



LAHPOA Board of Directors
Meeting Minutes
Monday, February 28, 2022 7:00pm
Lake House @ LAHP

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

1. Call to Order & Welcome

Rick called the meeting to order at 7:00pm

2. Approval of Agenda

Amendment: add Bylaws to Business Arising from Previous Meeting

Motion: Glenn moved to accept the February 28, 2022, meeting agenda as amended. Seconded by Brent. Motion carried.

3. Approval of Previous Meeting Minutes

Motion: Carey moved to accept the January 26, 2022, meeting minutes as presented. Seconded by Jim. Motion carried.

4. Business Arising from Previous Meeting

a. Gate Works:

- i. Gate 5 & 6 independent power supplies and the NW CCTV cameras are in stock, and installation has been scheduled for Tuesday, March 1. Divcon will be onsite with the manlift rental, and Gate Works will be doing the installations.
- ii. Gate 5 spring tension has been re-adjusted to ensure full closure of the gate.
- iii. Gate 6 control requires the relay to be updated. Gate Works is just waiting to hear back from VizPin as to the status of the updates.
- iv. Gate 10 VizPin module has replaced, and the old module has been returned to VizPin where it is undergoing diagnostics to determine why it keeps failing.
- v. The wireless CCTV link between the garage and LH has been re-established.
- vi. The CCTV LH cameras are now programmed to record only when motion is detected. This will save significant storage on our database and time when searching for a specific event.

b. Cross Country Ski Track Setting:

Our offer to set cross country ski tracks within District 6 was circulated to Davisburg CA and Norris Coulee HOA. Both communities expressed an interest to sit down and discuss our offer and as such, representatives met with Rick and Les on Friday, February 25. It was acknowledged that the DRB provided 100% of the costs for the snowmachine and track setter but no obligations were attached to the grant regarding setting tracks for other communities. The LAHPOA is willing to set tracks in these communities subject to an agreement whereby the LAHPOA is reimbursed for operating costs. Davisburg CA and Norris Coulee will seek direction

from their respective communities as to whether there is interest to set cross country ski tracks in their community in Winter 2022/23.

As for cross country ski track setting in our own community, Rick and Les laid the inaugural tracks of the year on Wednesday, February 23. The 3km trail loops around the berm separating our community from the Pine Creek sports fields and takes approximately 15 minutes to maintain with our snow machine and track setter.

Notification has gone out to the community that these tracks have been set along with a request for walkers to avoid walking in the tracks.

c. Canada Post Mailboxes:

Installation of the new mailboxes commenced on February 7 and concluded the next day. Residents were kept abreast of progress, via regular emails and Facebook posts.

During demolition, 8 bags of garbage were collected from discarded flyers that had accumulated behind and between the old mailboxes. We are trying to educate residents to decline the delivery of flyers through the insertion of a “no flyers” sign inside their mailboxes or to dispose of unwanted flyers at their residence. Some residents are still disrespectfully tossing their unwanted flyers on the ground.

Unfortunately, two parcel mailboxes were vandalized over the February 12 weekend. Fortunately, access was difficult, and it appears that the boxes are, indeed, more difficult to break into. At this time, one box has been repaired and we are working with Canada Post to get the last vandalized parcel box repaired/replaced.

Action Item: Rick to follow up with the RCMP regarding their investigation of the mail thefts and to seek guidance on the value of installing cameras in the shelter.

d. Insurance – Valuation of the Lake House:

The valuation of the Lake House has been completed, with the updated valuation coming in at \$871,408, which is far less than the \$1.4m that it was being insured at. With the premium set based on 30c/\$100, we should see savings of \$1,700/annum once our insurance broker receives an updated quote from the underwriter.

e. Insurance Inventory:

As was previously reported, our landscaping equipment and watercraft inventory were updated with our insurance broker. As a result of updating this inventory, we have received an increased annual premium of \$221 but there are assurances that all our landscaping equipment (Kubota, mowers, small tools, pumps, etc) and all watercraft are now properly insured.

f. Lake House Furnace:

The low temperature alarm for the furnace was installed on February 18. If the temperature in the maintenance room falls below 4C, the monitoring station will alert the community manager of the low temperature.

Action Item: Les to request that the low set point be adjusted to 10C.

g. Society Bylaws:

We have received correspondence back from Alberta Registries following their review of our Society's Bylaws.

After their review, Alberta Registries has indicated that our bylaws are non-compliant or deficient in the following areas:

- How members can resign from the Association
- Voting threshold for a Special Resolution
- How often we audit our accounting books/records and how we appoint auditors.

There were no issues with our amendments from the 2019 AGM Special Resolution as submitted.

As for the other deficiencies, we have been advised that the LAHPOA Board can either declare these deficiencies "administrative", make the required changes at the Board level and resubmit for approval or we can present a Special Resolution to repeal and replace our bylaws at our spring AGM with all the proposed changes.

At this time, our file will remain open until May 31, 2022.

Action Item: To amend our bylaws to address the administrative changes requested by Alberta Registries and resubmit for AR approval.

5. Reports

a. Community Manager's Report – Les Turner

- i. Waste Removal: T&T Disposals made it known that more and more residents were calling in claiming that their bins were "missed" when in fact the residents were late in getting their bins to the curb. In support of T&T, it was decided that a reminder notice would be sent to all residents clearly setting waste removal expectations. In addition to reminding residents to have their bins on the curb before 8am on collection day, additional reminders surrounding waste/recycling protocols were included.
- ii. Programs/Special Events: Initial planning has commenced on the following Programs/Special Events. Implementation will depend on the government lifting Covid restrictions.
 - Seniors Coffee: Thursdays in the LH from 1-3pm
 - Family Games Night: 7-9pm, Friday, March 25
 - Community Artisan's Market: 10am-3pm, April 16
 - Easter Egg Hunt: 10am-12noon, April 17

We have also reached out to residents who have expressed an interest in using the Lake House for a variety of programs which we would co-sponsor on condition they are provided on a not-for-profit basis. Any program provided on a for profit basis, will not be co-sponsored and will be charged full rent.

- iii. Community Photo Contest / Boulevard Banners: Artwork contest has been been delayed by other priorities but will proceed as priorities allow. Five quotes were

obtained for printing the new banners with pricing coming in from \$130 to \$268 per banner. Our approved budget for this project is \$1500.

- iv. Lake House Rentals: In anticipation of Covid restrictions being lifted and/or minimized, inquiries into Lake House rentals have commenced.
- v. The Davisburg CA has expressed an interest to place a perimeter fence around the baseball diamond located in the sports field southwest of the LAHP community. The Davisburg CA hopes to have several of their young adult teams play their home baseball games from this location but require the field to be fenced to do so.

The sports fields are owned and maintained by the County, but booked by the staff of the LAHPOA, and as such, we have no say in whether this diamond is fenced or not. The County has suggested that the Davisburg CA seek funding through the Dunbow Recreation Board and obtain a letter of support from the LAHPOA. At this time, no formal request for a letter of support has been received from the Davisburg CA.

b. Hamlet of Heritage Pointe Stewardship Group – Rick Gallant

No new meetings of the group have occurred and nothing new to report.

c. Safety and Security – Jim Chuey

The annual fire extinguisher (x4), emergency lights (x3) and exit sign (x4) inspection took place on February 8. The only concern was one fire extinguisher that requires recertification. The cost for this one extinguisher was \$40.00.

The LH and Garage AEDs were tested on January 27. One back up 9v battery was replaced. Main batteries are good, with one expiring in 2023 but still completely serviceable. New adult and pediatric pads have been ordered as they are about to expire. We have diarized when the batteries/pads expire.

The Lake House and Garage security system was reviewed at the same time the furnace low temperature sensor was installed. Due to age, a new backup battery, two smoke detectors and one updated motion detector were installed.

Staff have been diligent in monitoring the ice thickness during the recent warm weather. While the surface may be soft and slushy, we have never experienced ice depths less than 30cm.

d. IT + Communications – Jo Scott

Created marketing posters for proposed programs and events - copies will be circulated at the board meeting.

Showed Les on how to update our website content and add new posts.

e. Architectural Guidelines – Brent Fraser

- i. The revised Architectural Standards & Landscaping Guidelines have been updated and circulated to the Board for review. This document pulls together Phase 5, 6 and 7 development guidelines into one updated document. Once ratified, management will

post this document online, include it in the New Homeowners Manual and provide as necessary to homeowners on request.

Motion: Brent moved to ratify the amended Architectural Standards & Landscaping Guidelines. Seconded by Rick. Motion carried.

Action Item: Jo and Les to upload the updated Architectural Standards & Landscaping Guidelines onto the website. The Architectural or Landscaping Modification request form and statutory declaration (good neighbour policy) to be updated to be an online form emailed directly to the Lake House.

- ii. There have already been a few residents inquiring about landscape & exterior painting projects for spring 2022. Currently, they are waiting for approval of the amended Architectural Standards and Landscape Guidelines.

Action Item: Once this document is approved, Les will forward it to all interested parties.

- iii. 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.

Action Item: Les to develop and circulate a flyer summarizing all the unique requirements and expectations that come with living lakeside.

- iv. 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.

Action Item: Les to develop and circulate a flyer reminding all residents of the requirements should they be looking to do any architectural or landscape work in 2022.

f. Playground Committee – Jo Scott

- i. CFEP Funding: Further to the Playground Committee meeting in early February, it was learned that applicants for the May 15 CFEP application would not know if their application was successful until November 2022. With a desired installation date of summer/fall 2022, we would not have CFEP funds (up to \$125,000) available for this project and of course CFEP funding is not guaranteed.

With this information in hand, the Committee inquired as to whether the Board would consider backing the project in anticipation of receiving CFEP funding or be interested in constructing a scaled back playground without CFEP funding.

Question: Should we proceed with constructing a smaller playground in Summer/Fall 2022 or wait for notification on our CFEP application prior to proceeding, thereby delaying construction to Spring 2023?

Direction:

- Playground committee to continue moving forward with the RFP and include the

results in the CFEP application.

- Direction is to plan for a playground that includes CFEP funding rather than to build a smaller playground and to plan on a 2023 installation.

Les is chasing down several funding leads from local businesses and smaller grant/foundations.

ii. Dunbow Recreation Grant application

The LAHPOA Playground Committee has requested the Board ratify a \$25,000 DRB grant application to be used for the Isle Playground. Deadline for the DRB application is March 1, 2022.

Special thanks to Louise Ascah, LAHP resident and former DRB representative, for lending her experience and insights into the preparation of this grant application.

Motion: Jo moved to ratify the LAHPOA playground grant application to the Dunbow Recreation Board in the amount of \$25,000. Application to be submitted no later than March 1, 2022. Seconded by Rick. Carried.

An introductory meeting with our Hamlet of HP DRB rep, Andrew Bennet, has been scheduled with Les and Andrew for March 6.

g. Water Committee – Glenn Ruskin

- i. Due to the frigid temperatures, the Ice Fishing Clinic scheduled for Family Day was cancelled. The next fishing clinic will now be the Father's Day Fly fishing clinic.
- ii. Water Testing: as was previously reported, we are sharing the purchase of an O2 water sensor with the Vulcan Lake A Fisherman's Club. This equipment has arrived and was used on February 25 to test the oxygen content of our lake. Results of the February 25 testing were shared with Smoky Lake Trout Farm with the following analysis received:

Even though Heritage Lake looks a bit lower (O2 content versus Lake A), it's still in a very healthy range, and also is exhibiting a very balanced profile where you are seeing the oxygen fairly uniform from top to bottom (slightly lower at depth). If you were in a situation where the oxygen was depleting, it would be very low on the bottom. Because there is still good oxygen on the bottom, it is likely you have some photosynthesis putting oxygen back in, as the bottom still has a healthy level of oxygen. For not being aerated during the winter, it's looking great.

It is recommended that we test O2 content 4-6 times per year and graph results.

h. Treasurer Report – Carey Donkervoort

- i. January Financial Report: A review of the January Income Statement variance report was reviewed in detail with clarifications provided on interest rate and utility variances and the monthly details of the approved annual budget. Detailed Financial Reviews will now occur quarterly.

- \$350,000 invested in short term investments will only reflect interest earned when investments mature.
 - Utility rates: We are currently riding market utility commodity rates
Action Item: Les to look into locked in electrical and natural gas utility rates for consideration by the board
- ii. 2021 YE Audit: We are still very much in the preliminary stages of completing the 2021 YE Audit. Staff are busy pulling together all the necessary documents and answering any questions requested by the auditors.
- Foothills MD Recoveries for 2021: Foothills County has rejected LAHPOA invoice for \$6100 for Isle tree well remediation in spring 2021
 - **Action Item:** Les to follow up with Foothills County.
- iii. 2022 Annual Fees: Staff are working on the receipt and tracking of all LAHPOA Fee receivables. Deadline for payment is February 28. At the time of this writing, we have received payments from 237 residents or 48% of our residents.

All homeowners with fees not paid by February 28 will receive a reminder letter and email notifying them that their fees are overdue.. Any past due accounts as of March 15 will receive a second letter informing them that any fees outstanding past March 31 will be forwarded to collections w/ Bridgeland Law and will incur not only the late fee interest of 16% per annum but also the legal fees for collection.

6. **New Business:**

a. Rules and Safety Guidelines

The community's Rules and Safety Guidelines have been updated and amended to reflect current standards. Once ratified, this document will be shared with the community via our website, New Homeowner's Manual and as otherwise necessary.

Motion: Carey moved to adopt the amended Rules and Safety Guidelines as presented.
 Seconded by Jo.

Discussion: Jim seeks further clarity on rules pertaining to water trampolines and similar floating apparatus.

Action Item: Jim to research and present recommendations at the March Board meeting.

7. **In Camera Session:**

a. Community Manager contract

8. **Next Meeting:**

a. Board Meeting: 7:00pm, Thursday, March 24

b. AGM: 6:00pm, Tuesday, June 7 Location: tbd

Action Item: Les to publish a survey asking the community whether they prefer a virtual meeting or an in-person meeting.

9. **Adjournment:** Rick moved to adjourn the meeting at 9:59pm