

## Minutes of Lake at Heritage Pointe Home Owners Association

Board of Directors Meeting- Tuesday, May 19<sup>th</sup>, 2020

In Attendance: Louise Ascah (Chair), Don Waldorf, George Canyon, Heather Harris, Matt Secord, Don Francis, Paul Taylor

Call to Order: 5:30 p.m. Via Zoom Conference Call

Purpose of the Meeting: To review LAHPOA's COVID-19 Relaunch Strategy DRAFT and agree upon the parameters for re-opening the community facilities in the upcoming days/weeks.

### Background:

- Prior to the meeting, Louise had circulated notes from the Auburn Bay Residents' Association of their draft plan to re-open their community facilities with the recommendation that we consider using it as a template for our LAHPOA plan.
- Prior to the call, Don W. had circulated a CV19 Relaunch Strategy for the Board's review.

Discussion by the Board consisted of the following:

- Don W. walked us through his draft and questions were asked for clarification.
  - There were no contentious points around the Assumptions.
- In terms of the Operations, the following points were noted: (Following same order as Don's draft.)
  - A number of the details still need to be worked out, but there was general agreement that the operating hours should be 11:00 a.m. - 7:00 p.m. daily beginning June 15<sup>th</sup>, 2020. The staff will monitor the usage by residents and make any recommendations re extending the hours through the summer.
  - The Access/Egress will be contactless, by residents having to use the on line reservation system. Our current WIX platform has a scheduling module which can be adapted to our needs. Alternatively, there are other booking modules available on line.
    - If someone shows up without a reservation and there is space, they will not be admitted until they have completed an on line reservation. This will ensure we are able to keep track of everyone that is using the facilities at any time.
  - Visits will be limited to 2 hour segments per day, with a maximum of 2 visits per week. Staff will monitor the usage to see if these are the appropriate frequencies and adjust if necessary.
  - There was extensive discussion around the use of Personal Protective Equipment for staff. The conclusion was that we should endeavour to obtain gloves, masks and face shields for the staff, if at all possible. Each staff member would be given their own supply to avoid any cross contamination. Don W. to determine the availability of these and all other needed supplies.
- Other items discussed included:
  - There will be no sitting at picnic tables or fire pits permitted.

- No guests will be allowed during this time- only residents and their immediate families.
- We should have signage made for the access point with instructions and warning to residents about their responsibilities and reminder to practice social distancing.
- Don W. is awaiting a quote from ALS regarding the water testing, especially for e-coli given that the Province has suspended the testing for the duration of the pandemic.
- Training will be arranged for all of the staff to simulate real life scenarios with admitting and monitoring residents using the facilities and proper, safe sanitation practices.

Next Steps:

- Louise will draft a set of guidelines based on the Auburn Bay template and tonight's discussion and circulate it to the Board for comment.

Meeting adjourned at 6:40 p.m.

Next Regular LAHPOA Board Meeting: **Wednesday, June 3<sup>rd</sup> at 5:30 p.m.**

# LAKE AT HERITAGE POINTE OWNERS ASSOCIATION

## COVID-19 (CV19) Relaunch Strategy – DRAFT

### Assumptions

- Current operating restrictions will be in place until September 7, 2020
- Heritage Lake will comply with all Chief Medical Officer of Health (CMOH) directives
- We will follow all the recommendations of Alberta Health Services (AHS)
- Alberta “Workplace Guidance for Business Owners” and “Guidance for Outdoor Recreation” guidelines will be adhered to
- Summer at The Lake will not be like any previous year
- We must provide equitable and balanced water access to all residents
- Lake access will be a privilege, and not a “right”
- Large water trampolines and drain-plugged watercraft will not be permitted
- Staff and volunteer safety will be key to our success
- Any abuse to staff and volunteers will not be tolerated

### Operations

- Reduced operating hours from 11:00 a.m. – 7:00 p.m. daily
- Access/Egress will be monitored/controlled through the Loading Gate entry
  - Proof of identity, signed waivers
  - CV19 symptom screening
  - Contact tracing
- Residents must use our online reservation system
- Visits limited to one 120-minute segment per day, with a maximum of 2 visits per week of no more than 6 per family group
- With 2m distancing, CMOH permits “up to” 50 individuals outside and “up to” 15 inside the building
  - We have space for up to 50 guests to enjoy the outside and 6 inside
- We have designed a rope line designation system for the entry/exit and recreation areas
- Lake House (upstairs), main dock and raft are off-limits
- Lake House (downstairs) washrooms will be available, but no access to showers
- Washrooms and other primary touchpoints, e.g. foot shower, will be sanitized every hour
- No watercraft, tennis, or fishing equipment rentals
- To use the Lake House facility, all residents must enter/exit through the monitored access point, i.e. no lakeside access via the beach