**Terwillegar Gardens Homeowners Association**
**Board of Directors Meeting**
**October 29, 2025, at 6:30pm**
**Location: 730 Todd Landing NW**
**Meeting Minutes**

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| **Attendees:** | Sid Kuzmanovic, President | Julianna Haave, Treasurer |
| | Matt Matia, Vice President | Jennifer Nemet, Director |
| | Karen Wingnean, Secretary | Mike Chapelsky, Director |
| | | Tríona Cosgrave, Cosgrave Consulting & Management Ltd. |
| **Regrets:** | Ashish Shah,Director | |

1. **Call to order – Sid Kuzmanovic** - **6:45pm**

2. **HOA Update**– Tríona Cosgrave
   - 2025 Management Agreement
     - The Board signed the management agreement with Cosgrave Management, who have started management services starting October 2025.
     - Cosgrave Management provided an overview of services that they will be providing for the Association.
   - Maintenance
     - Cosgrave Management obtain quotes for the winter planters from VP Planters.
     - Cosgrave Management will obtain quotes for the 2026 maintenance.
   - Director update
     - Cosgrave Management confirmed the Directors will all stand for re-election at the Annual General Meeting.

3. **Financial**
   - Payable Process
     - Cosgrave Management provided an overview on the payable process.
     - The Board would like to set up electronic payments that can be created by cosgrave management and approved by 2 of the Board members.
     - Payables above $2,000 require 2 approvals.
     - Cosgrave Management will follow up with BMO and get more info from ATB.
   - Prior year Collections
     - Cosgrave Management reported that there are 37 homes currently unpaid. Cosgrave Management suggests engaging Field Law for the collections process going forward.
   - 2026 Budget
     - Cosgrave Management presented a draft budget for 2026.
     - There will be some changes circulated to the Board and approval obtained via email.
   - 2025/2026 Auditor
     - Cosgrave Management suggested that the Association change the accounting firm from Vantage to Cass & Fraser for the 2025/2026 year. They will provide a full Audit for the same price.

4. **Other Business**
   - IVRNET
     - The Board unanimously approved the implementation of the IVRNET Website, database and ecommerce.
     - Cosgrave Management will work directly with them on the new website implementation.
   - Communications
     - Cosgrave Management confirmed the Board would prefer to be communicated with their personal emails.
   - 2026 AGM
     - The Board unanimously picked a date for the 2026 AGM for April 8th at 6:30pm.

- Chimdi Azuike suggested light snacks and refreshments to encourage attendance.
- Cosgrave Management will reserve the Orchards in advance and create an Eventbrite for registration.

5. **Next Meeting Date**
   - January 15, 2026, at 12:00pm
   - TBC

6. **Adjournment – Sid Kuzmanovic - 9:00pm**