



LAHPOA Board of Directors
Meeting Minutes
Wednesday, March 29, 7:00pm
Lake House @ LAHP

Attendees: Rick Gallant – chair & secretary Les Turner – community manager
Glenn Ruskin – vice chair, water committee
Jim Chuey – safety/security
Carey Donkervoort – treasurer
Jo Scott – IT, communications, playground, events

Regrets: Brent Fraser – architectural/landscaping

1. **Call to Order & Welcome:**

- a. Rick Gallant welcomed everyone and called the meeting to order at 6:55pm.
- b. Brent Fraser sends his regrets.
- c. Trevor Yeaman has resigned from the Board due to other commitments, effective immediately.

2. **Approval of Agenda:**

Jo/Glenn. Carried.

3. **Approval of Previous Meeting Minutes:**

Jim/Jo. Carried.

4. **Business Arising from Previous Meeting**

a. Annual General Meeting:

The Annual General Meeting of the Lake at Heritage Pointe Owners Association is confirmed to be:

Wednesday, June 21 @ 5:00pm
Cottonwood Golf and Country Club

The Island Banquet venue at the Cottonwood Gold and Country Club has been secured for the AGM, at a cost of \$1000.

b. Water Licence

LAHPOA legal counsel has reviewed the proposed Water License Transfer Agreement drafted by the Heritage Crossing developers. They have proposed a payment process to ensure both parties are protected through the transfer and payment process and some contract language and wording changes for the agreement.

Legal counsel for Heritage Crossing is currently reviewing the contract amendments.

Once both parties are comfortable with the final wording in the agreement, Rick and Carey will execute the agreement.

Rick and Les will begin work on the transfer application with AEP.

c. Larry Spilak Memorial

There is no update to share.

d. Rarebuilt Homes – Utility Right of Way

Rarebuilt Homes, the developer of Pine Springs, is seeking authorization from the LAHPOA to allow a utility right of way through LAHP community lands. Following a review by legal counsel, the LAHPOA has been advised that the proposed \$1.00 compensation would not normally be acceptable compensation as the lands used will no longer be available to the community for future development.

After researching land costs, Rarebuilt Homes has been advised that access will be granted providing the community is compensated \$20,000. Rarebuilt Homes has advised the LAHPOA that they are discussing the counterproposal and will advise. To date, there has been no further correspondence from Rarebuilt Homes.

5. Reports

a. Community Manager's Report – Les Turner

- i. Lake House decorative LED lights: We believe we have sourced replacement modules for the non-functioning decorative LED lights that wrap around the Lake House. Once the replacement modules are delivered (late March), Divcon will replace one lower-level module as a test. If this test is successful, then Divcon will rent a bucket lift and replace all 8 modules that are non-functioning. If the test is unsuccessful, we will return the LED modules and seek a different solution.
- ii. Weed and Fertilizer RFP: An RFP was distributed to 8 reputable herbicide application firms with only two submitting proposals before the March 24 deadline. The scope of work is to have the vendor fertilize and apply weed control on all community greenspaces once in spring, once in summer and once in the fall.

A full comparison of previous costs versus proposed costs was provided to all directors prior to the March 29 board meeting.

Action: Les to seek additional quotes as two submissions are not sufficient to make an informed decision.

- iii. Fire Works Permit: An application to have a Fireworks Celebration on July 1, was submitted to the Foothills County on January 25. To date, the County has not replied to our application.

Action: Les to follow up with the County to ascertain where our application is at.

- iv. Lake House Rentals: We were pleased to host the Foothills Philharmonic as a short-term renter, while their regular practice venue was being renovated. No fee was charged for the time used, as we are negotiating to have the Philharmonic return to possibly entertain at our Mother's Day Tea or a spring Concert in the Park.

- v. Cross Country Ski Tracks: Tracks were set several times following the heavy snowfall received in early March. We have seen minimal signs of skiers using the ski tracks. As the season concludes, our neighbours in Davisburg and Norris Coulee have not reached out requesting that we assist in setting tracks in their communities.
 - vi. Lifejackets: We have budgeted to replenish our lifejacket inventory in the spring. However, we were advised by a former LAHP summer staff member that the town of High River was disposing of new lifejackets that they were no longer in need of. As a result, we purchased 10 new lifejackets at a discounted price of \$10/per vs our budgeted price of \$32/per.
- b. Hamlet of Heritage Pointe Collaboration Group – Rick Gallant
 - i. Nothing to report.
 - c. IT + Communications – Jo Scott
 - i. Nothing to report.
 - d. Safety and Security – Jim Chuey
 - i. Lake Ice Thickness: The ice thickness is still more than sufficient (8"+) to provide safe usage. With the warmer weather, we are starting to see the lake surface melting during the day and the top layer refreezing at night. This cycle is creating a poor skating surface and the ice-skating surfaces are no longer being maintained.

Action: Once the temporary aeration fountain system is operational, the lake will be closed for the winter season.

- ii. CCTV Cameras: Two cameras were “frozen” and no longer working. During the March PM inspection by GateWorks, these two cameras were repaired.
- iii. Security Initiatives Committee: On March 14, a meeting took place between Neil & Marie Wallace, Rick, and Carey to address concerns regarding the security committee’s efforts, along with other board related issues. For the security committee, the outcome was that all 12 alternatives would continue to be progressed (largely in proposal form at this time) and that Neil and Marie would rejoin the team. It was also agreed that an open house would be arranged for late April. It was also agreed that Rick would attend the next security team meeting to provide additional BOD related perspectives including additional information on two alternative projects (Entrance Gates and License Plate Recognition System).

The Security Initiatives Committee meeting took place on March 23 with Neil & Marie Wallace and Rick in attendance. Rick provided a summary of the BOD’s responsibilities and perspectives and appreciation to the Committee for their dedication in researching alternative security measures. In addition, Rick provided historical context on entrance gates and cameras.

The Committee reviewed high level summaries of six alternative security measures and assigned leaders to the remaining measures. An overview of all Alternative Security Measures is shown in Appendix B.

- **Action:** A tentative date of April 26 has been chosen for a Security Initiatives Open House. Les to advise Security Committee members to hold this date.

e. Lifecycle Assessment – Les Turner

- i. The Life Cycle Assessment update is on hold, waiting for the snow to melt so that the final onsite inspections can be completed..

f. Events Committee – Jo Scott

- i. Easter “Egg”stravaganza: Sunday, April 9
\$550 worth of sponsorships received from Brittany Zimmerman Realty and Canyon Plumbing and Heating. Boston Pizza has also come onboard with sponsorship of product and gift certificates. Participants are asked to sign up for 1 of six 30-minute time slots, which are set to allow a maximum of 12 participants per egg hunt and craft time.
- ii. Wine & Paint Night: Thursday, April 20
- iii. Cake Decorating: April 27. A new, cost-neutral, program requested by residents, who will also take on the leadership in the delivery of this program.
- iv. Mother’s Day Tea: Saturday, May 13. Trevor Yeaman has volunteered to assist with the preliminary planning.
- v. Wine Tasting: Thursday, May 18. A cost neutral program. Theme: Wines from France. Further details to be determined. We are talking to three companies pertaining to who is best versed lead this event.
- vi. Mike Nieman’s Parade of Garage Sale: Saturday, May 27
- vii. 2nd Annual Show and Shine: June 10. A cost neutral program, including beer gardens and barbeque. Sponsored by “The Stash, Luxury Garage”

g. Architectural Guidelines – Brent Fraser

- i. A reminder PSA will be sent to all residents in early April, reminding anyone looking at home/yard renovations that they have an obligation to obtain approval from the LAHPOA before proceeding with any renovations.

Additional spring reminders will be distributed at the same time including a reminder on picking up dog waste, storing waste/recycling bins out of site, not parking RV’s/boats on driveways, etc.

- ii. 52 HL Drive: replace windows and repaint stucco borders with dark grey or brown earthtone colors.

h. Playground Committee – Jo Scott

- i. CFEP has advised that we should receive notification in July as to whether our grant application was successful or not.

- ii. **Action:** Les to inquire with the supplier as to how quickly the playground can be delivered once it has been ordered.

j. Water Committee – Glenn Ruskin

- i. Summer Lake Biologics: A review of our historical lake biologic applications reflects that the 2023 prescription plan is in line with the 2022 plan.

Cost for the 2023 product reflects a \$679 price increase over 2022, which is primarily the result of not having leftover stock on hand. Prices have increased as per the following:

Polar Blend price up \$10/30lb pail	4 pails required
Muckbiotic price up \$30/30lb pail	6 pails required
Pondzilla price up \$10/gallon	5 gallons required

With a fair comparison from Smoky Trout’s 2023 proposal to 2022 historical, we will be proceeding with Smoky Trout’s 2023 prescription plan.

Action: Les to order 2023 biologics from Smoky Trout.

- ii. Water Testing: Jim, Rick, and Les spent a couple of hours on March 29 testing the lake water in 9 different locations. The data captured reflects very low oxygen levels; with a high of 18.5% and a low of 1%. The average at the surface is 16% and the average O2 at the bottom is 3.5%.

Action Items:

- Proceed immediately with a temporary aeration solution, in three locations, as per Smoky Trout’s recommendation.
- Close access to the Lake and provide the community with the appropriate communications.
- Investigate aeration options for winter 2023/24.
- Glenn to communicate situation and plans to the Water Committee

- iii. Water Committee Meeting: It is time, once again, to reconvene the Water Committee.

Action: Glenn to call a Water Committee meeting for April.

k. Treasurer Report – Carey Donkervoort

- i. 2023 Annual LAHPOA invoices:
 - 477 homeowners have paid their 2023 fees in full.
 - 10 files have been forwarded to our legal counsel, with 3 paid to date.
 - 3 residents have been approved for a delayed payment plan with commensurate interest.
 - Late Payment Interest Invoices: 32 invoices have been distributed, with payments trickling in.

- ii. HOA Collections of Delinquent Accounts Policy: To reflect the direction the Board has laid out for the collection of HOA fees in 2023, the LAHP Collection of Delinquent Account Policy requires updating and approval. See Appendix A.

Motion: To accept the amended LAHPOA Collection of Delinquent Accounts Policy.
Rick/Jo. Carried.

- iii. February Financial Statements: The February 2023 variance reports are circulated under a separate report.
- iv. 2022 Year End Audit: Statements are in draft form, and we should have finalized copies for our April board meeting.
- v. Alberta Society's Act Annual Report: The 2022/23 annual report for the Society's Act has been completed and submitted.

6. New Business

a. Board of Directors Competency Matrix

It is a customary best practice for Boards to develop a competency matrix as part of their nomination process for new Directors. Although the LAHPOA does not actually undertake a rigorous nomination process for its directors, given the maturity of the organization's Board and recruitment process, it is still a good idea to understand the kinds of skills that should be retained on the Board. Rick undertook to develop a simple matrix to capture the competencies currently required on the Board and has surveyed Board members to help populate the matrix with their respective skills. This will be a helpful guide as we look to recruit new Board members in the future.

The Matrix can be found in Appendix C of this report package.

Action: If need be, directors are asked to update their competencies with Rick.

b. Meeting with Neil and Marie Wallace

Rick and Carey met with Neil and Marie Wallace to discuss their concerns with how LAHPOA funds are managed between the Reserve and Operating Funds and to discuss their proposals to introduce a budget approval process into the LAHPOA bylaws as well as a requirement for 4 annual meetings with residents.

At the end of the discussion, Neil and Marie agreed to withdraw their request for the bylaw changes and to have a follow-up meeting with Carey to further the discussion on how LAHPOA funds are managed.

It was also agreed that Rick would attend the next Security Committee meeting to clarify the Board's input to the committee and to provide some historical perspective on the committee's initiatives.

As a follow-up to the discussion, Rick and Carey agreed that it would be a good process upgrade to include the annual budget in residents' annual invoice packages in January and to ask Neil if he would be interested in joining the Life Cycle (Reserve Fund) Committee.

c. Waste Removal:

Approximately once a month, we are advised by T&T Disposals that the residents of #80 Shores are non-compliant with their waste bins. Issues range from improper sorting, overflowing bins, extra bags left on the curb and/or not having their bins at the curb on time.

Action: Rick to draft a warning letter that could be distributed to problematic residents if they do not comply with waste collection guidelines. The letter will reflect that we will remove waste collection services from these residences and refund the waste removal costs captured in their HOA fees.

7. In Camera Session

8. **Next Meeting:** Monday, April 24 7pm-9pm @ the Lake House

9. **Adjournment:** Rick adjourned the meeting at 8:45pm