

**Larch Homeowners Association
Board of Directors
Special Meeting to discuss our community garden
July 7, 2025 @ 6:30 pm
Location: Edge Meeting Room**

A quorum of 5 members was reached and the meeting opened at 6:30 pm.

Present: Carleen, Dale, Heather, Lindsay, Sharon

Regrets: Bryanne, Chad and Triona

Minutes were taken by Dale

1. Code of Conduct

Due to a disrespectful verbal incident that occurred during the June 23rd meeting, the topic of the inclusion of a code of conduct was discussed and it was recommended that a **Code of Conduct** document should be added to our agreements as Board Members.

It was agreed that our Board Meetings need to be a safe space to discuss both opportunities and challenges that we face as residents of Larch Park.

A DRAFT Code of Conduct, that was extrapolated from a trusted source, was reviewed.

Source: Goodwin & Company

<https://share.google/dGAwTzeeGPIBFaMpO>

See the attachment.

This needs to be brought forward to our September meeting as an agenda item.

2. Community Garden

The purpose of this special meeting was to discuss the advantages / disadvantages of including the Larch Park Community Garden as a part of our HOA. After discussion at our June 23rd meeting, it was decided to ensure that Lindsay's voice, as President of the Garden, was heard at a Board Meeting.

We shared the concerns that arose in the previous meeting (financial and liability questions) with Lindsay, and she was able to address many of those issues:

- i) The Garden would retain its governing structure; it would not become a new responsibility of the Board. It could be a sub-committee of the Board with a specified Garden Liaison.
- ii) The Garden presently enhances our community, it is meant to be something fun and somewhere to meet neighbors during the summer.
- iii) The City of Edmonton has stated that there will be no fees or taxes incurred under the new licence agreement (2025 – 2030).
- iv) Presently the Garden committee levies fees per plot and successfully pays all bills and improvements.

Lindsay indicated that the garden committee has no interest in becoming a separate entity and there are two possible scenarios:

- The Garden amalgamates with the HOA and continues with the present structure of governance. The HOA signs the city license and is named on the account with Epcor for water use.
- The HOA provides a signature on the licence agreement and the Garden committee maintains the status quo with Melcor forwarding the water bill.

No decisions could be made at this time as there are still questions that require research for our consideration:

- i) What does our present insurance cover (specifically the liability aspect)? Would it cover the addition of the Garden?
- ii) How are other HOA's dealing with this City of Edmonton request?
- iii) At this time, who is responsible for the fence? The HOA or the City? Will this change?

ACTION ITEMS to be shared at our September meeting:

- i) We are asking Triona to bring the requested information from our Insurer about the liability of adding this extra area.
- ii) We are asking Triona to research what other Edmonton HOA's are doing about this request. And to, please, go beyond the HOA's that you are presently representing.
- iii) We are asking Lindsay to determine (presently) who has responsibility for the fence around the Garden.
- iv) Lindsay offered to contact other Community Gardens as to how they have addressed this situation.

This item and the follow-up action items needs to be brought forward as agenda item at our September Board Meeting. It actually needs to be voted on at that time as the City is awaiting a response and the license agreement is supposed to be starting in 2025 (and runs until 2030).

3. Proforma Budget Review

A discussion began about the proforma budget review that was sent out by email after the June meeting.

It was felt that we need to choose one of the documents that was being emailed and have a discussion about the information in that budget to assist us in making informed decisions about our HOA fees for the coming fiscal year.

ACTION ITEM:

We would request that Triona use the review that she created to provide a short presentation at our September meeting. If we are all looking at the same (Triona, please make us hardcopies) document, we should be able to determine if our HOA fee is appropriate or make appropriate adjustments.

4. **Other Items:**

As a group present at this meeting, four of the five of us are brand new to this Board. We feel that it is important to appropriately fulfill our roles and responsibilities as Board Members. Our knowledge of the history of the past Boards' actions has some gaps that are causing us to have more questions.

The following questions came up and we were wondering:

- We would like to have clarification of the roles and procedures of Board Meetings. Could we have this clarification at our September meeting?
- We appreciate the role that Cosgrave Consulting has with our HOA. Is there an annual review of Cosgrave Consulting? If so, when does this usually happen? Is there a process for this? How can we help to inform this review?
- By-laws have been mentioned in meetings and there clearly is a history of which we are not fully aware. Should we be reviewing our By-laws? We understand that this is a lengthy and cumbersome job and that it would need to be a thoughtful endeavor. Perhaps, at a later meeting (not September ...), we could hear the history and decide if there needs to be a volunteer committee assigned this job.

Meeting was adjourned at 8:30 pm