments for the 2026–2027 term;
     - Dale Clark, President
     - Bryanne Tywoniuk, Secretary/Treasurer
     - Robert Epp, Vice President
     - Neal Reynolds , Vice President
   - The Board reviewed the 2026 landscape maintenance and provided the following feedback;
     - Noxious weeds, rose bush maintenance and suckers around trees need attention.
     - There were signs by Oasis in the community regarding the spraying, but we were not notified, and the signs were not removed.
   - Community Planters; Two additional planters were added to the community for the summer of 2026.
   - The Board ratified the email approval for the damaged dog station re-installation. Seasonal Impact completed the installation in May 2026. Management will follow up with the City regarding replacement of the low post.
   - Robert Epp also offered to volunteer his time restocking the stations if needed, or if Chris Wilkinson is out of town.
   - The remaining informational sign that was missed is ready for installation and should be completed in 2026.
   - The Board unanimously approved the quote for the recognition signs via email. Tríona Cosgrave confirmed Behrends installed the recognition signage on the Dog stations and the planters. Four recognition signs remain, and Tríona Cosgrave will arrange to pick them up.
   - The HOA's water account with EPCOR has been established. An invoice was issued for the water portion, and the Community Gardens provided a cheque for their water usage. The payment exceeded the amount owing and the credit will be applied to future amounts owing.

5. **Financial Update (provided in package) –** Tríona Cosgrave
   - Tríona Cosgrave reviewed and answered questions on the 2026 Profit and Loss YTD & Budget Comparison
   - There are currently 13 properties with outstanding 2026 Fees.
   - Tríona Cosgrave reviewed and answered questions on the 2026-2030 Proforma.
   - Tríona Cosgrave confirmed the Association currently has $120,000 invested in GICs;
     - $20,000 maturing in October 2026

- $100,000 maturing in April 2027.

6. Other Business

- The Board met informally on June 17, 2026, to discuss their 2026-2027 priorities.
- Tríona Cosgrave will circulate the updated privacy & confidentiality agreement to the Board for signing.
- The Board discussed governance roles and responsibilities and reviewed the Board organizational chart.
- Tríona Cosgrave will circulate the draft meeting minutes to the Board within a week of the meeting.
- The Board unanimously approved the increase in management fees to $2600 per month, effective August 1, 2026.
- Tríona Cosgrave provided information on the association documents and the seal of the association.
- The Board will establish a working group to review the bylaws and discuss the objectives for proposed amendments. CCM will provide administrative support as requested. They will meet on August 12, from 10 am to 12 pm, to discuss the objectives and plan for successfully communicating the changes to the Community.
- The Board agreed on the date for the 2026 event as September 10, 2026 at 6-8pm. Tríona Cosgrave will circulate the plan and budget to the Board for approval.
- The Board would like to confirm if the Nellie Carlson School will be available in May 2027. Tríona Cosgrave to reach out to the school to confirm.
- The Board reviewed and approved the following Mission Statement and directed Management to update the website accordingly.
    - *At Larch Park, our Homeowners Association plays a key role in making our Southwest Edmonton neighborhood a truly exceptional place to live. We strive to connect neighbours, enhance our beautiful surroundings, and work to enhance our neighborhood*.
- Tríona Cosgrave confirmed that the insurance policies were updated to reflect the correct legal name of Larch Homeowners Association.

7. Next Meeting Date

- Thursday, October 8, 2026 @6:00 pm
- 7220 May Road NW

8. Adjournment- Dale Clark – 9:05 pm