

# LAHPOA Board of Directors Meeting Minutes Wednesday, December 21 7:00pm Lake House @ LAHP

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

Glenn Ruskin – vice chair, water committee

Jim Chuey – safety/security

Brent Fraser – architectural/landscaping

Carey Donkervoort – treasurer

Regrets: Jo Scott – IT, communications, playground, events

Trevor Yeaman – member at large

#### 1. Call to Order & Welcome

Rick thanked everyone for coming out on a frigid evening and called the meeting to order at 7:00pm.

# 2. Approval of Agenda

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

## 3. Approval of Previous Meeting Minutes

**Amendment**: Jim requested that the action item indicating that he is to "strike a Community Watch Committee" be amended to read "arrange a meeting with a few community residents regarding the safety and security of our community".

**Motion:** Jim moved to accept the November meeting minutes as amended. Seconded by Glenn. Motion carried.

## 4. Business Arising from Previous Meeting

a. Budgets 2023: The second draft of the 2023 Operating and Reserve Fund budgets are provided within the meeting minutes under "Appendix A"

Amendments following the November Board meeting budget discussions include:

- Relaxation of the Calgary average 2022 CPI rate increase on fees from 6.98% to 5%
- Incorporation of PLNT's revised contract pricing, including changes to the approach for lake ice maintenance
- Added 3<sup>rd</sup> party herbicide applications to replace the scope deleted from PLNT's contract
- Electrical commodity rate adjustment reflecting the locking in of a 5-year kWh rate with ATCO Energy (\$0.1018 kWh)
- Update of audit report fee reflecting a \$500 increase to our annual audit fees.
- Update to summer staffing plan
- Addition of \$1000 for Christmas lights to the west entrance (based on feedback received this year)

**Motion**: Carey moves to accept the 2023 Operating and Reserve Fund budgets as presented. Seconded by Brent. Carried.

#### b. Water Licence:

i. Licence Renewal Application: We have submitted our water licence renewal to Alberta Environment (AE) and await their response. As of 21 December 2022, the application has not been assigned to an AE staff member. Rick contacted Alberta Environment to clarify next steps for our application and received positive feedback on our application approach and on how AE would engage with us once they review our application, including any potential need for a supplemental information request. The licencing agent indicated our renewal application could take 6 months as they are short staffed and have a significant backlog. She also provided some early guidance on how a subsequent transfer application would work.

A water licencing binder circa 2010 was retrieved from a previous LAHPOA board member which contained historical correspondence and engineering studies from 1989 through 2010. It also contained a water usage study from 2010 that provided calculations to support a projection of the 129,000 m3 licence allocation that was negotiated with Upper Lakes Group Inc. Applying the same calculations using more reasonable inputs based on actual historical data over the last 10 years results in an estimated annual raw water requirement of 60,000 m3 to 70,000 m3 which aligns very well with our 2022 actual consumption volumes which were a historical maximum.

ii. Community Communications: A communique was circulated to the community providing background information regarding the LAHPOA's water diversion licences and the Board's intentions surrounding the exploration of monetizing the portion of our licenced diversion volumes that are clearly surplus to our needs.

The majority of the feedback received amounts to general support to proceed as indicated within the communique and a request to keep the community up to date. One email was received which warranted further discussion at the board meeting.

**Action Item:** A written response will be provided to the originator of the email and the parties copied, addressing the concerns raised along with an offer to meet in person if further discussions are warranted.

**Action Item:** Les to work with Jo to make the historical Board meeting minutes easier to find on the LAHP website.

#### c. Larry Spilak Memorial:

A follow up email has been sent to Mr. Waldorf, seeking an update on the accounting of the memorial plaque purchase from AJ Trophies. There has been no further communication from Mr. Waldorf.

# d. Contractor's Contract Renewals:

- Divcon: A three-year contract has been duly executed between Divcon and the LAHPOA.
- ii. **PLNT**: Upon conclusion of contract negotiations, the following terms were presented to the Board of Directors for acceptance via email response.

In summary, we maintained the 10% increase for sidewalk clearing and Elm scale treatment (\$33,220/yr.), obtained a "no increase" on tree and shrub pruning and fertilization (\$15,275/yr.), modified lake ice maintenance to snow removal only on a per occurrence basis (\$400/occurrence) so that we can do as much of it as we want ourselves and just get them to do it when we can't, and we will contract out herbicide treatment to one of the service providers that specialize in this service (e.g., Green Drop, Weedman, etc.).

We would characterize the contract renewal to be about a 7% increase for PLNT for the full 27 months excluding whatever we might save by doing most of the ice maintenance work ourselves and contracting out the herbicide work separately.

**Motion**: Carey moves to approve the renewal of the PLNT contract to a 27-month contract subject to the terms identified. Seconded by Jim. Carried

**Action Item:** Les to commence having a 27-month contract executed between PLNT and the LAHPOA subject to the terms captured in the document entitled "Contract for Provision of Services 2023 - PLNT - FINAL – 20221209".

#### e. Life Cycle Assessment:

Morrison Hershfield have advised, in writing, that they are prepared to redo the existing LAHP Life Cycle Assessment at a cost of \$12,700. The field work for this report will be completed in Spring 2023, with the written report delivered six weeks after.

Action Item: Trevor and Les to coordinate the assessment on behalf of the LAHPOA.

#### f. Isle Playground Replacement:

There have been no decisions pertaining to the government approvals of our Community Facility Enhancement Program (CFEP) grant application. The ministry responsible for approvals are running behind due to changes to Cabinet Ministers. Their latest estimate for a decision is mid-January, but that is not guaranteed.

#### g. Porta-Potty:

The temporary porta-potty has been delivered, placed on a level platform, and secured in place. A communication has been circulated to the community informing them that this convenience is in response to a request at the June AGM and that any vandalism/abuse will result in it being removed.

#### h. Community Safety and Security Initiative:

Personal invitations have been extended to a few community residents inviting them to share their views pertaining to how the community can work together to further enhance the safety and security of the LAHP.

**Action Item:** Jim to arrange a meeting with a small number of community members, in early 2023 with the intention of developing direction on improving security within the community.

#### i. Electricity Contract Rates:

We have researched several electrical suppliers seeking pricing for a 3-5 year guaranteed commodity rate. The lowest priced options have advised that we exceed their maximum

consumption threshold. As a result, we entered into a 5-year agreement with ATCO Energy for a guaranteed electricity rate of \$0.1089/kWh. Anticipated savings of \$7,000 for 2023 have been included in the 2023 Operating Budget.

#### 5. Reports

- a. Community Manager's Report Les Turner
  - Lake Ice Maintenance: We have moved to a volunteer-led program whereby the lake ice is maintained on a regular basis. We are receiving more compliments and fewer complaints about the ice quality as compared to previous years.

#### ii. Resident's Concerns:

Q: Will there be Christmas lights installed at the west entrance this year?

A: No, but there are plans in the 2023 budget to light up this area for next year.

Concern: There is ice building up on the sidewalk outside 199 HL Drive.

Response: After investigating, it was identified that the homeowner has routed their roof downspouts to drain close to the main sidewalk. In the interim, we are keeping an eye on this ice build up and applying ice melt as necessary.

Concern: The community snow plow has clipped an exposed curb stop at 116 Heritage Isle causing a small water leak that is leading to ice buildup.

Response: Corix has been notified and asked to address the leak and to lower the curb stop.

Concern: A deer was spotted in the community with Christmas lights wrapped in its antlers. Response: While unfortunate, we will not interfere with this deer as it will shed its antlers on its own in the next month or so.

- b. Hamlet of Heritage Pointe Collaboration Group Rick Gallant
  - i. There has been a lot of dialogue amongst the group regarding both the Corix merger with Southwest Utilities and their Potable Water Rate Application to the Alberta Utility Commission (AUC). While there is a lot of speculation about what the merger might result in, it is not clear what objection might be posed to the AUC and the window to do so has now passed. On the rate application, the Group has engaged the county asking them to begin a process to try to convince the province to have the AUC mandate changed to include the regulation of wastewater. The county has agreed to do so at the next Rural Municipalities of Alberta Association forum and will let us know the outcome. This will be a very lengthy process and will therefore not affect the current potable water rate application.
  - ii. There is also discussion about the Group making a submission to the AUC regarding the potable water rate application. I have indicated that while we have already made a submission on behalf of the LAHPOA and there is nothing in the details of Corix's application that would cause us to change our submission, that we might be willing to sign the group's letter depending again on what it actually says.

- c. IT + Communications Jo Scott Nothing to report.
- d. Safety and Security Jim Chuey
  Reported on under "Business Arising from Previous Meeting"
- e. Events Committee Jo Scott

Recent and upcoming programs include:

- i. Yoga with Liana: Wednesday mornings concluded in early December and, subject to interest, may start up again in January.
- ii. Pet Photos with Santa: 24 families and pets had their photos taken with Santa at the Lake House.
- iii. Letters to Santa: Seven community volunteers have stepped up to work on the Letters to Santa program. All letters received will have a personalized, handwritten letter delivered by community Elves on December 24.
- iv. Introduction to Ice Fishing: Eight participants attended a beautiful sunny day on Saturday December 3 to learn the nuances of ice fishing. 4 more families have signed up for the clinic on December 17
- v. Clothing Donation Drive: A very successful clothing drive was held on Saturday, December 10.
- vi. Community Christmas Celebration: Friday, December 16. Included skating with Santa, horse drawn wagon rides, crafts, treats & beverages and bonfires. Well over 100 residents and guests enjoyed a beautiful evening.
- vii. New Years Day Ice Fishing Derby: January 1. Registrations accepted the morning of the derby, upstairs at the Lake House. Stockman's will be providing an assortment of baking. Fitness 1440 will be providing coffee/hot chocolate/juice.
- viii. Wine and Paint Night: The next Wine and Paint Night is scheduled for January 18.
  - ix. Scotch Tasting: Plans are starting to take shape for the first community Scotch Tasting evening planned for late January.

# f. Architectural Guidelines – Brent Fraser

- i. Preliminary blueprints have been reviewed for the proposed 84 HL Drive development. Initial comments have been provided to the developer with a request that the community continue to be informed as the development moves toward establishing their color concept and landscaping plans.
- ii. Residents of 72 Heritage Drive are not happy with their dock reconstruction project and suggest we no longer recommend this company for dock repairs at the LAHP.
- g. Playground Committee Jo Scott

Reported under "Business Arising from Previous Meeting Minutes"

- h. Water Committee Glenn Ruskin
  - i. Reported under the Events Committee Report
  - ii. Fish being pulled from under the ice seem plentiful and in good health.
- i. Treasurer Report Carey Donkervoort

i. November Financial Report:Les presented the November Financial Report.

**Action Item:** Carey and Les to review, and report back on, the November Repairs and Maintenance expense line.

ii. Year End Forecast - External Statement of Operations: For the year ending December 31, we are forecasting excess revenues over expenses to finish \$16k higher than budget (i.e.- \$97k vs. \$81k):

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

- \$15k Repairs and Maintenance Expected savings with less building and park equipment repairs (\$5k) needed and lower major repairs completed with irrigation system (\$10k)
- \$11k Landscaping Expected savings with less turf care fertilizing (\$3k) needed, less garden bed and tree maintenance required (\$6k) and savings with no contract labour incurred for ice rink snow removal in Nov and Dec (\$2k) thanks to Rick and Les
- \$9k Interest and other recoveries Additional income from proceeds on sale of obsolete equipment (\$2k) and interest due to the rise in interest rates (\$7k)
- \$3k Waste removal T&T contract rate savings
- \$3k Administration Savings with legal fees and IT computer hardware/software
- -\$16k Utilities Additional Lake water top-up due to less rainfall (\$13k) and an increase in electricity (\$3k)
- -\$9k Security 2021/22 VIZpin subscription fees (\$4k) not budgeted, new PMC with Gateworks (\$4k) not budgeted, and additional repairs to gate system (\$1k)
- New BusinessNo new business.
- 7. Next Meeting Tuesday, January 24 7pm-10pm @ the Lake House
- 8. Adjournment: Rick adjourned the meeting at 8:45pm

# Appendix A

2023 Budget Draft Statement of Operations & Cash Flow For the year ending December 31, Updated REVENUE	Draft 2 Budget 2023 18-Dec-22	Draft 1 Budget 2023 29-Nov-22	Forecast 2022 18-Dec-22	Explanation of changes over 2022 Forecast
Association fees	661,745	673,530	630 233	5% rate increase (Calgary CPI +6.9%) +\$64.31 per year per household [Annual Fees = \$1,350.50]
Association fees allocated to reserve	135,803	138,221		5% rate increase (Calgary CPI +6.9%) +\$13.20 per year per household [Annual Fees = \$277.15]
Amortization of deferred contributions	15,459	15,459	100000000000000000000000000000000000000	In line with the increase in deferred contributions (i.e playground grant)
Events revenue and facility rentals	29,060	29,060		Additional event registration fees and sponsorships planned (variance offset with expense below)
Interest and other recoveries	33,241	33,590		Additional interest income due to the rise in interest rates
TOTAL REVENUE EXPENSES	875,308	889,860	794,218	
Waste removal	148,645	148,645	134,139	T&T contract rate increase
Landscaping	126,733	129,559	121,431	Tree replacements (+\$5k), rate increase with snow removal (+\$2k) and less bed restoration (-\$2k)
Repairs and maintenance	102,250	102,250	107,324	Reduction in major irrigation repairs
Management consulting fees	102,267	102,267	83,333	Additional consulting fees for updating the capital life cycle study
Utilities and lake water top-up	82,134	88,639	81,368	Increase 10,000 m3 in lake water top up (+\$8k), offset by savings with 5 yr fixed rate for electricity
Amortization of capital assets	48,350	48,350	44,163	In line with the increase in capital expenditures (i.e playground upgrade)
Wages & benefits	46,738	46,738	45,541	
Administration	44,048	43,522	41,133	
Events and facility rentals	34,664	33,664	17,211	Additional events in line with additional events revenue plus Xmas lights for community entrances
Security	9,008	9,008	11,519	Reduction due to prior year additional subscription fees (2021 paid in 2022)
Fish stock	10,000	10,000	9,724	
TOTAL EXPENSES	754,837	762,642	696,885	<u>_</u>
EXCESS REVENUES OVER EXPENSES	120,471	127,218	97,333	<u> </u>

LAHPOA		Draft 2	Draft 1			
2023 Budget		Budget	Budget	Forecast	Budget	Actual
2020 bodget		2023	2023	2022	2022	2021
	Updated	18-Dec-22	29-Nov-22	18-Dec-22		
REVENUE	,					
Homeowner Association Fees		661,745	673,530	630,233	630,233	612,770
Donations and Event Sponsorship		10,200	10,200	6,549	5,550	
Events Revenue		14,360	14,360	488	2,620	536
Amortization of deferred contributions		15,459	15,459	12,270	12,270	12,903
Interest Income		16,489	16,692	4,811	799	617
Late Fee Revenue			<b>34</b> 1	88		159
Facility Rental Revenue		4,500	4,500	3,565	4,800	1,719
Other Income				1,910		2,749
	TOTAL REVENUE	722,753	734,741	659,914	656,272	631,453
OPERATING EXPENSE						
Payroll						
Payroll wages		41,036	41,036	40,639	40,003	38,258
El Expense		936	936	899	885	846
CPP Expense		1,126	1,126	1,068	1,189	1,138
WCB Expense		1,640	1,640	1,463	1,630	1,612
Employee training and development		1,000	1,000	609	1,000	460
Uniforms		1,000	1,000	864	1,000	1,364
	Total Payroll	46,738	46,738	45,541	45,707	43,678
General Expenses						
Accounting		4,550	4,550	4,323	4,340	4,578
Audit		8,000	7,500	7,500	7,000	7,000
Legal		500	500		1,500	1,502
Advertising and promotions		200	200	108	200	392
Business Fees & Licenses				*		400 700
Consulting Fees		87,267	87,267	83,333	82,668	103,700
Courier & Postage		1,100	1,100	1,107	740	427
Events - Supplies, contract services		27,000	27,000	13,441	14,060	2,414
Events - Casual labour		2,064	2,064	1,235	3,808	1,332
Facility rentals - Casual labour		900	900	250	1,200	10 100
Fish Expense		10,000 50,729	10,000	9,724 42,901	10,250 30,000	10,120 18,062
Lake Water Top Up  Lake Chemical Monitoring/Treatment		9,400	50,729 9,400	8,752	9,600	9,624
Pest & Wildlife Control		150	150	0,732	150	150
Amortization Expense		48,350	48,350	44,163	44,450	41,484
Computer & Software		3,719	3,719	3,101	4,093	3,646
Insurance		19,032	19,006	18,656	19,550	19,264
Interest & Bank Charges		680	680	661	705	686
Landscaping -Turf Care		54,270	54,270	51,550	54,200	54,181
Snow Removal		28,300	31,020	26,400	28,200	24,200
Bed & Tree Maintenance		50,542	50,542	50,808	58,566	48,285
Office Supplies		4,625	4,625	4,439	3,325	3,277
Property Taxes		1,000	1,000	935	1,000	1,014
Motor Vehicile Expense		225	225	67	225	128
Repair & Maintenance		55,850	55,850	50,076	52,500	46,612
Irrigation		22,000	22,000	21,002	23,000	23,213
Security		9,008	9,008	11,519	2,400	2,357
Operating supplies & small equipment		4,700	3,700	2,286	1,500	1,326
Telephone		192	192	188	192	186
Travel and Entertainment		1,075	1,075	983	1,800	1,583
Utilities - Electricity		24,248	30,900	32,391	29,000	23,118
Utilities - Water & Sewer		3,025	3,025	2,507	2,700	2,455
Utilities - Natural Gas		2,232	2,025	1,734	1,500	1,196
Utilities - Internet		900	960	900	900	1,447
Waste Removal		148,645	148,645	134,139	137,000	134,681
Less: Recoveries County of Foothills		(16,529)	(16,423)	(16,909)	(17,129)	(16,541)
TOTAL O	PERATING EXPENSE	714,687	722,492	659,810	660,900	620,779
EXCESS REVENU	ES OVER EXPENSES	8,066	12,249	104	(4,628)	10,675

LAHPOA	Draft 2	Draft 1			
2023 Budget	Budget	Budget	Forecast	Budget	Actual
•	2023	2023	2022	2022	2021
Updated	18-Dec-22	29-Nov-22	18-Dec-22		
Reserve Expenditures					
Replace playground equipment	240,000	240,000			
Replace playground surface	60,000	60,000	-		
Replace/relocate playground equipment	25,000	25,000		-	
Replace PFD's	1,500	1,500	-	-	-
Replace trees in community green spaces	5,000	5,000		-	-
Repair and upgrade irrigation system	15,000	15,000	17,548	25,000	15,749
Garden Bed restoration	5,150	5,150	9,583	8,100	8,831
Update lifecycle assessment	15,000	15,000	-	-	-
Rebuild Air Compressors serving aeration diffusers			2,877	3,500	3,666
Replace aeration system diffusers			3,608	5,000	
Sand and Stain docks (2 fixed; 1 floating)			3,461	3,500	
Upgrade NW cameras and gates 5 and 6 power supply			2,622	7,500	
Purchase garbage bins (replenish inventory for replacements)			7,877	8,000	
Purchase kayaks (4)			4,326	5,000	
Replace decorative flags on light poles (12)			1,440	1,500	
Repave Upper Lake & Nork Dock pathways				-	54,301
Replace Kubota Tractor, Brush, Blade, Snow Blower & Mower				-	34,622
Purchase Portable Wildlife Cameras for monitoring vandalism			-		1,012
Purchase and install Fencing for Larry Spilak Memorial				-	2,484
Purchase Paddleboards				-	7,645
Purchase Pickleball equipment			-	-	2,082
Purchase Confined Space Kit - Tripod, 3 Way 60'			-	-	2,475
Replace hot water tanks				-	8,868
Purchase and install Garage Lift					6,103
Replace and install Security Camera for the north entrance				-	2,139
Purchase Computer Equipment (monitors, docking station)					738
Replace Lake House asphalt shingles and eavestrough				-	2,141
Total Reserve Expenditures	366,650	366,650	53,340	67,100	152,857
Reserve Revenue					
Reserve Contribution	135,803	138,221	129,336	129,336	125,754
Grants	160,000	160,000	-	-	4,971
Interest on Reserve	16,844	16,898	4.968	1,812	2,034
Grants allocated to deferred contributions	(160,000)	(160,000)	-,,,,,,	2,022	(4,971)
Board approved transfer of operating funds	200,150	200,150	37,076	45,100	32,992
Total Reserve Revenue	352,797	355,269	171,380	176,248	160,780
RESERVE ENDING BALANCE	415,695	418,167	429,548	420,657	311,509

2023 Budget Draft	Draft 2	Draft 1	1			
Statement of Operations & Cash Flow	Budget	Budget	Forecast	Budget	Actual	
For the year ending December 31,	2023	2023	2022	2022	2021	Explanation of changes over 2022 Forecast
Updated	18-Dec-22	29-Nov-22	18-Dec-22			
REVENUE						
Association fees	661,745	673,530	630,233	630,233	612,770	5% rate increase (Calgary CPI +6.9%) +\$64.31 per year per household [Annual Fees = \$1,350.50]
Association fees allocated to reserve	135,803	138,221	129,336	129,336	125,754	5% rate increase (Calgary CPI +6.9%) +\$13.20 per year per household [Annual Fees = \$277.15]
Amortization of deferred contributions	15,459	15,459	12,270	12,270	12,903	In line with the increase in deferred contributions (i.e playground grant)
Events revenue and facility rentals	29,060	29,060	10,602	12,970	2,255	Additional event registration fees and sponsorships planned (variance offset with expense below)
Interest and other recoveries	33,333	33,590	11,777	2,611	5,559	Additional interest income due to the rise in interest rates
TOTAL REVENUE	875,400	889,860	794,218	787,420	759,241	90.2% Total Revenue YOY increase [2023 Budget vs. 2022 Forecast]
EXPENSES						* 1. The control of t
Waste removal	148,645	148,645	134,139	137,000	134,681	T&T contract rate increase
Landscaping	126,733	129,559	121,431	131,937	118,956	Tree replacements (+\$5k), rate increase with snow removal (+\$2k) and less bed restoration (-\$2k)
Repairs and maintenance	102,250	102,250	107,324	122,100	98,864	Reduction in major irrigation repairs
Management consulting fees	102,267	102,267	83,333	82,668	103,700	Additional consulting fees for updating the capital life cycle study
Utilities and lake water top-up	82,134	88,639	81,368	65,100	47,292	Increase 10,000 m3 in lake water top up (+\$8k), offset by savings with 5 yr fixed rate for electricity
Amortization of capital assets	48,350	48,350	44,163	44,450	41,484	In line with the increase in capital expenditures (i.e playground upgrade)
Wages & benefits	46,738	46,738	45,541	45,707	43,678	
Administration	44,048	43,522	41,133	43,820	42,820	
Events and facility rentals	34,664	33,664	17,211	20,568	5,072	Additional events in line with additional events revenue plus Xmas lights for community entrances
Security	9,008	9,008	11,519	2,400	2,357	Reduction due to prior year additional subscription fees (2021 paid in 2022)
Fish stock	10,000	10,000	9,724	10,250	10,120	
TOTAL EXPENSES	754,837	762,642	696,885	706,000	649,024	8.3% Total Expense YOY increase [2023 Budget vs. 2022 Forecast]
<b>EXCESS REVENUES OVER EXPENSES</b>	120,563	127,218	97,333	81,420	110,216	
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2023 Budget Draft	Draft 2	Draft 1	1			
Statement of Cash Flow from Operations	Budget	Budget	Forecast	Budget	Actual	
For the year ending December 31,	2023	2023	2022	2022	2021	
Updated	18-Dec-22	29-Nov-22	18-Dec-22			
Excess of revenues over exenses	120,563	127,218	97,333	81,420	110,216	
Deduct: Reserve HOA fees & interest income	(152,647)	(155, 119)	(134,304)	(131,148)	(127,787)	
Deduct: Amortization deferred contributions	(15,459)	(15,459)	(12,270)	(12,270)	(12,903)	
Add: Amortization capital assets	48,350	48,350	44,163	44,450	41,484	
Net change in working capital - AR					(13,089)	
Net change in working capital - Other					4,459	

NET CASH FLOW FROM OPERATIONS

UNRESTRICTED CASH - OPENING

UNRESTRICTED CASH - CLOSING

807

255,971

256,778

4,990

255,971

260,961

(5,078)

261,049

255,971

(17,548)

261,049

243,501

2,380

258,669

261,049