

Larch Homeowners Association
AGM
November 4, 2020 @ 7:00pm
Zoom Online Meeting (Covid-19 Protocols)
AGM Meeting Minutes

1. The President of the Board of Directors, Ryan Chiew, acted as Chairperson of the Zoom meeting. The Annual General Meeting was called to Order at 7:04 p.m.
2. Ryan thanked everyone for attending. In attendance: Ryan Chiew , Emily Milner, Bryanne & Randy Tywoniuk, Ann Lam, Chris Wilkinson , Don Scheer, Jordan Davis, Lindsay Lee, Ted Byrt , Yi Lang Miao, Frank Smith, Michelle Lajoie , Ruth Collins-Nakai
3. The Chairperson asked Bryanne Tywoniuk to act as Secretary of the meeting. Bryanne recorded the Zoom meeting to transcribe the minutes.
4. The Chairperson reviewed the agenda;
 - a. Operations of the HOA
 - b. Update on the development of the multi family sites
 - c. Review of the Audited Financial Statements
 - d. Voting results by Proxy
 - e. Questions - Ryan requested if anyone have any questions throughout the meeting to please enter them into the chat box
5. Operations: Ryan spoke about the primary function of the HOA
 - a. Maintain the landscaping assets that are a part of the community - Ryan showed the map of Larch Park and started at the South end - stating that anything that is in a mulch bed, is the HOA's responsibility.
 - i. The entrance features - at the Orchard/Community Garden and across from Nellie Carlson School
 - ii. Along May Road, May Crescent and all along May Common
 - iii. Perimeter fences - decorative aluminum fences and the masonry flankage walls - originally Melcor paid to construct all the fencing and in 2018 they turned over title to the Larch Homeowners Association
 - b. Resources - Member contributions - yearly HOA fees -
 - i. landscaping maintenance is the single most important function of the fees
 - ii. HOA secured a contract in 2019 with Magenta Pro Green. (previous landscaper was LandTech) The change was made for 2 main reasons; 1 being cost-Magenta came in at ½ the price of the previous landscaper and 2; the community was not satisfied with the job that LandTech was doing. Magenta has been very open with communicating and receiving feedback from the HOA. They have been great to work with. Ryan provided information on how Magenta works in the neighborhood and their process. HOA feels the relationship is working quite nicely
6. Update on the development of the multi family sites;
 - a. Ryan reviewed the 3 multi family sites
 - i. Central Ekos, Larch 12, South Ekos
 - b. Central Ekos - Carrington Communities - developing Edge at Larch Park -
 - i. allowed a maximum of 346 units - appears to be going to be high 200's. - Ryan reviewed the plan
 - ii. First building is about 35-40% sold. \$500-700K per unit
 - iii. They will have their own condo association to take care of their internal amenities, however, each unit will also be part of the Larch Homeowners Association - all the single family units and condos will have the same class of "share" in the HOA. For example if the fees in 3 years are still \$200, each individual condo unit will be responsible for the \$200 just like the single family homes and will have the same voting rights as the single family residents.
 - iv. Commercial Space? - Carrington had indicated that they are not interested in adding any commercial space to their development - no coffee shop, no day care, etc.
 - v. Timeline - will be framing throughout the winter and finishing the stucco and exterior in the summer and then doing the interior build. - they are expecting occupancy in the Fall of 2022. for the first building to come up.
 - vi. More information can be found at edge@larchpark.ca
 - vii. Carrington provided information to Ryan Chiew that they wished him to pass along to all residents
 1. They have had some vandalism occur to some of their signs located around the neighborhood. Some of the A frame sandwich board signs have been glued together and then left laying on the ground.
 2. Flags have been slashed
 3. A drainage hose had been cut and stuffed with debris so when it rained the sump pump could not work to pump out the water in the basement.
 4. If anyone has any information about these events please contact HOA, Carrington or the Police
 - c. Larch 12 - Landmark
 - i. located south of the Edge - consisting of duplex bungalows - 12 units, triple garage, gated community.
 - ii. at the time of the meeting 2 of the 12 have been sold
 - iii. development will likely take place over 5 years
 - iv. price point starting at \$900K

- d. South Ekos - Landmark - a large multi family site - minimum 240 units - maximum 290 units
 - e. Will be a mix of town houses, duplex, triplex, and condos
 - f. Ryan reviewed the site plan - shovels in the ground by the Fall of 2021 - unsure of what they are starting
 - g. Question received: has there been discussion about compensation for loss of landscaping at the front along May Crescent?
 - i. Ryan explained there will be loss of mulch beds due to the build and will become people's driveways
 - ii. What they've talked about is taking the trees and relocating them within the development area.
 - iii. Inside the area they will maintain a lot of green areas
 - iv. reviewed the rendering of the area
7. Community Event in August 2019 - put on by the HOA.
- a. HOA hosted the community in The Orchard by the Community Garden. The HOA provided a hot dog roast with sides, drinks, live music, seating with tent covering and a large bouncy castle for young children and the young at heart.
 - b. Great turn out - 160-170 families
 - c. great volunteers!
8. Audited Financials
- a. Ryan reviewed the financials
 - i. Association Fee - 319 units x \$200 = \$63,800
 - ii. Builder Fees: a reduced first year fee on a multi family site before we are able to levy vacant land fees to the multi family sites - 2019 \$7583 relates to the Central Ekos site.
 - iii. Settlement Revenue - Melcor missed putting an encumbrance on a single family property which meant that the HOA could not collect the \$200 yearly fee so they settled on \$200 over 90 years annuity. The settlement ended up being around \$6000 approximately.
 - b. Community Event - Under budget - original plans fell through and quick arrangements were made for a bbq and bouncy castle
 - c. Bank Charges - Merchant processing fees,
 - d. General & Admin - email subscriptions for software, Google Suite,
 - i. Ryan suggested that in future the next board might propose an amendment to the bylaws to allow for digital sending of the "notice of fees" and "notice of AGM" - this was stated in effort to save costs of mailing, etc
 - e. Professional Fees - Cass & Fraser Accountants = the main difference between 2018 & 2019 is the Audit fee
 - f. Utilities - power for the entrance features lighting
 - g. Insurance - insurance will increase in 2020 - we did not know the value of the property coverage
 - h. Landscaping Maintenance - Landtec vs Magenta Progreen
 - i. Overview provided by Ryan - stating that revenues were exactly as anticipated. The settlement was made with Melcor. Expenses vs budget was approx \$28000 less. Much more straightforward this year.
9. Question: Are we looking at lowering fees because we have an excess that is proposed to go into a reserve?
- a. Ryan stated that this is a question for the incoming board
 - b. Ryan provided his thoughts being; yes there is an excess and the reality - Aluminum fencing will eventually deteriorate and will be the HOA responsibility - ex; if a fence falls over it is up to HOA to cover the cost - 20-30 years they will likely all need to have been repaired or replaced- the intention of the reserve would be to cover these types of costs. The intention of a reserve would be to have the cash to cover these large expenses.
 - c. The other item that will likely come into play and affect the fees in the future would be the two condo site - possibly 550 units and each will have the same class of voting/fee share as the single family home. By the time they are built the fee base of the HOA will increase by 100-200%. Likely then we would be looking at some type of reduction to the HOA fees.
10. Results of Voting by Proxy Solicited by Management
- a. Ryan Chiew acted as the Scrutineer for the purpose of the Annual General Meeting
 - i. The use of Society fund to maintain the mulch beds alongside the paths bordering Mactaggart Sanctuary as well as the access paths between Larch Park and the broader community as indicated on the map available at www.larchparkhoa.ca
 - 1. **Motion Carried with a 76% "FOR" - will be added to the next budget**
 - ii. Transferring \$100,000.00 from the Society's Operating Fund to a Reserve Fund for future capital replacements of repairs of Society managed assets.
 - 1. **Motion Carried: FOR**
 - iii. The setting of the total number of Directors for the Society until the next Annual General Meeting at three (3) composed of three (3) resident Directors and zero (0) Melcor Directors
 - 1. **Motion Carried: FOR**
 - iv. The election of the following resident(s) as Directors, for a one-year term, in accordance with their nomination
 - 1. **Motion Carried: FOR: Don Scheer, Emily Milner, Bryanne Tywoniuk**
 - v. That Cass & Fraser Chartered Professional Accountants be appointed as Auditor of the Society for the 220 fiscal year.
 - 1. **Motion Carried: FOR:**
11. Ryan ended the formal presentation by stating that 2019 was the first year the HOA operated without the management of Melcor.
- a. The HOA was able to reduce expenditures by choosing different auditors and a different landscaping maintenance company.

12. Ryan responded to a few questions from a residents:
 - a. What is the number of votes required to carry a motion. Ryan stated it was 65% of all proxy votes received. All motions were carried with 75% or greater.
 - b. Why only 3 Directors? - Ryan stated that only 3 residents put their name forward for volunteering for the HOA, therefore that is how that was decided.
 - c. Roles & Responsibilities going forward? Once the new board meets it will be determined amongst them
13. Ryan asked if there was any further business to transact at the Annual General Meeting of the Association. There was none.
14. At 7:50 p.m Ryan Chiewi moved that the meeting be adjourned. The Zoom meeting was adjourned.

Bryanne Tywoniuk - Vice President