



**LAHPOA Board of Directors
Meeting Minutes**
Monday, December 18, 2023
7:00pm Lake House @ LAHP

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

1. **Call to Order & Welcome** – Rick welcomed everyone and called the meeting to order at 6:55pm
2. **Approval of December Board Meeting Agenda**
Motion: Brent moved to approve the Meeting Agenda as circulated. Seconded by Jo. Carried.
3. **Approval of November Board Meeting Minutes**
Gareth identified the following amendments to the November meeting minutes:
 - 6.b: Letter was sent to the provincial MLA, not MP
 - 4.j.iii Letter is to be addressed to and refer to “homeowners”, not “residents”.**Motion:** Glenn moved to approve the November Board Meeting Minutes as amended. Seconded by Gareth. Carried.
4. **Business Arising from Previous Meetings** (if not addressed within the Committee Reports)
 - a. Water Licence Transfer Agreement
The Heritage Crossing developers continue to pursue Corix’s sign-off on an agreement regarding the transfer water volumes which they need in place before filing the transfer application with AEP. Rick has executed the amendment agreement to extend the Transfer Agreement effective date to March 31, 2024, to allow time for AEP to process the transfer application.
 - b. Larry Spilak Memorial:
The mounting base that will support the pedestal was installed on December 5. The plaque design has been approved and is in production through AJ Trophies. The timing for the installation of the pedestal and plaque is estimated to be early January 2024. Jack Stricharuk will cover the costs of the pedestal and the LAHPOA will cover the costs of the installation and plaque.

D. Waldorf has reimbursed the community for the deposit previously paid to Edenbrook Memorial.

Action Item: Les to circulate memorial installation photos and a backgrounder to the community once the plaque is in place.
 - c. Waiver of Liability for 3rd Party Guests
Bridgeland Law is currently updating our Waiver of Liability (minor and adult).

d. Dunbow Recreation Board Grant Intake

The \$25,000 Isle Playground grant has been received and is reflected in our November financial statements.

The proof of payment for the Stryker Boat was submitted to the DRB and we are now waiting on payout of this \$2300 grant.

Action Item: Les to follow up with the DRB regarding the delay on the reimbursement of the boat grant.

e. Insurance Review

The 2024 Auto Policy has been amended to provide comprehensive and liability coverage of the snow machine from December 1, 2023 – March 31, 2024, and November 1 to 30, 2024. Comprehensive coverage will be maintained for the entire year, but liability coverage will be removed for the months in which the snow machine is not being used. The reduced annual premium will continue to be prorated out over the full year.

Action Item: Les to follow up with Lloyd Sadd regarding the revised premium for the snow mobile coverage.

5. Reports

a. Community Manager's Report – Les Turner

i. Fall Maintenance:

- LH Fireplace thermopile and on/off switch were replaced on December 12. With the parts, labor and cleaning, the cost to remediate came in at \$345.
- The fireplace vendor was not able to address the size of the exterior firepit burner but advised that this is something we could probably do if we can source a larger burner.

Action Item: Les to follow up with Brent on the potential of donating a burner for the exterior fire pit.

ii. Christmas Lighting:

- The plan for 2024 is to go with a consistent 6 colour multi-coloured LED light theme for the south entrance and lake house fence. The west entrance will continue to use the blue/purple/pink multi-coloured LED light theme installed this year.
- The south entrance will have lights added to an additional 8 trees. Each tree takes between 100-150 lights (4-6 strings).

Action Item: Les to re-bulb the current solid colour LED light strings into multi-colored light strings and augment our inventory with the additional number of light strings required to complete all trees at the south entrance.

- LH entrance to continue with the current gnomes for a couple more years
- South Entrance: lighted deer and lamp post in garden with flood lights
- West Entrance: Grinch and Christmas tree
- Blowups are to be used solely within the Lake House Park

- iii. Welcome Binder: as time permits, work continues on the Table of Contents for the Welcome Binder, which will be distributed to all new residents to the community.
 - iv. Vacation: Les will be out of the country from December 23, returning on December 30.
- b. Hamlet of Heritage Pointe Collaboration Group – Rick Gallant
Nothing to report.
- c. IT + Communications – Jo Scott
Nothing to report.
- d. Safety and Security – Todd Brown
- i. CCTV Cameras:
 - Power has been fully installed at the west entrance. Per the Fortis contract, once the grid connection is complete, a \$63.49/month distribution and transmission charge will commence. ATCO has set up the west entrance account and added it to our LAHPOA contract. The total monthly cost of the west entrance power supply is expected to be about \$82/month including energy, distribution, and transmission charges.
 - Goodfellows Electric have completed the disconnection & junction work at the west entrance. It is expected their invoice will arrive before year end (**\$2,960 + GST**)
 - Convergent has advised the two south entrance cameras are in Calgary and have been successfully QC tested in their shop. Installation and set-up are scheduled for Dec 19th and 20th. The cost of the south entrance cameras hardware and installation is **\$8,100.00 + GST** before IR lighting enhancements.
 - Due to the late timing of the south entrance camera installation, the Phase II west entrance cameras, cell modem, hard drive storage, and related ancillary equipment may be ordered in 2023 but will not be arriving before calendar year 2024. Inclusive of IR lighting upgrades, this would mean an approximate **2024 spend amount of \$25,100 + GST**.
 - ii. Preventative Maintenance Program: GateWorks was onsite December 13 performing their regularly scheduled PM on the gates, VizPin system and CCTV hardware. As we are into the winter season, and the sun is lower on the horizon, the solar panels are not fully charging the batteries, which is leading to some gates not operating as they should be. To mitigate, we are ensuring our supply of spare batteries are fully charged and ready to be put into action.
 - iii. North dock north gate battery is not getting a full power charge due to the adjacent house blocking the low winter sun.

Action Item: To relocate the west entrance solar panels and 20' pole to the north dock north gate once the new west entrance cameras are installed.
- e. Events Committee – Jo Scott
- i. Christmas Baking Exchange: 8 community residents participated in the first Christmas

Baking Exchange, which was held on the evening of Thursday, November 28. A great time was had by all.

- ii. Wine and Paint Night: We had 17 registrants for the December 5 Wine and Paint Night.
- iii. Letters to Santa: We have 8 community volunteers ready to write return letters to Santa. All that we are waiting for is more letters to be dropped off by our younger residents. To date, only 19 letters have been dropped off. The deadline to receive the letters at the LH is December 20 with replies being hand delivered by the staff of The Stash Luxury Garage before December 22. Carollers are being recruited by the Stash, to assist with the delivery of these letters.
- iv. Okotoks Food Bank: Donations are being accepted for the Okotoks Food Bank during the month of December. Marketing for this new initiative was added to all program posters.
- v. Clothing Drop Off: Was held at the Lake House on December 16 by Leslie Methot Realty.
- vi. Community Christmas Celebration: Held on December 8 with a steady stream of residents and guests from 6:30-7:45pm. Events included the very popular horse-drawn wagon ride sponsored by Mike Niemans Realty, crafts, treats, beverages and of course, Santa.

With no ice for skating in 2023, the event was lacking the Skate with Santa component and bonfires on the beach. It is believed that the lack of these activities may have hindered attendance.

- vii. New Years Day Family Ice Fishing Derby: Marketing has been disseminated for the January 1 Family Ice Fishing Derby. Stockmans and Leslie Methot Realty have, once again, come onboard as sponsors for this event.
- viii. Ice Fishing Clinics: Dates pending ice thickness and volunteer instructor availability.

f. Architectural Guidelines – Brent Fraser

No architectural or landscape change requests have been made so there are no updates to provide at this time.

g. Isle Playground Committee – Jo Scott

All playground equipment was delivered on three trucks on three different days. Special acknowledgement to Jarvis Industries, their warehouse team and Sean Dougherty & Jo Scott for being so flexible with these deliveries and housing this equipment in their compound for the winter.

Action Item: Les to follow up with CRS regarding the reload at Jarvis, delivery to site and unload at site and to confirm CRS will be fully responsible for these activities in Spring 2024.

Action Item: Rick and Les to review the detailed playground installation plan, roles and responsibilities and GANTT chart in January.

h. Water Committee – Glenn Ruskin

Ice thickness testing and oxygen level testing was completed on Friday, December 15. As a result, the lake ice was opened to residents for their winter recreation enjoyment.

Oxygen content was, on average, reading 16ppm which represents full saturation as we head into the winter. Average water temperature was 3C.

i. Treasurer’s Report – Gareth Davies

i. Reserve/Operating Reconciliation

Many Reserve expenditures are routinely paid from the Operating account throughout the year, so a reconciliation is required each year-end between the Reserve Fund and the Operating account to properly allocate expenditures to the correct budgeted account. For 2023, the Reserve Fund “owes” the Operating Account \$51,500, derived as follows:

Reserve Expenditures paid from Operating account in 2023 (YEF @ Oct 31)	\$293,673
Less: Reserve Fund transfer to Operating (via ATB accounts)	-89,873
Less: Reserve grants (3) deposited directly to Operating account	-152,300
Balance: Reserve Fund owes to Operating account	\$51,500

ii. Operating Surplus Balance Available for Transfer to Reserve (cash basis):

The Board could increase the size of the Reserve Fund by approving the transfer of up to \$176,500 of surplus funds from the Operating account. This would also help facilitate a more effective investment strategy going forward.

Operating Cash Balance (year-end forecast @ Dec 9)	\$250,000
Reserve Fund owes to Operating account (from above)	51,500
Less: Carry-over for Operating expenses Jan-March 2024	-125,000*
Operating account surplus available for transfer to Reserve	\$176,500

*Previously planned to be \$250,000 but \$125,000 is more than adequate given recent tightening of the Association fee collection process; includes ~\$40,000 contingency.

Motion: Gareth moves to transfer \$175,000 from the Operating Account to the Reserve Fund account at 2023 year-end. Motion seconded by Todd. Motion carried.

iii. Overview of Investment Strategy

Gareth presented a proposed update to the LAHPOA Investment Strategy for Board consideration. Discussion was mainly about investment types, investment durations and investment liquidity (i.e. convertibility to cash) with a specific focus on the expected significant increase in the size of the Reserve Fund in 2024.

Action Item: Gareth to prepare, and present at the January meeting, additional detail on 2024 cash flow projections and a detailed investment strategy for 2024 and beyond.

iv. Planning for KMSS Audit

Proposed schedule, based on follow-up conversation with KMSS:

- Mid-March (soft) – start audit (takes 2-3 weeks)
- April 12 (KMSS target) – issue draft (compares to April 11, 2023)
- April 19 (latest) – issue draft
- April 24 – board meeting and approval
- April 26 – KMSS issues audited financial statement (2 days after Board approval)
- May 2 – complete printing and stuffing of AGM notification envelopes
- May 5 (earliest) – complete door-to-door delivery of AGM notification envelopes (provides 31 days notice)
- June 5 – AGM (required to be minimum 14 days after delivery of AGM notification)

KMSS advised that February is always their busiest month. KMSS confirmed the audit fee will be \$8,000, but reminded LAHPOA that this amount reflects a discount that KMSS gives to non-profits but comes with an understanding that there is scheduling flexibility.

v. Financial Statements

The November F/S were circulated as a separate document. There were no questions or concerns.

vi. 2024 Budget – Draft 3

The following amendments have been made to Draft 2 of the 2024 Budget:

- Amortization of Deferred Capital Contributions: Amended to \$18,509 to reflect the inclusion of the Stryker Boat grant from the DRB.
- Amortization of Capital Assets: Amended to \$58,251 to reflect the playground surface to be all Poured in Place rubber.
- Operating Fund Interest Revenues: Amended to reflect a revised investment strategy and cash flow budget.
- Waste Removal: We were advised on December 5 that T&T Waste Disposal would be passing along their increase in waste and organic tonnage fees from their disposal sites. Waste disposal costs increased by 3% and Organics increased by 20%. A review of our actual tonnage from 2023 YTD reflected that the new increases would result in an additional \$6,600 in expenses. We were able to build an additional \$6,600 into the 2024 waste budget without adjusting the HOA fees.
- Reserve Fund Interest Revenues: Adjusted to reflect the Water License Transfer revenues being deposited in March.
- Isle Playground installation increased by \$1499 to reflect the costs associated with a reload, delivery and unload necessitated by having the playground delivered and stored offsite in 2023.

Motion: Gareth moves to approve Draft 3 of the 2024 Budget documents, including the above amendments. Seconded by Jo. Motion carried.

vii. **Communications:**

The Board reviewed the attachments that will be circulated with the 2024 HOA Invoices. These attachments include a draft sample of the 2024 invoice, a 2024 LAHPOA Invoice cover letter, a Summary Budget Table and Cash Expenditure Pie Chart and a 2024 Community Update newsletter.

Action Item: HOA Fee Invoices to reflect the Late Fee Interest amounts for the 19-20 homeowners that were late submitting their fees and whose interest penalties are outstanding.

6. New Business

a. 2024 LAHPOA Annual General Meeting

The DeWinton Community Hall has been confirmed for the 2024 AGM.

Date: Wednesday, June 5, 2024

Time: 6:00pm-7:00pm

Location: De Winton Community Hall

b. Lake Intake: Brent reported that Corix may have been working on the lake infill pipe in early December. As this has the potential to impact ice quality, Les to follow up with Corix to query as to what work was being completed and to remind Corix of potential impact on the ice.

7. In Camera Session

8. Next Meeting:

7:00-9:30pm

Wednesday, January 24, 2024

9. Adjournment

Rick adjourned the meeting at 8:30pm.