



LAHPOA Board of Directors
Meeting Minutes
Thursday, March 24, 2022 7:00pm
Lake House @ LAHP

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

1. Call to Order & Welcome

Rick called the meeting to order at 7:00pm

2. Approval of Agenda

Amendment: Bylaws, Insurance Valuation of the Lake House and AGM added to New Business on the Agenda.

Motion: Rick moved to accept the March 24, 2022 meeting agenda as amended. Seconded by Jim. Motion carried.

3. Approval of Previous Meeting Minutes

Motion: Glenn moved to accept the February 28, 2022 meeting minutes as presented. Seconded by Jo. Motion carried.

4. Business Arising from Previous Meeting

a. Gate Works:

GateWorks and Divcon were onsite March 1 to upgrade the NW entrance cameras and gates 5 and 6 access control systems. The work was completed on March 4 with all upgrades performing well.

GateWorks are looking into lowering the NW cameras to get a better angle for license plates. We need to ensure they are not too low such that it facilitates vandalism.

The monthly preventative maintenance program began on March 21, recording of all battery levels, pushing all upgrades through the card readers, testing, and adjusting solar panels (if necessary).

Stress testing on the new NW camera poles shows some sway but data suggests that they will sustain 90km winds. The concern is that the solar panel may hit the light standard in a strong wind, which may require a cross member being installed to maintain separation between the two.

b. Cross Country Ski Track Setting:

We reached out to Norris Coulee and Davisburg with an expression of interest to work together on cross country track setting in District 6. Both communities were to canvas their respective communities as to their interest but we have yet to hear back from them. No further action on purchasing a utility trailer or other logistical planning until we hear back from

either community. With winter behind us, no action on this initiative is expected until next year.

c. Canada Post Mailboxes:

Canada Post was on site on March 2 to review the new mailbox installation and to assess options for additional security measures. They indicated cameras were likely of little benefit as the thieves are smart enough to ensure their faces are well covered given the commercial property is already well covered with CCTV cameras.

They discussed rotating the mailboxes 90 degrees, but it was agreed that this option would be expensive and provide minimal improvement.

It was agreed that we would install 3 motion activated flood lights and CCTV cameras on the shelter. Cost for the lights and cameras should not exceed \$600.

d. Dunbow Recreation Board grant application:

Rick presented our Playground Grant Application to the DRB on March 7. We were advised following the meeting that our request of \$25,000 was passed unanimously. The DRB expressed their appreciation for the detailed presentation and application.

Letters of commitment will be forthcoming to be attached to our CFEP funding, which can be used for matching funds along with a second letter confirming that if our project is scaled back, the DRB will still donate the \$25,000 for the playground.

e. Insurance – Valuation of the Lake House:

We have formally accepted our underwriter's proposal to lower our insurance replacement coverage on the Lake House to \$871,408. This value is based on the recent valuation completed by Precise Valuations. The premium will be reduced with a refund credit of \$1,537 forthcoming.

f. Society Bylaws:

Our amended bylaws have been submitted to Alberta Registries and we await their review and reply.

g. AGM:

A survey was circulated to the community inquiring as to their preference for an "in-person" or "virtual" AGM on Tuesday, June 7. We received responses from 213 residents with 69% preferring a virtual AGM and 31% preferring to attend in-person. We will be moving forward with the plans to have a virtual AGM with the ability to have attendees submit real-time questions to the moderator.

Action Item: Les to move forward with developing AGM logistics for voting mechanisms, registration of voters, collection of proxy votes, submission of real-time questions, and efficient presentation of reports.

h. Inflatable Play Structures on the Lake: Jim Chuey

Jim provided history on how the community deals with inflatable play structures on the HP Lake. There is currently no application process, just a requirement to provide a liability waiver and indemnification certificate.

Jim is proposing that we introduce an application process and limit size for water play structures and to increase awareness of the susceptibility of damaging the lake liner.

The following questions/comments are to be addressed within the application process:

- Specify the need for the LAHPOA to be added as an “additionally insured”
- Anchoring guidelines to be shared with the reference to tethering to be removed. Anchoring/tethering can be confirmed during the application process.
- Dates that water play structures can be on the lake are from June 1 to September 15

Motion: Jim moves to adopt an application process for any resident wishing to place a water play structure on the lake. Seconded by Glenn. Motion carried

Action Item: Jim to update the draft terms of the proposed application process.

Action Item: Les to include the water play structure application process in the Lake Residents flyer that is to be circulated prior to summer season.

5. Reports

a. Community Manager’s Report – Les Turner

- i. Programs/Special Events: We are prepared for the implementation of the following Programs/ Special Events.
 - **55+ Social** is offered every Thursday in the LH from 1-3pm. 7 residents attended the first event and 7 attended the St Patrick’s Day social. Feedback has been positive from those attending.
 - **Family Games Night:** 7-9pm, Friday, March 25 and Friday, April 22
 - **Community Artisan’s Market:** 10am-3pm, April 16. All tables upstairs have been sold with some tables available in the Children Only Zone (lower level) still available. Willows Coffee has come on board as a sponsor of this event. All proceeds will be donated to Made by Momma, a charity that helps families facing situations of adversity and crisis by providing healthy prepared freezer meals, wholesome baked goods, baby essentials, children’s items, supportive in-home visitors, and other services to allow mothers the time they need to rest, recover, and focus on their families and their health.
 - **Easter Egg Hunt:** 11am-1:00pm, April 17. Crafts, easter egg hunt, guess the jelly bunny contest, and a visit from the Easter Bunny. Brittney Zimmerman, a local realtor, will be co-sponsoring this event.
 - **Show and Shine:** A no-cost community show and shine in the LH parking lot planned for the spring whereby residents can bring in their exotic, antique or

stock cars to “show off” to the community. We will explore the possibility of having a cost-neutral BBQ and beer garden in conjunction with this event.

- **Mini Farmer’s Market:** Jo and Les will be working with local vendors to be set up at the LH parking lot selling wares that may be of interest to the community (eg: Hutterite produce, baking, meats, etc.)
 - **Spring Clean Up:** It was agreed that due to past abuse, and their aesthetically objectionable nature, there is no interest in bringing in large organic or household waste dumpsters this spring.
 - **Stampede Breakfast** Les to start booking equipment and supplies and reaching out to past and future sponsors. The Stampede Breakfast is held traditionally on the first Saturday of Stampede Week (July 9, 2022)
 - **Parade of Garage Sales:** The (almost) annual Mike Niemans Parade of Garage Sales is scheduled for Saturday, May 28
 - **Community Photo Contest / Boulevard Banners:** Postponed.
- ii. Lake House Rentals: Rentals have commenced with bookings extended into late July. A call out to our part-time staff to work these events is yielding a poor response.
- iii. T&T bins: We have placed an order to replenish our waste, recycle and compost inventory. After consulting with T&T, we ordered 24 blue bins, 36 black bins and 36 green bins. All bins will have a high-quality sticker of our logo, rather than the more expensive heat stamped logo. This purchase comes in just under our \$8000 budget.
- Action Item:** Les to quantify how many bins are repairable versus how many have been destroyed beyond repair.
- iv. Kayaks: A detailed analysis of 8 suppliers was compiled looking at 9 criteria we required for our kayaks. This summary was shared and approved by Rick and Carey. After this recommendation was approved, our preferred singles kayak came on sale at Canadian Tire. We took advantage of an early spring sale and purchased 5 single kayaks. Two tandem kayaks and paddles are still to be purchased and we will come in under our \$5000 budget. There may be a need to build a new rack to keep the new kayaks off the ground.
- v. Society’s Act Annual Report: We have received notice to submit our Society’s Act Annual Report. We have 6 months to complete this mandatory report, so it has been placed in the task queue. Just waiting on the acceptance of the 2021 audited year end statements.
- vi. Summer Staff: Advertising for summer employment will commence in mid-April, thereby allowing sufficient time to receive and review applications prior to interviews. Staff training is scheduled to commence on June 13 with the beach opening June 18.

- b. Hamlet of Heritage Pointe Stewardship Group – Rick Gallant
No new meetings of the group have occurred and nothing new to report. The next scheduled meeting is March 31. Agenda items include a review of the new development applications in our area by MD staff, an update on the Dunbow road traffic study and potential upgrades by Don Waldorf and an update on advocacy by the “Artesia Concerned Citizens Group” regarding Deerfoot Trail noise.
- c. Safety and Security – Jim Chuey
 - i. The first PM inspection by Gate Works was completed on March 21 (see Old Business)
 - ii. The end of season ice inspection that was completed on March 21 was presented at the Board meeting. Due to melting ice along the shores, the decision was made to close the lake on March 23. The flags have been changed (from green to red) and the marquee signs have been updated with this message.
- d. IT + Communications – Jo Scott
 - i. Will be posting the approved Architectural Standards & Landscaping Guidelines and developing an online form so that residents can submit their requests directly from the website. The online link to have the requests auto submitted is up and operational but does require some fine tuning.
- e. Architectural Guidelines – Brent Fraser
 - i. Renovation Application: 195 Heritage Lake Drive has submitted plans to add a bonus room over the garage. All materials proposed to match existing finishes. Plans have been circulated to the board under separate email, to which the Board has approved the application.
 - ii. **Action Item:** Prior to spring, all lakeside residents will receive a flyer reminding them of the architectural and landscape requirements and any other rules that are specific to living lakeside. ETA for Les to complete is early April.
 - iii. **Action Item:** Prior to spring, all LAHP residents will receive a reminder of their need to abide by the community approved Architectural Standards and Landscape Guidelines and the processes they must follow prior to any work commencing. ETA for Les to complete is early April.
- f. Playground Committee – Jo Scott
 - i. Playground RFP: The Playground RFP was distributed to seven (7) Alberta based playground suppliers on March 16. The deadline for return is April 15. The Playground Committee will be meeting on April 19 to review RFP submissions with the goal to have recommendations presented at the April Board meeting. Les has already compiled and distributed questions received from several of the vendors.
 - ii. CFEP Funding: Our CFEP application will be ready for the May 15 submission deadline. Our ask will be the maximum of \$125,000.
- g. Water Committee – Glenn Ruskin
 - i. The first Water Committee meeting of the season has been scheduled for April 18

- ii. Goose Egg collection permit for 2022 has not been applied for.

Action Item: Les will make it a priority to apply to Environment Canada for our goose egg removal and destruction program.

h. Treasurer Report – Carey Donkervoort

- i. February I/S Variance Report: Circulated under separate email. No concerns raised. The 1st Quarter detailed financial report, complete with YE forecasting, will be presented at the April Board meeting.
- ii. WCB Claim: A WCB potential claim was filed on March 15, for Les Turner's slip and fall which resulted in a broken wrist.
- iii. 2021 YE Audit: There is no update on the 2021 YE audit other than the auditors are committed to having it completed by March 31.
- iv. 2022 Annual Fees: Staff reconciled our lake fee receivables on March 15. At this time, we have sent letters to 28 residents reminding them of their LAHPOA fee obligations. Les has reached out to all past due accounts the week of March 21 with several payments subsequently remitted. There will be a meeting with Rick, Carey and Amanda on April 1 to review which files are to be sent to collections (legal action).

For 2023, we will be charging interest on any post-dated payments received after March 31. We will also accelerate the timing of sending overdue accounts to collections on March 15 with clear indications of this timing included in annual invoices.

6. **New Business:**

a. Dunbow Recreation Board 3 Year Plan:

Foothills County requested that all recreation boards reach out to their communities and seek feedback on a 3-year plan for capital recreation equipment. Rick and Les met to discuss the status of our current recreation assets and potential future needs. When compiling the following report, we also referred to our Lifecycle Plan.

Here is the information you requested on a longer-term view to potential DRB funding requests from the LAHPOA. I have based this information on data from our community life cycle study for capital assets and from the input we received on our 2021 community playground survey. While the request was only for a 3-year forecast, we decided to provide a 6-year projection. Here is a summary of what we think the ask would be from the DRB by year with details provided below. The LAHPOA would propose to match the amounts requested from the DRB, except for the Bike Pump Park and Tennis Courts which we would propose to be located on the MD land adjacent to our community and available for all of the DRB communities to use.

	2023	2024	2025	2026	2027	2028
Fishing Equipment Replacement/Upgrade	\$500					
Bike Pump (Trail and Mounds) Park		\$15,000				
Tennis Courts			\$25,000			
Pedal Boats (4 Double, 2 Quad)				\$6,000	\$4,000	
Stand Up Paddleboards						\$4,000

Fishing Equipment Replacement/Upgrade – the DRB has provided funding for us to purchase fly and ice fishing equipment for use by our residents and their guests. There has been so much demand and such heavy use that we would like to expand the number of kits we have available and there are also some replacements required for the existing equipment. LAHPOA would match this funding.

Bike Pump Park – our community survey had input from a number of residents requesting consideration of a bike park. The concept would be some trails, mounds, bumps and jumps built of dirt in a small, fenced park. We think this would be an excellent addition to the current baseball and soccer fields next our community and could really enhance the use of this currently underutilized space. We would propose this be 100% DRB funded but we would volunteer to coordinate and manage the construction if desired.

Tennis courts – the addition of two tennis courts in the area adjacent to our community (where the baseball and soccer field is) as contemplated in the original design of this space would be a great addition for those in the DRB area who play tennis or pickleball. There is already an area that has been levelled and designated for this purpose – it just needs to be paved and fenced. Along with the bike park, we think this would encourage a lot more use of this currently underutilized space. Again, we would propose this be 100% DRB funded but we would volunteer to coordinate and manage the construction and the ongoing management of the asset if desired.

Pedal Boats – we currently have 6 pedal boats (4 double and 2 quad) that I believe were at least partly funded by the DRB circa 2008. We have been buying parts and maintaining these assets for almost 15 years but given their high use they are approaching the end of their useful life and were recommended for replacement in our life cycle study by 2028 (20 years). We’re not sure we can keep them going that long, so we have included them here for replacement in 2026/2027. The LAHPOA would match this funding.

Stand Up Paddleboards – the DRB provided funding for a dozen paddleboards in 2021 and these assets get a huge amount of use in the summer months. They are very popular with all ages and a great form of exercise. While we conduct ongoing maintenance to repair leaks and replace fins, we anticipate our existing fleet may need replacement by 2028. The LAHPOA would match this funding.

Finally, it would be good to understand if the proponents of the pathway system extension have been consulted. While there is a lot of support for this initiative in our community, we do not know the current status nor the timing and cost of this project, so we are only referencing it here for completeness.

b. Water License:

Rick met with Corix on March 11 to progress discussion of the possibility of them purchasing a portion of one of our water withdrawal licences. Corix has presented an offer for 80,000 m3 of our 129,000 m3 licence. Rick will work with Brent to determine what a fair value for the water withdrawal license would be on the open market.

c. Slipping Hazards:

Two slipping hazards have been identified:

- i. West end of Heritage Lake Drive sidewalk: two low areas exist creating a significant slipping hazard when the snow melt re-freezes.

Action Item: Les to address these areas with the County of Foothills, as sidewalks fall within the purview of the County. If the County is not receptive to repairing these areas, we will ask Divcon to apply an asphalt overlay to level the sidewalk.

- ii. Canada Post mailbox pad: The concrete pad is no longer level and water is pooling, causing a significant slipping hazard and difficulty for some to access their mailbox through standing water.

Action Item: Rick to obtain three quotes to have the slab leveled via mud-jacking.

7. In Camera Session:

- a. Community Manager contract

8. Next Meeting:

- a. Board Meeting: 7:00pm, Wednesday, April 20 @ the Lake House
- b. AGM: 6:00pm, Tuesday, June 7 Location: virtual

9. Adjournment: Rick moved to adjourn the meeting at 9:50pm