

LAHPOA Board of Directors  
Meeting Agenda  
Wednesday, August 30, 7:00pm  
Lake House @ LAHP

Attendees:      Rick Gallant                      Brent Fraser                      Glenn Ruskin  
                         Jo Scott                                      Gareth Davies                      Todd Brown  
                         Les Turner – community manager

**1. Welcome & Call to Order** – Rick Gallant called the meeting to order at 6:52pm.  
Todd arrived at 7:15pm.

**2. Approval of Agenda**

**Motion:** Waiver of Liability, Lake Liner, and HP Commercial Plaza to be added to the agenda.  
Amended agenda approved by Brent. Seconded by Gareth. Carried.

**3. Approval of Previous Meeting Minutes**

**Motion:** Jo moved to accept the previous meeting minutes. Seconded by Glenn. Motion carried.

**4. Business Arising from Previous Meetings** (if not addressed within the Committee Reports)

a. ATB Signing Officers:

Work with ATB representatives has been completed to ensure all necessary documents are in place and our signing officers are current.

b. Board Conduct Agreements:

All current directors have agreed to and signed off on the Conduct Agreements.

c. Water Licence Transfer Agreement

Representatives of 2291463 Alberta Ltd (Heritage Crossing Developers) continue to work with the LAHPOA to complete the Alberta Environment water license transfer process. They are currently working with Corix and the Foothills County to finalize routing and design details for the water infrastructure system which is required for the transfer application. Their engineering contractor is drafting the details for the transfer application given their familiarity with the transfer application process.

**Action Item:** Gareth to query our auditors to confirm there are no tax implications pertaining to the revenues generated through the sale of a portion of the Water Licence.

d. Larry Spilak Memorial

Don Waldorf advises that he has not been in contact with the primary funder for some time. An update is required as this project is now over 2 years in duration. Rick reinforced with Don that this project needs to be brought to completion.

e. Rarebuilt Homes - Utility Right of Way

Rarebuilt Homes have concluded the utility tie in at the west entrance into the LAHP community.

The trench next to the new curb has been backfilled but work remains to return the turf and irrigation to original condition. Once all remediation is completed, they will hydroseed.

Divcon has been contracted by NorthStar Construction to remediate the irrigation system that was damaged during the utility tie in work. With Divcon engaged to do this work, we are confident that the irrigation system will be restored to our standards.

- f. Upper Lake Remediation: The remediation of the Upper Pond vegetation commenced on August 8. Many compliments have been received pertaining to the dramatic improvement in the Upper Pond appearance. Only one concern shared about disturbing the bird habitat.

River gravel and larger rock will be placed in 2024, along with some minor additional remediation.

Moving forward, this area will be maintained in a “natural” state but not allowed to become overgrown.

- g. Lifecycle Assessment Report: Morrison Hershfield has advised that we should be receiving the final report later this month. They have submitted their 50% complete invoice.

**Action Item:** Les to communicate to Morrison Hershfield that this document is needed for preparation of the 2024 budget, and we would therefore like it completed by the end of September.

- h. Waiver of Liability for 3<sup>rd</sup> Party Guests

**Action Item:** Refer to Richard John regarding 3<sup>rd</sup> Party Guests being allowed access.

- i. Dunbow Recreation Board Grant Intake:

The LAHPOA has submitted a grant application to the DRB requesting funds to assist in the purchase of an inflatable rowboat/zodiac, with the intention of providing a more stable fishing platform in the middle of the lake. The proposal has the LAHPOA and the DRB each funding 50% of the \$5,000 projected cost. The DRB is seeking an additional quote to accompany the quote received from Alberta Marine.

**Action Item:** Les to provide additional quotes for a Stryker 380 boat.

- j. Lake Liner:

Gareth has obtained a sample of the creek liner and confirmed it is the same material as the sample collected last month by Rick.

**Action Item:** Brent to obtain a sample of the lake liner during one of his home/landscaping renovations.

## 5. Reports

- a. Community Manager’s Report – Les Turner

- i. Bed and Garden Maintenance: Bed and Garden maintenance is now complete for the season. All that remains is ensuring our flora is properly watered. From a financial perspective, we are forecasting to come in on budget.
- ii. Irrigation: Divcon has installed a system pressure controller which appears to have dramatically improved system performance and reduced the number of stuck valve

issues. They continue to monitor our irrigation system, repairing any issues that arise. When able, Divcon staff are also adjusting and cleaning the sprinkler heads. As a result, we are not seeing as many breaks or controller issues as we have in recent years.

- iii. Turf Maintenance: NutriLawn was onsite on August 16 and 17 applying liquid herbicide to the community green spaces. They returned on August 30 to apply herbicide to the roadway gutters.

**Action Item:** Due to presence of weeds, Les to check the large un-irrigated field on the Blvd and the South Entrance as to whether these areas were missed.

- iv. Summer Staffing: We are slowly losing staff as they start to depart for their post-secondary schools. Unlike previous years, we will have sufficient staff to continue offering full hours of service through to Monday, September 4.

As per practice, all staff have been asked to complete a YE survey. Management is also meeting with all staff prior to their last shift to complete an informal exit interview.

- v. Wildlife: After one report of a badger being spotted around the Lake House, Eaglecreek Wildlife Control was contacted to trap and relocate the badger. Eaglecreek Wildlife advised that one sighting likely indicates a badger hunting for ground squirrels around the lake house. We were also informed that a badger will not burrow under a dwelling as they like solitude, they are more likely to burrow on the side of a berm. Unless there are more sightings, Eaglecreek does not believe trapping and relocating the badger is warranted.

b. Hamlet of Heritage Pointe Collaboration Group – Rick Gallant

One of the golf course HOAs received another lengthy email from a resident expressing concerns about Dunbow Road. The email contained a number of inaccurate claims and outlandish assertions. The question posed from the golf course HOA president was whether we all wanted to meet with this resident to discuss her concerns. Rick declined.

c. IT + Communications – Jo Scott

Office 365: We have been advised by our IT contractor that we will see a 6% increase on our Office 365 subscription. This rate increase will be effective September 2023.

d. Safety and Security – Todd Brown

- i. CCTV “wildlife” Cameras: During the week of August 19, the SD cards and batteries were changed on the 4 wildlife cameras.
- ii. Entrance Cameras: Follow up discussions with Convergent and Delco Security occurred with a focus on nighttime license plate/vehicle information data capture. Although updated proposals have not been received, below is a summary of items discussed:

**Convergent:**

Confirming whether the Axis Camera can read license plates at night with the built in IR Lighting capability. Was advised additional IR lighting is only needed to increase the range of the cameras.

- Images captured are only stored on each camera's data card and accessed through companion software. This makes the data vulnerable if someone steals the camera. For better security reasons it is best to automatically upload data to the Cloud or existing Lake House external hard drive. Convergent to add this feature to their proposal.
- The power requirement for each camera is a maximum of 13 Watts (26 watts total). 120v connection ideal.
- Convergent will provide an annual maintenance contract option to inspect, maintain, and reposition the cameras.

**Delco Security:**

- Confirmed the AutoVu Clouddriver will not work for nighttime image capture and therefore is not an option – even with improved lighting.
- AutoVu SHARPV camera was recommended as it is equipped for nighttime imaging.
- Delco is working with the supplier on an updated cost and proposal for these cameras.
- They will operate off solar BUT 120 v power preferred. Load is 37 watts per camera (74 watts total)

**Fortis & West Entrance Power:**

Fortis has been contacted regarding the installation of a 3 KW load (minimum application size) at the west entrance. **Service Application number 500116346.** A project planner is scoping options to connect to either the underground service at nearby homes or the powerline West of Pine Creek Road. We discussed the option to tie into the street light power already present. Due to the actual projected load (74 watts) he will pursue the streetlight with the other options. Fortis expressed a concern with the underground boring that would be involved.

e. Events Committee – Jo Scott

- i. Summer Day Camps: A total of 43 residents and grandchildren of residents participated in our 3 half-day day camps. Participants, parents, grandparents, and staff all expressed appreciation for this event.

For 2024, we will evaluate the possibility of offering two half-day camps and two full day camps: subject to staffing and other considerations.

- ii. Summer Programming: Summer programming by the seasonal staff was hit and miss. Some, like cookie decorating, were very successful (26 attendees) and others like poker night and talent show were cancelled due to lack of registrations. For 2024 we may look at offering fewer programs and putting our efforts into making these programs bigger and better.
- iii. Wine & Paint Night: This program continues to be well attended, with 12 participants attending on August 20.
- iv. Golf Tournament: A recreational golf tournament is planned for the community on Thursday, September 24. The golf and dinner will take place at the Turner Valley GC.

Registration deadline is August 30 as we need to confirm numbers with the golf course before month end.

- v. Bourbon Tasting: Due to a lack of registrations, likely due to timing, this event has been rescheduled to Friday, November 24.
- vi. Wine Tasting: Following a successful Wines of France wine tasting event on May 18, plans are already in place to have a second event on October 19, 2023.

f. Architectural Guidelines – Brent Fraser

- i. 120 H Cove: installation of solar panels
- ii. 60 HL Drive: exterior painting in dark grey with off white trim.
- iii. 96 HL Blvd: resurfacing of deck and installation of stairwell leading from deck to the ground.
- iv. 172 HL Blvd: replacement of existing ground level deck.
- v. 108 HL Shores: exterior painting using off-white with black trim.
- vi. 50 HL Terrace: installation of a polycarbonate garden shed.
- vii. 168 HL Drive: adding additional rip rap on top of existing rip rap.
- viii. 161 HL Blvd: installation of a hot tub and replacement of rear deck railings. Replace front door.

g. Playground Committee – Jo Scott

- i. We have been advised by Alberta Culture that our \$125,000 CFEP application for the Isle Playground replacement project was successful. With these funds in place, we are now able to move forward with the Isle Playground Replacement project.

To hold the originally quoted price of \$202,745 for the playground equipment, full payment is due by September 30, 2023.

To hold the installation and surface material (wood fibre and poured in place rubber) costs at the original quoted price of \$100,165, a 50% deposit of \$50,082.50 is required by September 30, 2023. The remaining 50% would be due at the time of installation.

To purchase the playground equipment in 2023 will require the LAHPOA to take possession of the equipment in 2023 and store it until installation in the Spring of 2024. Jarvis Industries has offered their storage compound where we could store the equipment outside. The additional cost of unloading, reloading, and transferring the equipment to the Isle will need to be incurred, but this cost will certainly be significantly lower than purchasing the equipment in 2024 dollars.

To delay payment will see a delay in delivery of equipment & installation and an increase in pricing.

**Action Item:** Board approval is requested to pay \$202,745 for full payment of the playground equipment and a 50% deposit of \$50,082.50 for the installation and surface material costs. Payments are due by September 30, 2023.

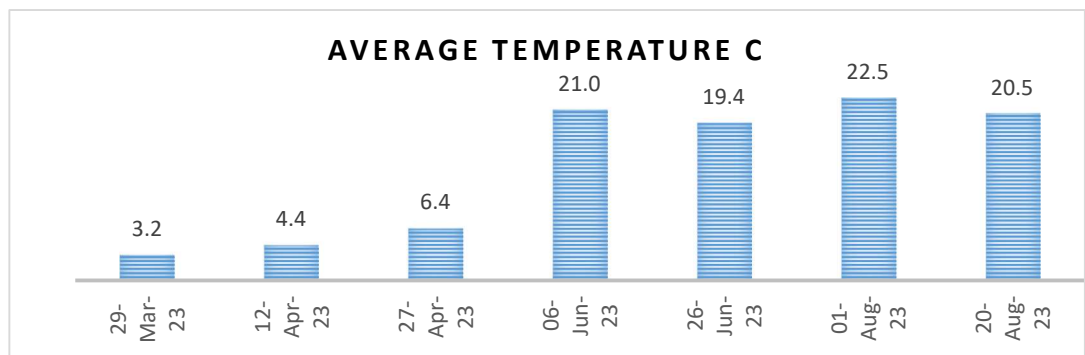
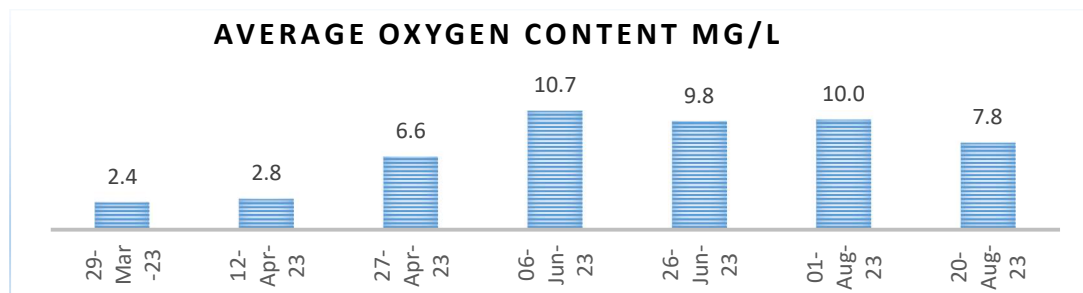
**Motion:** Jo moves that the Board approve to pay \$202,745 for full payment of the playground equipment and a 50% deposit of \$50,082.50 for the installation and surface material costs. Payments are due by September 30, 2023. Seconded by Todd. Carried.

- ii. The Dunbow Recreation Board has been notified that our CFEP application was successful and that our project is moving forward and have been requested to forward their \$25,000 grant.
- iii. Once an installation date has been determined, we will:
  - Transport the playground from Jarvis Industries to the Heritage Isle site.
  - Rally the community seeking volunteers to disassemble the existing playground.
  - Prepare the surface for the new playground.
  - Construct the new playground using community volunteers (under the supervision of a qualified playground installer supplied by the playground supplier, GDI Design).
  - Apply an Engineered Wood Fibre surface and a poured in place rubber surface.
  - Celebrate the new playground with a community ribbon cutting ceremony and bbq.

**Action Item:** Les to develop a plan for demolition, site preparation and installation with Canadian Recreation Solutions, Rock Creek Builders, and Divcon.

h. Water Committee – Glenn Ruskin

i. Oxygen and Temperature Readings



Oxygen is trending lower due to presence of algae blooms. As per Max, with Smoky Trout Farms, this is normal as algae will prosper off of the warm water and phosphorous. We should expect to see this until the end of September with levels starting to rise again until the aeration system is decommissioned for the winter.

5-10 mg/l is considered to be a healthy lake.

A water temperature greater than 23C is considered to be stressful for the fish.

- ii. Water Clarity Testing: The following readings were obtained using a Secchi Guage, which is lowered into the water and when the dial can no longer be seen, the depth is recorded.

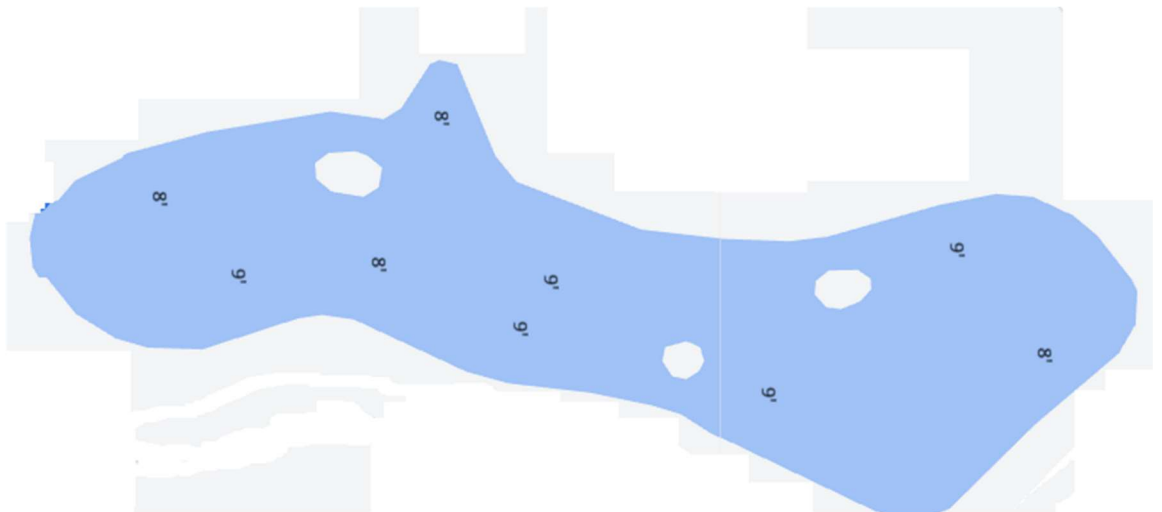
Date: Wednesday, August 16, 2023  
Time: 9:20am  
Air Temperature: 21C  
Wind: calm  
Sunny



To not churn up the water, the testing was done in the canoe.

Additional testing to be done every two weeks until the middle of October.

All data to be charted.



- iii. Enterococcus: Readings from the weekly AHS water testing. Enterococcus by qPCR Results of <1280 CCE per 100ml means acceptable water quality.
  - July 24: 520 CCE
  - July 31: 705 CCE
  - August 7: n/a stat holiday
  - August 14: 1236 CCE
  - August 21: 154
- iv. Biologics: The last application of biologics is scheduled for September 1. Discussion occurred regarding whether additional water clarity could be found through additional biologic applications. Les/Glenn to consult with Max and to consider this possibility for next year's budget.
- v. Water Level: Corix had been requested to provide 30,000 m3 of raw water to the lake. As of last billing (July), we had received just under 5,000 m3. The current water level as of August 30 is 520 mm (our agreed acceptable range is 200 mm to 480 mm). Corix was requested to curtail pumping immediately. We expect we have only received about 25,000 m3 this year so far. If we decide we need any additional water, it will need to be requested before Corix mothballs their raw water system for the winter at the end of September.
- vi. Migratory Bird Management
  - Geese: We have received a few complaints from lakeside residents pertaining to the quantity of goose poop being left by the resident goose family that we missed with our Spring Egg Relocation program.
  - Egg Relocation Report: The following data has been received by Environment Canada, which is a requirement of our egg relocation license.

<u>Date</u>	<u># Eggs</u>	<u>Location</u>
27-Apr-23	6	North Island
	6	Central Island
	14	South Island
7-May-23	-	North Island
	-	Central Island
	1	South Island
15-May-23	-	North Island
	7	Central Island
	-	South Island
19-May-23	-	North Island
	2	Central Island
	-	South Island
<b>TOTAL</b>	<b>36</b>	<b>TOTAL</b>



- vii. Fish: The fish continue to appear robust and healthy. Glenn is planning a restocking in mid-September, using Reister's remaining brown trout inventory.
- viii. Lake House/Beach: The summer season will be concluding on Monday, September 4. Staff have been asked for their feedback, with information gleaned to date suggesting that we open on weekends earlier than Father's Day weekend and shorten our summer days from 8:30am-9:30pm to 9:30am to 8:30pm. Rationale from the staff is based on the number of residents utilizing the facility during these slower hours.
- i. Treasurer's Report – Gareth Davies
  - i. A 2<sup>nd</sup> Quarter Report was not presented at the July Board meeting, and it was agreed that one would be issued end-July instead. This report is as follows:

Since the last Board meeting, Carey has provided Gareth with a compilation of spreadsheets containing all the key financial data and formulae that he previously used for his quarterly reports and annual budgets.

Additionally, Carey, Les and Gareth met on August 25 to review the various financial processes that had been previously used. A few changes were agreed to in order to:

- reduce duplication of effort
- employ fewer financial spreadsheets to reduce complexity.
- better leverage Les' financial skills, and
- clarify monthly financial interfaces between Les and Gareth
- ii. July Financial Statements
  - Balance Sheet
  - Income Statement
  - YE Projection
- iii. Past Due Invoices: One resident continues to have their HOA fees outstanding. If not paid by end of August, Bridgeland Law will be sending a final demand letter. In the meantime, late payment interest fees continue to be incurred.

## 6.0 New Business

### a. Insurance - Gareth:

An introductory meeting was held on August 11 between Gareth and Neil Hogg. A more detailed meeting will occur in November when we review our 2024 policy coverage. The following items arose from the August 11 meeting:

#### Background:

- We are part of the Federation of Calgary Communities insurance program, instigated by the City of Calgary in the 1980's.
- Insurer is Northbridge. Many other insurers have vacated the not-for-profit space or have added a variety of exclusions to their policies.
- The program is currently used by 150 Calgary communities and 90 other Alberta not-for-profits. Very good bargaining power for rates as a large group.

- The coverages offered meet or exceed the City's requirements.
  - We subscribe to every coverage offered by the program; we select our own coverage amounts and deductibles.
  - While we have been enrolled in this program since 2011, Neil can't recall any claims.
  - Our coverage is spread over four policies. Every policy for every group expires December 1 each year.
- i. Commercial Package (\$12,871/year):
- \$5 million primary coverage
  - Lake House and garage should be appraised every 3-5 years to validate the coverage amount. This is standard for commercial buildings, unlike residential coverage for which values are formula-based. Our last appraisal was February 2022. We can expect a premium increase for the buildings next year.
  - Our equipment and watercraft are itemized in the policy and are covered at their replacement (i.e. depreciated) values. We should provide Neil with updated lists c/w current values 4Q of each year. \$5,000 deductible.
  - Do we want to add equipment breakdown coverage for our aeration pumps? Someone brought up this topic with Neil in the past.
  - Our existing liquor liability coverage under this policy is appropriate for an event where liquor is an adjunct [or simply tasted], but we should consider purchasing one-off liquor insurance coverage for an event for which liquor is a central feature with ongoing drinking. Contact Neil for case-by-case guidance.
  - "No lifeguard on duty" and similar signage is an effective way to limit HOA liability for the lake.
  - "Abuse & Molestation" coverage is \$250k. Communities that increase children's programs often raise this coverage amount. Did we consider this for 2023?
- ii. Commercial Umbrella policy (\$2,700/year):
- Provides an additional \$5 million above the Commercial Package under certain conditions.
  - Is added primarily for the lake.
- iii. Directors & Officers policy (\$1,250/year):
- \$5 million coverage, no deductible. Premium is fixed for 3 years.
  - Alternative would be \$2 million coverage for \$625/year.
  - Our coverage is high, but the premium is low.
- iv. Automobile policy (\$736/year):
- Required for the snowmobile because it has a license plate. Otherwise, it would be included with the equipment covered by the Commercial package.
  - Need to register each driver with Toole Peet, currently this is Les & Rick.
  - The Kubota is covered through the Comprehensive policy.

Lake containment systems:

- The lake and upper pond containment systems are not currently covered.
- Any such coverage would be only for an incident and would have exclusions; it would not cover normal wear & tear, leakage, etc.

- Some lake communities/organisations do have coverage, but most don't.
- Coverage cost would be approximately 0.4%/year of insured value e.g. \$400 premium for \$100k coverage.

Cybersecurity:

- New policy will be offered for next year at a rate of ~ \$350/yr
- Most common issues are data and website ransomware, and electronic funds transfer fraud.

The Board agreed our current coverage is appropriate as it was all reviewed as part of last year's renewal. The Board will review again in November as part of the 2024 renewal process.

b. Heritage Pointe Commercial Plaza

Realtors are looking to lease/sell one large (or two smaller) commercial units in the Heritage Pointe commercial plaza. With three tentative deals falling through of late, they are having a difficult time leasing/selling this unit(s).

As a result, the realtors have reached out to the LAHPOA seeking input as to what stores/services we may want in these unit(s). The realtors would then pursue these recommendations. The Board had no input to provide.

c. Mileage Compensation:

Gareth indicated he thought our mileage compensation rate for personal vehicle use was very low. Based on the current Revenue Canada taxable benefit limit for this item, the Board agreed the rate should be increased to a more competitive rate.

**Motion:** Gareth moves that the LAHPOA increase the mileage compensation fee to 65c/km, effective September 1, 2023. Seconded by Jo. Carried.

## 7. In Camera Session

## 8. Next Meeting:

Wednesday, September 27  
7pm-9:30pm @ the Lake House

## 9. Adjournment

The meeting was adjourned at 8:55pm