



LAHPOA Board of Directors
Meeting Minutes
Tuesday, August 24, 7:00pm
Lake House

Attendees:

Glenn Ruskin – chair

Les Turner – community manager

Rick Gallant – vice chair & secretary

Jo Scott – IT, communications

Carey Donkervoort – treasurer

Jim Chuey – safety/security

Regrets:

Brent Fraser – architectural/landscaping

1. Call to Order: Glenn called the meeting to order at 7:07pm and thanked everyone for doing their part to keep the community moving in a positive direction.
2. Approval of Agenda:
Motion: To accept the Agenda as circulated
Moved by Jim. Seconded by Rick
Motion Carried.
3. Approval of July 27 Board Meeting Minutes
Motion: To accept the July 27 Board Meeting Minutes as circulated
Moved by Rick Seconded by Jo
Motion Carried.
4. Business Arising from Previous Meeting Minutes:
 - a. Staff Appreciation BBQ on August 9 was appreciated by all
 - b. Reduced staffing hours: Les is monitoring and working with the staff to ensure staff are closing the Lake House during inclement weather and later in the day when no one is using the Lake House / Beach.
 - c. Paddleboards are onsite. Two have been put into circulation and the others (10) are in the garage, ready for use next year.
 - d. Pickleball equipment is scheduled to arrive next week.
 - e. The MD has placed the new boulevard trees on a weekly watering schedule
 - f. Les has requested a meeting with the MD agriculture department. This meeting should occur in late September to discuss elm scale treatment.
 - g. As a volunteer member of the Water Committee, Don Waldorf continues to treat the water for algae as per the Smoky Trout's water treatment plan.
 - h. The Water Committee is recommending that the Board of Directors support their request that if the owners of the water trampoline beside the North Dock do not provide a certificate of insurance, that it be immediately removed.
Motion: The community manager is to advise the owners of the water trampoline

located adjacent to the North Dock (100 Heritage Lake Shores) produce a certificate of insurance or have the water trampoline immediately removed from the lake.

Moved by Rick. Seconded by Carey

Motion Carried.

- i. Rick has repainted the Terrace signs. They look great and there have been many compliments directed to Rick for volunteering to complete this project.
- j. Divcon will have the Spilak Memorial fencing installed around the Heritage Tree by early September.
- k. The final Dunbow Recreation Board grant report is due for the Summer 2021 grant received. Les is pulling this together.

5. Reports:

Written reports were circulated to all directors prior to the meeting. The following highlights arose from the review of these reports.

a. **Community Manager Report** – Les Turner

- i. Request to shred pre-2014 financial data: The LAHP is in possession of financial data dating back to 2007 (and maybe later). The CRA's directive on retaining financial documentation is 7 years.

Motion: To move forward with the shredding of all financial documents dating pre-2014 (anything up to and including 2013 but not 2014 – 2021)

Moved by Rick Seconded by Carey

Motion Carried.

- ii. Amendments to Divcon & PLNT contracts: When reviewing the weeding near the Lake House, it was identified that Divcon and PLNT have two different definitions of "weeding". One company hand pulls the weeds and the other applies herbicide twice a year. There is no consistency with two companies operating under different standards

We have also identified that the entrance to the Quay entrance and island at HL Cove are not being maintained as they have been overlooked in the respective contracts of our two landscape vendors.

Action Item: Community Manager to amend the service contracts of Divcon and PLNT to reflect continuity of weeding services and to ensure all areas within the community are receiving the same level of service. Timeline: March 31, 2022.

Action Item: To ensure we include remediation of the remaining 19 irrigation zones into the 2022 capital budget development.

- iii. **Black Knot:** We received a "one-off" concern about black knot on an MD owned tree. We put the homeowner in touch with the MD. Should there be a number of similar complaints, the LAHP will certainly work on behalf of the LAHP residents with the MD.
- iv. T&T Disposal: T&T advises that with the replacement of a few broken bins, our

“logo’d” inventory is being quickly depleted. We are in discussions with T&T regarding the cost (if any) to replace, identify ideal inventory and ability to repair and re-use the broken bins.

b. Gate Access – Rick Gallant

- i. Gate repairs by Gate Works: Gate Works was in the community replacing the relay on the North Dock north gate on August 16. They are still having issues uploading all the “packets” of data, and having proper programming completed by VizPin.
- ii. Distribution of gate cards: Lake House staff continue to distribute gate access, whether it be by smartphone or card. Staff are encouraging the use of VizPin as the easier option, but have still handed out 34 cards since July 20, 2021
- iii. VizPin card vs smartphone ratio: For the last 30 days, there have been 105 different card users vs 281 smartphone users accessing our various gates. Unfortunately, most of the card users are using gates other than the Lake House, so these gates are getting “locked up” more often than the Lake House gate, which has a greater percentage of VizPin usage. The residents using the park gates (not the Lake House) are more inclined to be using physical cards rather than the VizPin app.

c. Safety and Security – Jim Chuey

- i. Break and Enters: Due to the two home break ins during the early morning hours of August 1; we worked with the Okotoks RCMP in providing security footage from our south entrance cameras. Les also distributed a mass email reminding residents to watch out for their neighbours and to practice a “9pm Routine”. The 9PM Routine typically includes tips such as: remove valuables from your car, lock your car, turn on outside lights, and lock up your home.
- ii. PSA announcements: A recent MVA on HL Drive has been rumoured to be due to speed and distracted driving. We have posted a reminder on our community marquee signs reminding drivers to slow down when driving through our communities, especially with the onset of school starting next week.
- iii. CCTV Systems: All CCTV systems are operational except the NW entrance cameras. Les is working with Gate Works, the supplier of this system, to get it operational as soon as possible. Gate Works is also looking to propose new cameras that have better night time resolution.
- iv. Confined Entry protocols: To access our compressor vault, all contractors will need to be certified in Confined Spaces training. This training is available online and is relatively inexpensive. Contractors working in our compressor vault, or any confined space, are welcome to use our certified equipment. To this end, we have received two harnesses and one tripod. We are just waiting on delivery of the winch before this equipment can be deployed.
- v. Signs: Due to vandalism and theft, we are missing some key signs.

Action Item: Les to order one additional Area for Exclusive Use and “No Lifeguard on Duty” signs for install on the north gate North Dock location.

d. IT + Communications – Jo Scott

- i. Jo reviewed the IT apps & software review completed in consultation with our community manager. It was agreed that we no longer need SharePoint, but before it is abandoned, we need to ensure all data is downloaded and backed up.

Action Item: Les to download and back up all data on SharePoint.

Action Item: To move forward, in conjunction with our community manager, with the implementation of the proposed changes and upgrades.

e. Architectural / Landscape Guidelines – Brent Fraser (in absence, report contents were reviewed)

- i. 52 HL Shores: seeking grading plans for permit applications
- ii. Staff will be assisting with the placement of a resident’s private dock on August 23 or 24
- iii. Working with a resident on HL Shores who wishes to resurface their driveway similar to the one at 144 HL Shores
- iv. Will be meeting with Les in September/October to review active files and to provide direction on what type of files he can handle vs which need to be referred to myself.

6. Water Committee Update – Glenn Ruskin

- i. It is agreed that irrigation was the primary draw of water from the lake with evaporation also playing a role. The Water Committee is unanimous in recommending the LAHP Board of Directors approve a 5th fill of 10,000 m3, prior to Corix closing down the intake station on September 1, 2021. 40,000 m3 of water was budgeted so this additional fill would put us ~\$3850 over budget. Rationale is that the water level is low due to irrigation demands and that the raw water prices are forecast to double in 2022.

Motion: To order a 5th fill of 10,000 m3 of raw water from Corix prior to September 1, 2021.

Moved by Jim Seconded by Rick
Motion Carried.

- ii. **Action Item:** Les to request Divcon to immediately cease irrigation during the cold and rainy period and to tune the sprinklers so they are not watering the roads.
- iii. **Action Item:** The Water Committee to work with management over the winter months in the development of a Water Conservation Plan, whereby we prioritize what to water and when to water.

- iv. The Water Committee puts forth a recommendation to the Board of Directors that should the owners of the water trampoline near the North Dock not produce Certificate of Insurance, that they be asked to immediately remove the water trampoline for the community lake.

Action Item: The Board of Directors authorizes the community manager to advise the homeowner of the water trampoline located adjacent to the North Dock, to produce a certificate of insurance naming the LAHPOA as “additional insured” or to immediately remove the trampoline from the lake.

7. Treasurer Report – Carey Donkervoort

- a. Carey presented the July month end reports on:
 - i. Internal Statement of Operations,
 - ii. Update on Restricted Capital Reserve and Capital Expenditures, (Pathway paving expenditures came in higher than budget)
 - iii. External Statement of Operations,
 - iv. Update on Collections of 2021 Association Fees, and
 - v. Update on Current operating funds and Future Quarters Cash Flow.

8. New Business:

- a. Lifecycle Committee: Rick will be calling a Lifecycle Committee meeting for Monday, September 27. Jim and Carey will be joining Rick on this committee. Les will also be invited to attend.
- b. Playground Development: Glenn asked that we dust off the Playground Development file and look to build this into our capital budget for 2022. Jo will mobilize the playground committee. Les will be tapped in to assist with grant applications and equipment suppliers.

9. In Camera Session: Les was excused from the meeting.

10. Next Meeting: Tuesday, September 28 7:00pm

11. Adjournment: Glenn adjourned the meeting at 10:20pm