

**River's Gate Homeowners Association  
Board of Directors Meeting Minutes  
Monday January 27, 2025 @ 5:30pm  
Location: Citadel Dental, St Albert**

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**Attendees:** Christopher McNeil, President  
Kevin Climie, Secretary/Treasurer  
John Bodnar, Vice President  
Brett Smith, Vice President  
Laura Olsen, Vice President  
Jamie Yeha, Vice President  
Helder Alfonso, Vice President  
Triona Cosgrave, Manager, Cosgrave Consulting & Management

**Regrets:**

1. **Call to order** – Christopher McNeil – 5:50pm
2. **Approval of Meeting Minutes**
  - AGM Minutes – November 27, 2024
    - Motioned by John Bodnar, seconded by Kevin Climie, Approved
  - Post AGM Minutes – November 27, 2024
    - Motioned by Laura Olsen, seconded by Jamie Yeha, Approved
3. **HOA Update**– Triona Cosgrave
  - Winter Maintenance
    - Cosgrave Management confirmed the snow removal and winter maintenance is the responsibility of the County for the roads, trails and paths in the community.
    - The HOA is responsible for the path and gate area around the gate in stage 1.
  - Summer Maintenance
    - Cosgrave Management confirmed the summer maintenance is the responsibility of the County for the roads, trails and paths in the community, but the HOA will supplement as the service is not adequate.
    - This has been updated and reflected on the map and will be communicated with the community.
    - Cosgrave Management will obtain additional quotes for the 2025 season.
    - Laura Olsen reported that the garbage receptacles are overflowing and need to be emptied. Cosgrave Management will report to the county.
  - Fire Entry Feature
    - The Board has made the unanimous decision to switch the gas off at the entry feature. It will remain off until the Board has it evaluated by contractors and ensure it will operate effectively and efficiently in the future.
  - Community Planters
    - Cosgrave Management confirmed there are 2 planters remaining. 2 were stolen.
  - Fence Painting/Maintenance
    - The Board would like to get quotes for the fencing in the community for the older stages to budget for the work in the future.
  - Mulch bed top up/Maintenance
    - The Board would like to get quotes for topping up the mulch in the beds in the community.
  - Entry gate Stage 1
    - Gate operation costs and reserve will be split and separated from annual operation costs. These costs will be divided between the 45 homes in this stage.

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**4. Financial**

- 2024 P&L YTD
  - Cosgrave Management reviewed and answered questions on the 2024 P&L. There is information required from Cantiro pertaining to transactions in the 2024 year.
- 2025 P&L YTD
  - Cosgrave Management reviewed and answered questions on the 2025 P&L
- 2023 Collections
  - Cosgrave Management reported there are 4 homes in arrears.
- 2024 Collections
  - Cosgrave Management reported that there are 8 homes in arrears.
    - These remaining homes will be sent to collections.
- 2025 Collections
  - The Budget will be approved via virtual meeting on Feb 13<sup>th</sup> 2025.
  - Billing notices for 2025 annual HOA fees will be due March 1<sup>st</sup>, 2025.
  - Notices & Invoices will be electronically communicated. Paper copies will be sent to properties without email.
  - Interest to be added April 1<sup>st</sup>
  - Collections will start April 15<sup>th</sup>, 2025.
- GST
  - GST is due to be filled quarterly. Cosgrave Management will file online.
- GIC Investment
  - Cosgrave Management inquire about rates for investment of reserve funds with ATB.
- 2024 Audit
  - Cosgrave Management confirmed the 2024 Audit has started with Cass and Fraser.

**5. Other Business**

- Communications
  - The Board would like to continue with Mailchimp for communications.
  - Communication will be sent at the end of January with community updates.
  - Communication will be sent in February pertaining to the 2025 fees.
- Annual Returns
  - Cosgrave Management has filed the annual returns with the Registries, in addition to the change of address.
- Insurance
  - Cosgrave Management confirmed the policy coverages and will share the policy with the Board.
- Security Cameras
  - The Board would like to get quotes for adding some security cameras to the community.

**6. Next Meeting Date**

- Thursday February 13<sup>th</sup>, 2025, at 5:30pm
- Virtual Teams Meeting

**7. Adjournment – Christopher McNeil – 8:43pm**