LAHPOA Board of Directors

Meeting Minutes

Thursday, July 28, 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

7:02pm

1. Approval of Agenda

**Motion**: Trevor moved to accept the meeting agenda as circulated. Seconded by Jim. Motion carried.

1. Approval of Previous Meeting Minutes

**Motion**: Jim moved to accept the meeting minutes of June 29, 2022 as circulated. Seconded by Jo. Motion carried.

1. Business Arising from Previous Meeting

a. Water Licence – Rick Gallant

No response yet from Corix.

**Action Item**: Rick to work on water license renewal in September

1. Larry Spilak Memorial - Les Turner

Don W reports that they have changed suppliers to produce the Larry Spilak memorial plaque. They will now be using AJ’s Trophies out of High River.

**Action Item:** Work with Don to secure a refund from Edenbrook Memorial and apply these funds to AJ Trophies purchase.

1. Documentation of Architectural Control and Landscape Guideline Approvals

Nothing to report. Tabled until Fall.

1. #4 HL Quay Garden Bed

Rick and Divcon added additional shrubs and extended the chain link fence on July 27. Still need to add “snow in summer” perennials and cedar mulch.

1. Isle Playground Replacement and Enhancement

Nothing new to report. Working with two suppliers on final design.

1. North Dock remediation

Divcon has repaired all supports on the North Dock and lowered the dock so that it closely follows

the contour of the shore. They also re-stained and varnished it. The initial varnish coat was deemed very slippery when wet, so a second coat of varnish and traction sand was applied.

Several comments were received pertaining to whether railings would be reinstalled on the North Dock. The plan was that with the lowering of the dock height that railings would no longer be required. Many docks on the lake have no railings including our main dock at the lake house.

**Action Item:** Tabled for Glenn’s return

1. Canada Post manufactured stone remediation

Divcon has indicated they do not feel they have the skills to complete this work. They have obtained one quote from a third party for $2800 to repair the manufactured stonework around the bases of the Canada Post shelter pillars. Should we seek compensation for this work from the County or should we ask the county to do the work?

**Action Item**: Les to ensure a second quote is received from Divcon.

**Action Item**: Rick to ask the county to reimburse the LAHPOA for completing this remediation.

1. Events Committee Mandate

Directors were tasked with reviewing the Events Committee mandate at the June board meeting. Les was asked to ensure it followed the format used for existing committee mandates. The attached addendum reflects the updated Events Committee mandate, using our current committee mandate formats. All committee mandates to be reviewed under New Business.

**Motion:** Jo moves to accept the mandate of the Events Committee as circulated. Seconded by Carey. Motion carried.

**Motion:** Rick moves to appoint Jo Scott as the lead on the Events Committee. Seconded by Brent. Motion carried.

1. Community Manager’s Emergency Relief Coverage – August

Les will be seeking directors to be on call during his planned week off in August.

**Action Item**: Les to develop a schedule whereby directors can sign up to be on call during his August vacation.

1. Events / Programs – Les Turner
* Boulevard Banners: We have chosen 6 photos from the 39 submissions to be used for our new boulevard banners. We plan to have these in production by early August.
* Stampede Breakfast: The Stampede Breakfast was a success with ~750 residents enjoying a beautiful sunny morning mingling with their neighbours. Through the generosity of our sponsors, 80% of the cost was covered through donations resulting in the LAHPOA only using 45% of the allocated budget.
* Karaoke Night: Approximately 16 residents enjoyed singing at the Lake House for the July 11 Karaoke night.
* Hawaii / Tie Dye Day: Saturday, July 23 from 11-5pm. Games, treats and tie dying all with a beach theme.
* Teen Night: Only 12 teens registered for the event, but many more came out to participate informally.
* Wine and Paint Night: 13 residents enjoyed an evening of painting and socializing on July 17. Another Wine and Paint Night will be held in August.
* Upcoming activities include the 5Km community fun run, beach games day, sleepover, and a musical jam session.
* Initial work has commenced with an End of Summer celebration that will be co-hosted with the Foothills Fire Department Society.
1. Reports
	1. Community Manager’s Report – Les Turner
	2. Mid-Summer BBQ: A mid-summer team appreciation BBQ is scheduled for the Lake House on Thursday, August 4 from 5:30-7pm. This is an opportunity for the directors to meet the summer team, thank them for their efforts to date and encourage them to end the season on a high note.
	3. Summer Staffing: Staff hours are tracking below plan as we have had several shifts cancelled due to inclement weather. The Team is very independent and showing great initiative in managing the day-to-day activities of the beach and watercraft. They show no hesitation jumping in to assist with special projects, rentals, or maintenance projects.
	4. Resident Concerns:
		* + Several anonymous complaints received pertaining to late night fireworks being set off from 24 HL Blvd: An email was delivered that this is a county bylaw and that complaints need to be sent to County Bylaw for noise and firework infractions.
			+ Dust and grass being discharged towards resident’s properties from the lawn mowers: We have advised our lawn mowing attendants to take three passes with the discharge chute aimed away from homes before they point the chute in the direction of the residences.
			+ Tossing pruned branches into the ravine behind the Terrace: Advised the resident to report littering to County Bylaw Enforcement for littering.
			+ Report of drones flying in the community: An email post was circulated educating residents that drones may be used by realtors but prior permission from the Lake House is required. Reminded residents to report any drone usage to the RCMP or Foothills County bylaw.
			+ A report received of an unserviceable vehicle on their neighbour’s driveway: Staff advised the complainant that we have no jurisdiction for personal vehicles parked on private driveways. (Yes, we have a bylaw for RV’s and trailers but not for personal vehicles).
			+ A report of a neighbour parking on the street: Advised the resident that if the vehicle is not breaking a parking bylaw, residents have the right to park on the LAHP streets.
	5. PLNT Horticulture Experts
		* + Pruned all trees in the north dock area. Removed all black knot from Schubert’s, recommending 1 removal in fall.
			+ Removed fallen tree in resident’s backyard due to storm.
			+ Met with management to discuss currant and cotoneaster in lake house area. These areas to be cotticed in the Fall.
			+ Three silk ivory lilacs replaced on the Isle
			+ Birch behind the Landing to be heavily pruned
			+ Will be onsite late July pruning and applying herbicide. They have been asked to install “herbicide application” signage rather than “pesticide application”. As a follow up, PLNT advises that “pesticide” is a generic term and applies to herbicides, pesticides, fungicides, etc.

**Action Item:** Contract between LAHPOA and PLNT to expire in January 2023. Les to initiate renewal of a multi-year contract.

**Action Item:** Concern raised about the boulevard trees with suckers growing up around them. Les to query PLNT on where they are at with this pruning.

* 1. T & T Disposal
		+ - A new driver on Thursday, July 21 resulted in the black bins not being picked up on the Landing or Bay. The black bins were picked up the next day, on July 22.
			- Improperly disposed of oil lead to oil spilling from the truck and staining the Isle roadway.

**Action Item:** Les to discuss this incident with the homeowner.

* 1. Divcon
		+ - Working to remove the tree stump behind Heritage Landing that came down in the early July windstorm.
			- Bracing many trees through the community that were uprooted in said windstorm.
			- Refurbished north dock, complete with a second coat of varnish and traction sand.
			- Installed barrier access to stop critters from accessing the space under the LH deck and stairs.
			- Irrigation repairs and finetuning of valves, schedules and spray heads.
			- Assisted with Stampede Breakfast set up and take down.
			- Repaired fencing behind #4 Heritage Landing.
			- Rebuilt 8 aeration compressors and installed a 9th new compressor which was not repairable.
			- Cleaned and repaired 15 aeration heads. 2 heads remain to be cleaned and repaired.
			- Repaired the basketball hoop and crank.
			- Manufactured stonework at Canada Post shelter and main entrance still to be completed. Seeking competitive quotes.
			- Installation of the “No Trespassing” signage on the three islands to be completed.
			- Installation of the backflow valve on aeration compressor discharge line to be completed.

**Action Item:** The contract between LAHPOA and Divcon to expire in February 2023. Les to initiate renewal of a multi-year contract.

vii. Gate Works PM inspection: Gate Works was onsite on July 28. All VizPin readers are now operational. The solar relay was replaced at the Sport Court.

* 1. Hamlet of Heritage Pointe Stewardship Group – Rick Gallant
		1. This group continues to be interesting to manage. A request for us to sign a letter to the Minister of Transportation regarding Deerfoot noise was respectfully declined and a subsequent request to provide our rationale was addressed. We were also asked to support the golf course residents in addressing their issue with LaunchPad including a suggestion that we help pay for a security guard to monitor activities related to this issue. We respectfully declined and again provided our rationale. Each time, I referred back to the feedback we provided about what we were and were not prepared to do as part of this group. Still not sure they are getting it.
		2. Specific to the LaunchPad development, a meeting between Barry Ehlert - Windmill Group CEO, Don Waldorf - Foothills County District 6 councillor, two LAHP residents and Rick Gallant occurred on July 18. Barry committed to get an elevation survey completed for several homes on the Quay and proposed some possible remedies to resolve the issue. Everyone was satisfied with the outcome of the meeting, but we await final resolution.
		3. Meeting with Foothills County District 6 councillor regarding community planning and development to occur in mid September.
	2. IT + Communications – Jo Scott
		1. Monitoring a few troll Facebook accounts and blocking their comments as necessary.
		2. Need to get Treo to give us access to the backend of our email service for administrative purposes rather than engaging their services each time we want to make some administrative changes.
	3. Safety and Security – Jim Chuey
		1. Crime Watch Programs: Jim led a high level, broad discussion on various community crime watch programs, which was prompted by recent vandalism and security events occurring in the community.

**Action Item**: Rick, Jim, and Les to draft a monthly crime watch bulletin to try to engage community residents in helping to address criminal activity and vandalism in the community. The focus will be on watching out for each other, timely reporting of suspicious activity to the RCMP, and remembering to lock vehicles and premises to discourage criminal activity.

* + 1. Wildlife camera maintenance and placement: Jim reviewed the cctv footage on the SD

cards. One camera has been temporarily located to a higher area of concern. 32GB cards are re-writing every 3.5 weeks, which may not be sufficient storage.

**Action Item**: Les to update game camera SD storage cards.

* + 1. Contractor safety input vs work direction.  Jim raised concerns as to whether our third-party contractors are fully compliant with safety protocols and procedures.

**Action Item**: Jim and Les to complete regular safety audits, and the community manager will meet with the respective contractors to review.

* 1. Architectural Guidelines – Brent Fraser

Project: Retaining Wall and Grade adjustment

File: Landscape Artist quote - 20220627

Address: unknown

Status: more detail required due to requested grade adjustment

Project: Landscaping Revisions

File: Landscape Artist - 20220624

Address: 236 Heritage Isle

Status: approved

Project: Landscaping Revisions

File: Hurt - 20220628

Address: 175 HL Drive

Status: approved

Project: Installation of side fence

File: Spilak - 20220706

Address: 94 Heritage Landing

Status: approved

Project: Landscaping Revisions

File: Warkentine - 20220707

Address: 68 HL Shores

Status: approved

Project: Hot Tub pad and privacy screen

File: Neimans - 20220708

Address: 44 Heritage Mews

Status: approved

Project: Privacy Screen

File: Moir - 20220708

Address: 172 Heritage Isle

Status: pending

Project: Solar Panel installation

File: Fiege - 20220727

Address: 144 Heritage Isle

Status: approved

* 1. Playground Committee – Jo Scott

Nothing to report

* 1. Water Committee – Glenn Ruskin

The water committee met on the evening of July 13. The following is a summary of the discussions that ensued.

* 1. Aeration System: Pond Pro, the vendor who originally designed and installed the system, was onsite on June 28 inspecting the system and remediating 3 diffusers. Due to time constraints, they left the air compressor discharge line back flow valve with Divcon for them to install. Due to exorbitant travel and labor costs ($575/hr), we will be moving all future aeration system maintenance to Divcon. Divcon has rebuilt 8 of 9 air compressors. The 9th compressor was deemed unrepairable and will be replaced with a new compressor being supplied by Smoky Trout. Divcon will also replace the backflow valve on the air compressor’s discharge line.
	2. Loons: Despite LH staff reminding watercraft users to stay clear of the loons, there are still residents/guests who do not understand the sensitive relationship between loons and humans. This activity tends to occur at the north end of the lake, outside the purview of the staff. When time permits, Les to develop an educational component of loon’s vs human interaction. Said information to be shared via our social media.

**Action Item**: Encourage residents to address the inappropriate behaviour at the time they see the loons being harassed and then to report the incident to the lake house.

* 1. Water Level/Quality: Current water levels continue to exceed our spring opening levels. With current irrigation and evaporation, we are seeing a decline of approximately 4-6mm per day. Les has advised Corix that we will be looking for a raw water top up in late July or early August.

We continue to send weekly water samples to AHS. Average enterococcus readings continue to be ~300-~400 CCE/100ml with results less than 1280 CCE/100ml being acceptable. The July 18 sample came in at 3106 CCE/100ml or 2.43x greater than acceptable. AHS conducted further testing to confirm that the fecal content was not human, so no action was required by the Lake House staff. The July 25 sample came back at 60 CCE/100ml.

**Action Item:** Les to reach out to Max to discuss current decline in water clarity and build up of algae.

**Action Item:** Les to ask Corix for at least 10,000 m3 raw water before their August 2 shutdown specifying the urgency so that water temperatures can be maintained for the fish.

* 1. Water Play Structures: We currently have one water trampoline on the lake. The owners are in full compliance with insurance and waivers on file.
	2. Oxygen Testing: The mid-July 02 readings were submitted to Max w/ Smoky Trout Farms. Max reports: *“Oxygen continues to be excellent at Heritage.  Whenever you have a reading of above 100% saturation, that means that vegetation is providing additional oxygen production through photosynthesis.  This could be from algae, aquatic weeds, or both.  Not sure if you have noticed more plant growth in the central and north zones than in the south.   Definitely nothing to be concerned about at these levels.”*

**Action Item:** Now that all 9 compressors are fully operational, we will try and balance all 20 aeration diffuser heads.

* 1. Rip Rap: Reports received of a resident on the north shore may have relocated significant numbers of rip rap along the shoreline. Les investigated and the rip rap has not been relocated but rather additional sand added on top of the rip rap.
	2. Lake Clean Up: staff are organizing a clean-up of the lake bottom on Sunday, August 21. We will seek volunteer PADI divers from the community with the LAHP renting necessary equipment and air tanks for all divers. An appreciation BBQ to follow.
	3. Treasurer Report – Carey Donkervoort
1. Internal Statement of Operations for the 6 months ended June 30. Excess Operating Revenues over Expenses was $1.9k lower than the budget ($360.0k vs. $362.1k).

Surplus (deficit) variances to budget (> $2k) for the 6 months ended June 30 were as follows:

$4k sponsorships – timing with Stampede sponsorships received, budgeted for July

$2K Interest and other recoveries – Proceeds on sale of obsolete equipment not budgeted

$4k Wages and benefits – timing with PP1 booked for June 13-27 only (no accrual for June 28-30)

-$6K Events & Facility rentals – timing with Stampede Breakfast expenses paid, budgeted for July

-$5K Lake chemical monitoring and treatment – timing with chemicals purchased in May

$8k Landscaping – timing with elm scale treatment not completed, budgeted for June

-$2k Snow removal – March snow removal of ice rinks over budget ($nil last year in Mar)

$3k R&M Irrigation – timing with less irrigation maintenance performed as originally budgeted

-$3K R&M Building & Equip – repairs to north dock not budgeted

-$2k Office Expense – additional printing material in April for AGM package

-$5k Security – 2021 VIZpin subscription fee ($2.8k), new PMC with Gateworks ($0.9k), and additional repairs to gate system ($1.6k)

-$7K Lake water top-up – timing with first top-up taking place earlier, budgeted for Aug and Oct

$3K Utilities – lower electricity rate and consumption

1. Reserves for the 6 months ended June 30, total capital expenditures of $28.8k was underspent to budget by $27.3k

$5.2k spent towards major repairs and upgrades to irrigation system (20% invoiced)

* + - * $1.4k spent towards restoration and construction of new garden beds (17% invoiced)
			* $1.4 spent towards rebuilding air compressors (41% invoiced)
			* $2.5 spent towards replacing aeration system diffusers (49% invoiced)
			* $3.5k spent on sanding and staining lake house docks (100% completed on budget)
			* $2.6k spent towards upgrading security cameras and gates 5 &6 power supply (35% invoiced)
			* $7.9k spent on purchase of garbage bins (100% completed, under budget by $100)
			* $4.3k spent on purchase of kayaks, (100% completed, under budget by $700)

As of June 30, the restricted reserve was $412k, up $91k over the prior year. The reserve account consisted of $112k invested in TBill savings and $300k invested in GIC’s.

For the year end forecast, total capital expenditures of $66.3k is forecast, which will be marginally under budget by $800.

1. Year End Forecast - External Statement of Operations: For the year ending December 31, Excess Revenues over Expenses (net surplus) is forecast to be $1.9k lower than budget ($79.5k vs. $81.4k):

Surplus (deficit) variances to budget (> $2k) for the year end forecast are as follows:

* + - * $3k Interest and other recoveries – Proceeds on sale of obsolete equipment in 1st quarter
			* $3k Utilities – savings from lower electricity rate and consumption for the first 6 months
			* -$8k Security – 2021/22 VIZpin subscription fees ($4.2k) not budgeted, new PMC with GateWorks ($2.6k), and additional repairs to gate system ($1.6k)
1. Update on accounts receivable collections of 2022 Association Fees: As of July 19, there was 1 outstanding account from resident homeowners. A Statement of claim has been filed by our law firm.
2. Update on current operating funds and working capital:
	* + - As of June 30, operating cash was $700k with $677k temporarily invested in T-Bill savings.
			- As at June 30, unrestricted working capital was $646k, up $34k over the prior year.
			- For the year ending December 31, unrestricted working capital is forecast to be $410k, up $140k over the prior year.
3. New Business
	1. Review of Water, Life Cycle and Event Committee mandates:

The Board reviewed the mandates of the Water Committee, Lifecyle Committee and Events Committee.

**Action Item:** The board decided to remove the following clause from the Water Committee mandate as this task is best completed by the Lifecycle Committee.

**“**Provide recommendations, including costs on need to replace/purchase recreational lake equipment”

* 1. Watercraft Age Restrictions:

A few residents expressed concern that the Lake House team were not allowing exceptions to our

age restriction rules regarding signing out of watercraft. The Board reviewed the rules that the staff are following and confirmed that exceptions are not to be granted.

For clarity purposes, the board has provided the following amendments to the Watercraft Rules.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Junior Paddleboards | Senior Paddleboards | Pedal Boats | Row Boats | Canoes/Kayaks |
| Under 10 | Not Permitted | NOT permitted unless accompanied by someone 16 years of age or older | NOT permitted unless accompanied by someone 16 years of age or older | NOT permitted unless accompanied by someone 16 years of age or older | NOT permitted unless accompanied by someone 16 years of age or olderAccess to single kayaks not permitted |
| Age 10-13 | Permitted | NOT permitted unless accompanied by someone 16 years of age or older | NOT permitted unless accompanied by someone 16 years of age or older | NOT permitted unless accompanied by someone 16 years of age or older | NOT permitted unless accompanied by someone 16 years of age or olderAccess to single kayaks not permitted |
| 14 and older | Not Permitted | Permitted | Permitted | Permitted | Permitted |

**Motion:** Jim moves that the Watercraft Age Rules be amended as follows. Seconded by Brent. Motion Carried.

* 1. Villa development north of LAHP & west of Pinehurst

The owner of the property north of the Rarebuilt Homes development has submitted a proposal to build 14 villas on their property. The proposal includes water and sewage services from Corix. The board determined there were no issues with the planned development.

1. In Camera Session
2. Next Meeting Tuesday, August 30

7pm-10pm @ the Lake House

1. Adjournment: Rick adjourned the meeting at 9:40pm.