

LAHPOA Board of Directors
Meeting Minutes
Wednesday, October 25, 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 Gallant called the meeting to order at 6:55 pm.
2. **Approval of October Board Meeting Agenda**
Motion: Todd moved to accept the October Board Meeting agenda. Seconded by Gareth. Carried.
3. **Approval of Previous Meeting Minutes – Rick Gallant**
Motion: Glenn moved to accept the September Board Meeting minutes as circulated with a minor upgrade noted by Gareth on page 3. Seconded by Jo. Carried.
4. **Business Arising from Previous Meetings** (*if not addressed within the Committee Reports*)
 - a. Water Licence Transfer Agreement
The application to transfer a portion of our water licence requires Corix to sign off since the transfer is actually going to them. Once signed off, it will be submitted to AEP. Rick will follow up with AEP once the application is submitted to try to expedite the approval process.
 - b. Larry Spilak Memorial
There has been no further progress or communication from Don Waldorf pertaining to the Larry Spilak Memorial despite Rick's request for an update. The Board agreed that Rick should contact Don and ask if he would be willing to have the LAHPOA take over the project.
 - c. Lifecycle Assessment Report
The Lifecycle Committee, comprised of Rick, Gareth, Jo and Les, met on the evening of October 17 to review the 2023 Lifecycle Plan completed by Morrison Hershfield.

A few minor typographical changes have been requested to MH, and then the 2023 Lifecycle Plan will be complete.

Short term Lifecycle Study expenditures (2024-25) were reviewed, and where appropriate were built into the 2024 Reserve Fund budget to be reviewed later in the meeting as part of the budget review.
 - d. Waiver of Liability for 3rd Party Guests
Legal Counsel has reviewed our Waiver of Liability and reports/recommends the following:
 - i. Appears to be unnecessary duplication.
 - ii. The waiver could be more descriptive in respect of the activities which the users engage in.

- iii. There should be a place for an initial by the waiver paragraph.
- iv. Consider adding the exchange of nominal fee acknowledging the receipt and sufficiency of information.
- v. There should be a clause dealing with the voluntary nature of the waiver and the opportunity to seek legal advice prior to signing same.
- vi. As per allowing third party access, it is Richard John's legal opinion that a day care cannot waive rights of the minor's parents. The waiver must be received directly from the user or the parents.

Action Item: Les to request that Richard John, Bridgeland Law, re-work the waiver excluding recommendation iv.

Action Item: Les to rescind access privileges for First Class childcare, located in the HP commercial plaza.

e. Dunbow Recreation Board Grant Intake

The Dunbow Recreation Board met on the evening of October 16. During the meeting, they reviewed our grant application to purchase a new inflatable "zodiac" rowboat, for the purpose of promoting and facilitating fishing on our lake.

Our request of \$2300 was approved and we have purchased a Stryker HD380 inflatable boat, from Alberta Marine (Nanton), for \$3995 plus licensing and taxes.

The Alberta Marine invoice has been forwarded to the DRB, and we anticipate receiving the \$2,300 grant prior to our fiscal year end.

f. Insurance Review

Further to the Action Item arising from the September Board meeting, updated lists of all insurable community assets were created. The board reviewed the lists and agreed to reduce watercraft coverage from \$66,675 to \$45,000, increase contractor's equipment from \$90,874 to \$123,105 and reduce contents insurance from \$384,405 to \$150,000. Based on last year's unit rates, this will reduce our insurance by about \$800 which should more than offset any 2024 rate increases.

Action Item: Les to finalize coverage as per the Board's discussion.

Action Item: Les to advise Toole Peet of our intentions to renew our auto insurance for the snowmobile.

g. Security Monitoring Review - Jo

The solicitation of quotes from AE Security and Liberty Security indicates that our current pricing from Supreme Security is competitive.

Supreme Security:	\$360/annum. No changes necessary.
Liberty Security:	\$612/annum on a 4-year contract

AE Security: \$484/annum, subject to their ability to take over the proprietary control panel currently in place. If they cannot re-program the existing panel, then there would be an additional cost of approximately \$460.

AE is also recommending \$1,724 in optional, and unnecessary upgrades unless we want the lower level monitored for water flooding, communication upgrades to cellular from landline, user management through an app or browser, and adding a siren & strobe in the garage.

Action Item: Renew with Supreme Security on a 1 year term, with no auto-renewal. Post December 1, 2024, the contract will renew on a month-to-month basis.

5. Reports

a. Community Manager's Report – Les Turner

- i. Divcon: A detailed list of tasks assigned to Divcon is serving as a checklist of tasks completed and/or still to be completed. Some of the highlights include:
 - LED lights on LH repaired on October 16
 - Remaining entrance banners hung at the west entrance
 - Transmissions on one Cub Cadet mower replaced, with the second mower being refurbished using the good transmission from the first mower.
 - Turnover of Spring/Summer equipment to Fall/Winter
 - South, West and LH entrance decorating completed
 - Upper Lake pump shut down and irrigation system blown out
 - Aeration system to be shut down when the ice starts to form
- ii. Restrictive Covenants: Over 60 letters were distributed to residents who were identified to be in conflict with one or more of our 13 restrictive covenants. The majority of letters were reminding residents of the need to have their waste and recycling bins placed inside garages or out of sight, however, there is still a need to remind some residents that trailers, boats, etc. cannot stay on driveways longer than 72 hours.

Letters were geared to remind residents of our high standards and the need for all residents to support our rules and regulations. Areas still to be reviewed include the Isle, Landing and 1/3 of the Drive.

- iii. Herbicide Applications: NutriLawn was onsite applying a third herbicide application on several heavily weeded areas.
- iv. Supreme Security was onsite reprogramming the motion/intrusion alarm system.
- v. Christmas Lights: A third-party vendor has commenced with the preliminary installation of the Christmas lights by laying out extension cords before the snow arrives.

b. Hamlet of Heritage Pointe Collaboration Group – Rick Gallant

- i. At the HHPCG meeting it was suggested that there was going to be a proposal at the Foothills Council meeting the next day to install traffic lights at Dunbow Road and 2nd Street as a means to advance the Heritage Crossing development. Rick followed up with an email to Councillor Waldorf to express concern with this change in direction versus the traffic circles that were presented as the preferred choice at the Dunbow Road Traffic Study open house in 2022. Rick then observed the council meeting virtually to understand what was actually going on. After much discussion, Council agreed to proceed immediately with design work to address the Dunbow Road and 2nd Street intersection with no final decision on traffic circles versus traffic lights.
- ii. Corix Rate Application: Corix has refiled their rate application with the AUC. The original application requested a 22% increase over the next three years. The revised application reflects a 3.6% reduction in year one with a combined increase of 19% over the 3 years. The AUC also directed Corix to obtain competitive bids for any capital work over \$100,000 and for any operating expenditures over \$25,000 and to file their subsequent rate applications every 3 years with no exceptions. Corix has appealed the original AUC ruling and is awaiting the outcome of the review of their revised application.
- iii. Deerfoot Trail Noise: The Collaboration Group has drafted a letter to Councillor Waldorf requesting a meeting with Foothills council, pertaining to the noise emanating from Deerfoot Trail. There was a subsequent request to have all hamlet of Heritage Pointe HOA presidents sign the letter.

Decision: The noise from Deerfoot Trail does not impact the LAHP. As such, the Board agreed that the LAHPOA should not be engaging in this issue and would not be included as a signatory on the letter to Councillor Waldorf.

c. IT + Communications – Jo Scott

All community programs and public service announcements continue to be distributed in a timely manner, using our website, email distribution list and Facebook.

d. Safety and Security – Todd Brown

- i. CCTV Cameras: Convergent was awarded the security camera entrance upgrades per the Board motion at the September 25th, 2023, meeting.

A summary of the Convergent Phase 1 project is below.

Phase 1: Installation of two cameras at South Entrance.

- Axis P1465-le-3 License Plate Verifier Kit
- Axis pole mount
- 64 Gb storage cards for each camera

Price: \$8,093.51+ GST

If nighttime license plate image capture is inadequate, additional IR lighting can be added for an additional **\$2,371.97**. **TOTAL price, therefore, would be \$10,465.48 + GST.**

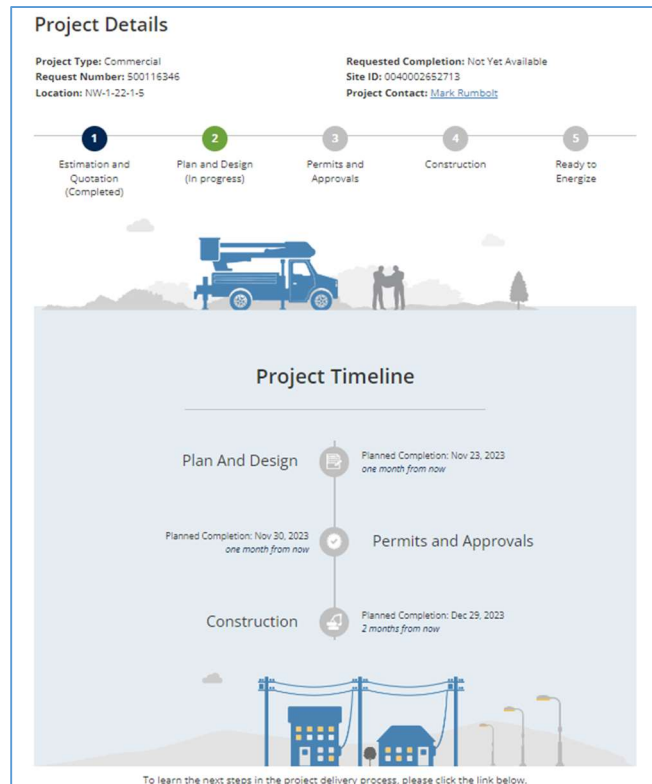
If the cameras do not meet our needs, we have 30 days to return them for a full refund.

Phase 2 – West entrance cameras and modem would be invoiced and ordered later once the Fortis power upgrade is complete or near complete.

Fortis & West Entrance Power: The Fortis west entrance power installation project was accepted by the LAHPOA. The timeframe for the various phases for the Fortis installation is shown below.

Relative to the Fortis upgrade, LAHPOA will need to provide a junction/disconnection box and cabling to the Fortis pull box. Wyzer Electric quoted **\$5,700** to perform the work. Goodfellas Electric were on site Oct 18th and quoted \$2,700 to perform the work. 4 Star Electric had been contacted but the earliest they will come to site is Nov 2nd. Lighthouse Electrical (Divcon referral) was contacted but have not quoted. We have awarded the contract to Goodfellas and are working with Goodfellas on the permit application.

Action Item: Les to verify on the land ownership map as to who owns the boulevard.



ii. **Fall Safety Communication:**

As winter approaches and nights are getting longer, a communication email should be sent to homeowners reminding them to be diligent in preparing and safeguarding their homes from becoming targets for criminal activity. Mitigation measures should include:

- have plans in place for timely snow removal,
- ensure seasonal based items are stored/removed from exterior of homes,
- use exterior lighting and motion sensors where practical,
- get to know your neighbors and watch out for each other.
- WhatsApp communication groups have been established for various parts of the community. The LAHPOA should know the various WhatsApp group coordinators as inquiries to join these groups do occur.

- iii. Rural Crime Watch reflects that there was a theft from a motor vehicle in LAHP on October 11. This was not reported to the LAHPOA.
- iv. Portable Game Cameras:
Batteries and SD cards to be replaced before month end.
- v. Fire Inspection:
The FCFD completed their annual inspection of the Lake House on October 3. No concerns were identified.

Action Item: Les to create Emergency Contact signage for upstairs and downstairs at LH.

e. Events Committee – Jo Scott

- i. Wine Tasting: 32 participants enjoyed an evening of Italian wine tasting and education.
- ii. Pumpkin Giveaway: 130 pumpkins were given away, for free, to residents on October 21. Thanks to Leslie Methot Realty for their donation of time, pumpkins, and hot beverages.
- iii. Halloween Haunted Lake House: Tuesday, October 31. The Lake House will be closed for decorating from October 25 – November 1 for this event. Mike Niemans Realty will be coming on board to supply title sponsorship and the bulk of the treats. This event will run from 5:30 pm-7:30 pm
- iv. Bourbon Tasting: Friday, November 24
- v. Pet Photos with Santa: Sunday, November 26
- vi. Christmas Baking Exchange: Tentatively scheduled for Thursday, November 30 OR Saturday, December 2. The LAHPOA will supply beverages and hope to have 10 participants sign up for each day.
- vii. Skate with Santa: Tentatively slated for Friday, December 9

f. Architectural Guidelines – Brent Fraser

- i. 100 Heritage Shores: homeowner advised of their intentions to install solar panels.
- ii. 161 HL Blvd: new owners utilized a crane to move their swim spa from their front driveway into their backyard.

g. Isle Playground Committee – Jo Scott

- i. Installation of the new Isle Playground is tentatively scheduled for early June, as installation contractors have April/May reserved for carryover projects from 2023. Dates will be confirmed in March.
- ii. Les has reached out to three vendors to discuss working with the community on site demolition, preparation and final landscaping.
- iii. LAHPOA to decide what type of borders are to be installed around the wood fibre surface area. While a border is not mandatory, it does keep the wood fibre contained. Canadian Recreation Solutions advises that our border options are as follows:
 - Kid Timbers (black recycled plastic in 6' sections) – this is around \$40 per foot including installation = approximately \$18,840 for 471'
 - Concrete – this is around \$70 per foot including installation = approximately \$32,970 for 471'
 - Wood – this is around \$60 per foot including installation = approximately \$28,260 for 471'

To reduce costs, we could install the Kid Timbers using community volunteers. This would save \$10/ft or \$4,710 with a final cost being \$14,130. There may be additional costs associated with LAHPOA installing the Kid Timber as it is assumed that there would need to be ground preparation and possible laying of a pea gravel base (leveling) under the Kid Timbers.



Kid Timber sample

The Concrete and Wood options must be installed by the installer.

Action Item: Prior to the Board deciding what border option to install, Les to obtain updated quotes from Canadian Recreation Solutions to complete the entire playground surface with poured-in-place rubber.

- iv. Shipping date for the playground equipment is scheduled for mid-November. The playground will be delivered to Jarvis Industries, and they will store the playground over the winter.
- v. Costs for the supplier to relocate the playground from Jarvis Industries to LAHP has been quoted at \$1500.

Action Item: Les to remind the DRB of their commitment in 2022 to provide a \$25,000 grant for the playground. A copy of the equipment invoice to be provided along with a request that the DRB forward the funds at their earliest convenience.

h. Water Committee – Glenn Ruskin

- i. The Water Committee has concluded meeting for the year, with the last meeting held on Monday, October 21.
- ii. Monitoring of water temperature, clarity and oxygen will continue throughout the Fall and Winter months. Should oxygen levels start to decline to unacceptable levels during the winter months, we will implement the use of the portable aeration pumps that were utilized in Winter 2023.
- iii. In September, we had an independent lab test our water for a number of variables. Smoky Trout requested these tests be conducted so that they had a better understanding of our lake chemistry in order to recommend biologic applications for Spring 2023.
- iv. A new concern is confirmation of Prussian carp minnows being identified in the waterfall bay area. Prussian carp are an invasive species, that are very difficult to eradicate. They are also bottom feeders and tend to stir up the sediment leading to poor visibility. It is our hope, and desire, that our brown and tiger trout will feed on the carp; thereby limiting their numbers. Moving forward, we have already put a place holder on an order for more tiger trout for stocking in spring 2024.

Action Item: Glenn to confirm \$10k quote from Smoky Trout in May 2024 for tiger trout.

i. Treasurer's Report – Gareth Davies

- a. September Financial Statements: The September financial statements were circulated as a separate document with detailed variance explanations. No questions or concerns were identified.

- b. Investments: Gareth has reviewed our investment processes, with the intent of maximizing our interest revenue by purchasing another GIC.
- c. Past Due Invoices: One resident continues to have their HOA fees outstanding. Bridgeland Law has advised that they have filed a Statement of Claim to this resident, along with a current LAHPOA invoice for their late payment fees.
- d. 2024 Budget Process: The Operating and Reserve Budget process has commenced, with the Board weighing in on major variances between 2023 YE projections and proposed 2024 budgets.

The new Lifecycle Plan has been reviewed, and where necessary, the Reserve Fund Budget has been developed to reflect “one-off” or major expenditures that are not normally booked to the operating account.

Action Item: Gareth and Les to continue finetuning the 2024 Operating and Reserve Fund budgets. The following items require finetuning prior to approval at the November Board meeting.

- Confirm CPI
- Divcon addition of work unique to 2024
- Confirmation of insurance premiums
- Amortization
- Confirm playground surface option

6. New Business

- a. External Communications: Gareth raised a question regarding the potential of circulating a regular newsletter to residents. Rick indicated that newsletters are sent out in January with the annual HOA invoices and in May with the AGM packages. Detailed meeting minutes are also available online so that those residents that are interested can review all the details of the Board’s work.
- b. 7th Board member: Gareth also suggested using the seventh (i.e. vacant) board position to invite potential residents to observe the Board in action which may help in recruiting future board members. Rick advised Gareth that any LAHP resident may sit in on a board meeting and observe the Board in action so the vacant board position is irrelevant. If anyone knows a resident that might be interested in serving on the Board they’re welcome to invite them to a meeting.

7. In Camera Session

- a. ATB Debit Card: To assist Les with depositing funds into the association’s bank account, he has requested a no-withdrawal debit card.

Motion: Gareth moves to authorize Les to obtain a no-withdrawal ATB debit card. Seconded by Todd. Motion Carried.

Action Item: Gareth to arrange the procurement of a no-withdrawal ATB debit card for Les.

8. Next Meeting: Wednesday, November 29, 2023

9. Adjournment: The meeting was adjourned at 9:35 pm.