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Meeting Minutes

Wednesday, June 29, 2022 7:00pm

Lake House @ LAHP

Attendees: Rick Gallant – chair & secretary Les Turner – community manager

Jim Chuey – safety/security

Brent Fraser – architectural/landscaping

Jo Scott – IT, communications, playground, events

Carey Donkervoort – treasurer

Trevor Yeaman – member at large

Regrets: Glenn Ruskin – vice chair, water committee

1. Call to Order & Welcome

Rick called the meeting to order at 7:00pm

Congratulations to Brent for his recent nuptials with Kristy.

1. Introductions

Trevor Yeaman was welcomed to the Board.

1. Approval of Agenda

**Motion**: Carey moves to accept the amended agenda with the following additions to New Business.

* + - * Access to Lake House Washrooms
      * Oxbow ASP
      * Telus Fibre update

Motion seconded by Brent.

Carried

1. Approval of Previous Meeting Minutes

**Motion**: Jo moves to accept the May 19 meeting minutes as circulated. Seconded by Jim. Carried.

1. Business Arising from Previous Meeting
   1. HP Stewardship Group – Rick Gallant

Rick spoke to the HHPSG meeting coordinator about our concerns with the last HHPSG meeting. He acknowledged these were valid concerns and indicated he would put them on the agenda for discussion at the next meeting.

1. GateWorks – Rick Gallant

Through our PM program, Gate Works has identified a card reader issue and a damaged VP1 program on Gate 6. They are also watching the solar charger at the play court as the charging of the battery is intermittent.

We have agreed to pay the holdback from the 2019 capital installation as the recent upgrades on the west entrance cameras and the Shores gates have resolved all outstanding issues from the original project.

We received a past due notice on the 2022 VIZpin annual subscription. The $2948 expense was not accrued so we will need to incur this expense in 2022 and be sure to budget for it in 2023.

1. Canada Post Mailboxes – Rick Gallant

Divcon has been engaged to assess replacing the stonework on the mailbox shelter pillars now that the slabs have been lifted. This work is scheduled to be done in mid-July.

1. AGM – Rick Gallant

Feedback following the AGM was very positive. Positive comments included the financial pie chart, the flow of the presentation, pace and efficiency of the presentation to finish the meeting in just over an hour, the range of relevant information presented, and the interactive nature of the presentation.

1. Water Licence – Rick Gallant

The revised Water Transfer Agreement, reflecting the increased rates, has been executed by both parties.

Corix has advised that they are reconsidering their offer for a portion of our water diversion licence based on Rick’s feedback on their original offer. They indicated they will get back to us in a couple of weeks.

1. Sidewalk Remediation – Rick Gallant

Extremely disappointing response from the county pertaining to the sidewalk remediation on the Drive. They indicated the sidewalks look fine, so they are not prepared to resurface them simply to address drainage. They have elected to take a stepwise approach starting with the new ”swales” they have dug between the sidewalk and the curb. If this doesn’t work, they may be willing to reconsider resurfacing next year. Rick indicated to Jeff Edginton that this was a very unsatisfactory response and also relayed the feedback to councillor Waldorf.

1. Larry Spilak Memorial – Les Turner

Les contacted EdenBrook to determine the process and implications of cancelling the plaque for the Spilak Memorial. There will be a 10% cancellation fee. In the meantime, Don has contacted another supplier in High River and received a much better quote on the price for the plaque. Rick informed Don that the board is looking for immediate progress on closing out this initiative or we are going to withdraw our support.

**Action Item:** Rick and Les to continue to monitor the progress of the production of the memorial plaque.

1. Documentation of Architectural Control and Landscape Guideline Approvals

Les has identified this work to be completed but has yet to start it. As requested, Rick supplied Les with his historical files from when he served as the Director responsible for ACLG.

**Action Item:** Les to action this item when time permits.

1. #4 HL Quay

Rick and Les met with the homeowners of #4 HL Quay on Wednesday, June 29 to discuss remediation of the aggressive pruning completed by Divcon. The purpose of this meeting was to seek resolution on how to appease the homeowners and to clarify who is responsible for the maintenance of this garden bed. Discussion was positive and we have verbally agreed on how Divcon and the HOA will rectify the situation.

1. Isle Playground Replacement and Enhancement

There has been no new progress on the Isle Playground Enhancement project.

**Action Item:** Les to progress this item upon the conclusion of the Stampede Breakfast.

1. Residential Docks**:**

Les has circulated an email to all lakeside residents informing them of the unique challenges in maintaining their docks given the presence of the lake liner. Two “preferred vendors” were shared as contractors who are familiar with our architectural standards for docks and who have had positive past references. We also offered our assistance with the towing of docks to/from the main beach.

1. Fish Stocking

The stocking of brook (375) and tiger (275) trout occurred on June 23. Despite the inclement weather, we were pleased to see so many community residents in attendance.

1. Islands

To educate residents and guests to stay off the islands, we need appropriate signage placed on our three islands stating that the islands are off limits.

**Action Item:** Les has ordered six aluminum signs, using a similar design to our current signs stating, “No Trespassing”. We will install two signs per island.

1. Raw Water

With Corix shutting their intake pumps down in mid-July to remediate the pump house intake from the Bow River, it was previously recommended that the LAHP take on 10,000 m3 of raw water before the pumps are turned off. However, given the large amount of rainfall in the month of June and the current high level of the lake, it is recommended that we delay this fill volume until the end of July.

**Action Item:** Request Corix to schedule the LAHP for a lake fill of 10,000 m3 after the intake repairs at the end of July.

1. Events Committee

Attached to the Board Reports (Appendix A) is the proposed mandate for the new/revised Events Committee.

**Action Item:** The Board of Directors are asked to review the proposed Events Committee Mandate and submit feedback to Les by July 15. The final copy should be generally consistent with the format of existing Board sub-committees.

1. Events / Programs – Les Turner
   * 1. **Mike Niemans Parade of Garage Sales:** The Mike Niemans Parade of Garage Sales was held on Saturday, May 28 with 30 community homes participating.
     2. **Show and Shine**: The 1st Annual Show and Shine was held on Saturday, June 11. Great participation with 35 vehicles on display and many residents visiting, checking out the cars and enjoying the beverages/burgers/smokies.

Kudos to “The Stash” and “Corey Construction”, who donated all $1100 in revenues to the Foothills Fire Department. (Originally only the proceeds were to go to charity).

* + 1. **17th Annual Stampede Breakfast:**
       - Plans are coming together as we plan to serve 1000 guests at the Stampede Breakfast.
       - To avoid lineups on July 9, advance tickets can be picked up and/or purchased in the Lake House Sunday thru Saturday from 11am-6pm.
       - No charge for residents - we will verify residency. $5.00 per guest.
       - To date, 12 sponsors have come on board with either cash donations or door prizes.
       - Confirmed activities include inflatable obstacle course, inflatable bounce house (younger residents), magician/balloon artist, face painters, horse drawn wagon rides, and kid’s games
       - Tentative entertainment may include a live band/musicians from the community
       - All in we require 64 volunteer hours to implement all activities, set up, take down, etc.
    2. **Boulevard Banners / Photo Contest**:

The photo contest concluded on June 17 with 38 entries received. Once Directors vote on the preferred photos, mock-ups will be produced for final approval.

**Action Item:**

* + - * Following the board meeting, directors voted on preferred photos from the photo contest submissions.
      * Les to produce mock ups of the preferred photos.
      * Photographers of the photos chosen for the banners to be contacted before we go to production.
    1. **55 Plus Social:** Anywhere from one to six residents drop in for coffee on Thursday afternoons. Numbers are not what was envisioned, but the single serve coffee pot is available to any 55+ who wish to show up on Thursdays from 1-3pm.
    2. **Sculpt Fitness**: Sculpt Fitness has renewed their program until mid July with drop-in low impact fitness every Friday morning on the Lake House beach/park.
    3. **Skylight Hutterite Colony**: We continue to invite the Skylight Hutterite Colony to the LAHP parking lot to sell their products. The colony was last on site on Wednesday, June 29. The goal is to move towards a regular bi-weekly schedule.
    4. **Summer Programming**: Our summer team will be planning and implementing the following summer programs this year.
       - Campfire Night Saturday, June 25 Dylan/Carter
       - Canada Day Friday, July 1 Caitlin/Miranda
       - Karaoke/Just Dance Friday, July 10 Austin/Katie/Kira
       - Stampede Breakfast Saturday, July 9 Les
       - Teen Night Saturday, July 16 Dylan
       - Wine & Paint Night Wednesday, July 20 Hiya
       - Tie Dye Day Friday, July 22 Hiya
       - Hawaii Day Saturday, July 23 Miranda
       - Summer Games Day Saturday, July 30 Caitlin/Miranda
       - Fun Run Friday, August 5 Miranda/Hiya
       - Wine & Paint Night Wednesday, Aug 10 Kira
       - Boat Races Saturday, August 13 Miranda/Kira
       - Music Jam Session Saturday, August 13 Dylan/Austin
       - Scavenger Hunt Saturday, August 20 Megan/Carter
       - 3 on 3 Hockey Saturday, August 27 Austin
       - End of Summer Bash Saturday, Sept 3 Les

1. Reports
   1. Community Manager’s Report – Les Turner
      1. **Summer Staffing:** We have hired 4 summer Team Leaders (aged 18+) and 5 summer team members (17 and under). Hiya, Miranda, Dylan, and Austin are our Team Leaders. Carter, Megan, Kira, Katie and Caitlin are our team members. Miranda, Dylan and Megan are returnees from last year.

With everyone planning to have at least one week of vacation this summer, we have hired nine staff so that we have the necessary coverage when staff are away.

All team leaders are required to submit a vulnerable sector police check (not available to those 17 and under) and all staff either have, or will be obtaining, first aid/CPR/AED certification.

All staff participated in 8 hours of orientation training and team building sessions on June 16 & 17.

1. **PLNT:** Our horticulturist, PLNT, has completed the following tasks within the community this spring:
   * Herbicide application for weed control
   * Liquid fertilization of all trees and shrubs
   * Liquid fertilization of LH, garage, sport court turf, Isle, Close, Court and the islands on HL Drive and SW end of Cove
   * Cut down perennials & grasses in beds
   * First shrub pruning
   * Pruned all trees, this includes removing deadwood, crossing/rubbing branches, and black knot where needed.
   * Spoke with Les regarding Schubert behind lake house and decided to remove this tree in the fall due to black knot.

**Action Item:** Les to ensure that the PLNT signage to read “herbicide” application rather than “pesticide “application.

1. **Divcon:** Our turf maintenance, general maintenance, and irrigation specialist, Divcon, has completed and/or is working on the following tasks this spring:

* Remediate main dock floats. Upon closer inspection, the dock deck and the walkway are two different heights. There are no issues with the floats.
* Remediation of the north dock was completed on June 21 with resurfacing commencing on June 22.
* Installed ventilation fan in the aeration compressor vault.
* Finish parging repairs on garage (woodpecker holes not done yet on south and east sides as we are looking for a permanent solution.)
* Critter blockades to be installed under the Lake House deck to keep skunks and such out from under the Lake House
* Basketball hoop and crank to be repaired.
* Stonework at Canada Post shelter and main entrance to be completed in early/mid July.
* Irrigation repairs and fine tuning of spray heads.
  1. Hamlet of Heritage Pointe Stewardship Group – Rick Gallant

Notes arising from the June 25th HPSG meeting:

* + - * Rick reviewed his concerns with the previous meeting and there was unanimous agreement that this is primarily an information sharing group and that it has no formal authority. It may serve as a forum for aligning on issues that some or all HOAs may want to address but the formal authority will always remain with the individual HOAs. As such, Councillor Waldorf’s participation should be by invitation only as the group aligns on topics they wish to address with the councillor. In addition, agendas and participants need to be clearly communicated before each meeting so there are no surprises.
      * The Dunbow Road Transportation Study consultation plan is proposed to include a survey to all affected residents and two small information sessions that would occur in the Fall. The study’s proposed plan includes several traffic circles along Dunbow Road and a new interchange at Dunbow Road and MacLeod Trail at some point in the future.

**Action Item:** Rick to send the Dunbow Road Transportation Study to all Board members.

* + - * The new LaunchPad Driving Range had their soft opening on June 27 and there are already plenty of concerns about lighting, aesthetics (safety nets), parking, security, and noise. There will be a special meeting with the Division 6 councillor to share the HHPSG’s shared concerns with planning process for this development. The LAHPOA received a complaint from a resident on the Quay pertaining to the lighting issue and its impact on their home.

**Action Item:** Rick to engage the resident to formulate a plan to engage the Windmill Group CEO (Barry Ehlert) about our community’s concerns with the lighting for the new Launch Pad facility.

* + - * The Heritage Crossing development presentation was well received with the only real concern being traffic on Dunbow Road.
  1. IT + Communications – Jo Scott

Nothing to report.

* 1. Safety and Security – Jim Chuey

Reviewed summer staff safety procedures and discussed student orientation with Les.  The orientation manual appears to be appropriately detailed to cover off the pertinent safety items.

**Action Item:** Jim to meet with Les to discuss his thoughts and recommendations.

* 1. Architectural Guidelines – Brent Fraser

Applications received, and status, are as follows:

* Project: Landscape upgrades

File: Gordon/Anderson 20220518

Address: 64 HL Drive

Status: approved

* Project: Exterior painting

File: McGillivray 20220519

Address: 152 H Isle

Status: approved

* + - * Project: Landscape upgrades

File: Zadoroniak 20220525

Address: 25 H Harbour

Status: approved

* + - * Project: Exterior painting

File: Warkentine 20220527

Address: 68 HL Shores

Status: approved

* Project: Privacy Wall

File: Klassen 20220417

Address: 77 HL Blvd

Status: withdrawn

* + - * Project: Exterior painting

File: Fiege 20220609

Address: 144 H Isle

Status: approved

* + - * Project: Exterior painting

File: Ruparell 20220610

Address: 56 H Isle

Status: approved

* + - * Project: Exterior painting

File: Parhar 20220613

Address: 177 H Isle

Status: approved

* + - * Project: Garage extension

File: Stokes 20220616

Address: 189 H Isle

Status: approved

* + - * Project: Driveway remediation

File: Warkentine 20220614

Address: 68 HL Shores

Status: pending

* Project: 6’x 8’ cedar greenhouse requested to be installed more than 1.5m from

residence.

File: Yeaman 20220422

Address: 16 HL Close

Status: Withdrawn

* 1. Playground Committee – Jo Scott

Nothing to report.

* 1. Water Committee – Glenn Ruskin

The Water Committee met on June 13. Highlights and Requests for Action, arising from this meeting are:

1. **Aeration System Updates**:

**Action Items:**

* + - * Installation of additional air fan into the compressor vault. Work completed by Divcon.
      * Divcon has been assigned the rebuild of the nine (9) compressors. This work to be completed before the aeration diffuser repairs.
      * Installation of a pressure relief valve, which will release the air pressure should we lose power, will be installed by Divcon as Pond Pro ran out of time on June 28..
      * Two (2) aeration diffusers (far north location) required work.  Work was completed by Pond Pro on June 28.
      * The 25 remaining aeration diffusers will be remediated by Divcon after the compressors have been remediated.

1. **Loons:** Our loons introduced a chick to their family on the evening of Tuesday, June 14. There is still debate as to whether there is a second egg in the nest or not.

We continue to encourage boaters/swimmers to steer clear of the north island.

1. **Goose Egg Collection:** 99 eggs have been collected to date. Last date of collection for 2022 was May 29 weekend. There was a dead goose, which was disposed of as per Environment Canada’s direction.

**Action Item:** Les to complete the Environment Canada requisite paperwork concluding the 2022 migratory bird egg collection/relocation program. Deadline for submission is June 30.

1. **Biologic Applications**: Lake residents noticed algae is starting to bloom but not the thick algae we were seeing this time last year. Les is keeping current with the prescribed plan provided by Smoky Trout. Should algae start blooming with the anticipated increase in temperature and sunshine, we may need to increase the biologics. We continue to be in communication with Smoky Trout as things change.
   1. Treasurer Report – Carey Donkervoort
2. **May Income Statement Variance Report**: Circulated under separate email by Les. Rick queried why staff costs for distribution of AGM packages was booked to courier expenses rather than casual labor.

**Balance Sheet Overview**: Carey reviewed our May month end and YTD balance sheet. The Operating Cash balance as of May 31 is $787,087, with $751,000 invested in T-Bill savings.

1. **2022 Annual Fees**: One resident has yet to pay their 2022 Annual Fees. The collection process has so far been unsuccessful so we have advised Bridgeland Law to proceed with filing a Statement of Claim.
2. **Capital Budget**:

* $3,000 of the $7,000 budgeted for irrigation in May was spent in May
* The main dock was resurfaced, re-stained and varnished
* To date, $1300 of the $5000 garden bed restoration budget has been expensed.
* North Dock remediation: The remediation of the north dock planned for 2023 was deemed to be of a higher urgency. Carey advises that this is not a capital expenditure but rather needs to be billed to Repairs and Maintenance.

**Motion:** Carey moves to refurbish, re-stain and varnish the North Dock as soon as possible, as per the terms of the Divcon proposal. Motion seconded by Jim. Carried.

* Boulevard flags were budgeted for May but have yet to be expended. This expense should occur in August or September.

1. New Business
   1. Director’s Roles and Responsibilities

After every AGM, the newly elected Board of Directors meet at the first Board meeting following the AGM to assign roles and responsibilities to the newly elected directors. After a quick discussion, all returning board members indicated a desire to continue in their previous roles. Trevor expressed an interest in helping with the Events Committee or anywhere else he could be of service.

Chair/Secretary/Lifecycle: Rick

Vice Chair/Water Committee: Glenn

Treasurer: Carey

Safety Security: Jim

Architectural: Brent

IT/Events/Playground: Jo

Member at Large: Trevor

* 1. Community Garden Boxes

We have been approached to install garden boxes within the community. A community garden box is a compilation of raised garden beds constructed in a community space, where residents are assigned a box for their personal gardening needs. Access to water is preferred and supplied by the community. Boxes can either be rented for a small fee or provided at no charge. If demand exceeds availability, there can be a random draw.

The board discussed the feasibility of this request and determined that it was not a fit for our community. Issues included the cost to construct, a location that would be acceptable to everyone, provision of water, and the cost and effort to upkeep. The board also felt that properties in the LAHP are all big enough for folks to install their own gardens on their own property which is often not the case in other communities.

**Action Item**: Rick to advise the homeowner that due to the issues identified above, the board decided this was not something we were prepared to do in our community.

* 1. Non-compliant Properties

Within our bylaws, and various other documents we have rules and regulations for our community and various penalties for residents who are not in compliance for various reasons.

The current practice of the Board and management, as well as all previous boards, is to educate residents of community standards and to seek voluntary compliance. The board discussed the implications and potential legal consequences of escalating our enforcement efforts and concluded that we would continue to work with residents to obtain voluntary compliance except in specific cases such as non-payment of fees or where liability issues arise.

* 1. Community Manager’s Emergency Relief Coverage – July 16-24

**Action Item:** Les to circulate a request as to when directors can be on call if staff have any emergency issues between July 16 and 24, which is when he intends to take a week of vacation.

* 1. Lake House Washroom Access During Unstaffed Hours

There was a request at the AGM to have the washrooms at the Lake House available outside staffed hours.

With the Lake House open 11 to 12 hours a day during the summer, it was decided that there is no need for Lake House access beyond these hours. Spring and Fall is very quiet at the beach and Lake House so no access is deemed necessary at this time either. The board determined that the real issue was washroom access during the winter for skaters and people ice fishing.

To provide washroom access for the ice skating/ice fishing season, the Board has asked Les to arrange for a portable washroom to be rented and placed in an inconspicuous location on the lake house property where it can be easily serviced.

**Action Item:** Les to arrange for a portable washroom to be rented from mid-December to end of February. Location to be near the beach at the end of the service road thereby allowing access for servicing.

* 1. Oxbow ASP

The board was made aware of the proposed development at the east end of Dunbow Road. It was agreed that this development will have minimal impact on our community.

* 1. Telus Fibre Optic installation update

Trevor queried what the fibre optic install will look like in the community and what the impact will be on homeowner properties. Other communities where Telus is installing fibre report poor remediation practices and an eyesore during construction.

**Action Item:** Rick to send a pro-active communication to Telus advising their installation team about the pride of ownership and high landscaping/aesthetics within our community and our expectations about how any work will be conducted.

1. In Camera Session
2. Next Meeting Thursday, July 28

7pm-10pm @ the Lake House

1. Adjournment

Rick moved to adjourn the meeting at 9:30pm