



LAHPOA Board of Directors
Meeting Minutes
Tuesday, January 24, 2023, 7:00pm
Lake House @ LAHP

Attendees: Rick Gallant – chair & secretary
Glenn Ruskin – vice chair, water committee
Jim Chuey – safety/security
Brent Fraser – architectural/landscaping
Carey Donkervoort – treasurer
Trevor Yeaman – member at large
Jo Scott – IT, communications, playground, events
Les Turner – community manager

1. Call to Order & Welcome

Rick thanked everyone for coming out called the meeting to order at 6:58pm.
Jo advised that she must leave the meeting at 8:30pm.

2. Approval of Agenda

- a. Add 6b. Heritage Pointe Sports Park
- b. Add 6c. AGM
- c. Move 4.a.ii. Water Licence – Sale and Transfer of Portion of Water Licence to the In Camera session – Brent to recuse himself.

Motion: Trevor moved to accept the meeting agenda as amended. Seconded by Carey. Motion carried.

3. Approval of Previous Meeting Minutes

Amendment: Business Arising from Previous Meeting - Water License, to be rewritten as:

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.

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

4. Business Arising from Previous Meeting

Brent Fraser left the meeting.

a. Water Licence:

i. Water Licence

Sale and Transfer of Portion of Water Licence: Rick met with the Heritage Crossing developers regarding their offer for the purchase of a portion (80,000 m3) of the LAHPOA's expiring raw water diversion licence and the related draft agreement they had provided. He

reviewed his earlier feedback on the agreement, regarding the timing of a potential transfer, relative to the feedback we had received from Alberta Environment and Parks regarding the LAHPOA's renewal application. A copy of the revised agreement from the Heritage Crossing developers was distributed with the board pre-reads.

Decision: The Board agrees to proceed with of the sale of up to 80,000m³ of the expiring diversion licence to Heritage Crossing.

Decision: The Board decided to distribute a letter to all residents, detailing the facts leading to the Board's decision to monetize surplus raw water diversion rights and the outcome of efforts to do so. Board to allow a month to address any questions or concerns from the community, prior to executing the transfer agreement.

Decision: Once transfer agreement has been executed, Rick, and Les to work with Heritage Crossing to begin preparation of transfer application to AEP. (mid March)

Brent Fraser returned to the meeting.

- ii. Licence Renewal Application: At this time, our renewal application filed on December 5, 2022, has yet to be assigned to an AEP agent for review. However, since our renewal application has been filed, AEP has told us we are fine to continue using our licence until AEP completes their review even though this is likely to extend well beyond our February 1, 2023, licence expiry.
- b. Larry Spilak Memorial:
A follow up phone call occurred with Mr. Waldorf, seeking an update on the accounting of the memorial plaque purchase from AJ Trophies and a firm commitment on timing for plaque installation. AJ Trophies is making progress with the supplier and is seeking completion in Spring 2023.
- c. Isle Playground Replacement:
Update: Alberta Culture advised that we were denied our application for CFEP funding due to the reference in our application that the playground replacement was not recommended for replacement in our Life Cycle Study until 2025 and a commensurate lack of provincial funds for all the applications received. However, Alberta Culture suggested we re-apply to their January 31 CFEP application intake.

Action Item: To update the 2022 CFEP application and re-apply for the January 31 intake, focusing the application on a shovel ready project for Fall 2023 installation. Les to seek updated pricing from Canadian Recreation Solutions.
- d. Porta-Potty:
The only feedback, received to date, pertaining to the porta-potty was "my child will not use it" and we should reconsider opening the Lake House. However, it is apparent the porta-potty is getting quite a bit of use with no issues regarding mischief or vandalism.
- e. Community Safety and Security Initiative:
A meeting was held on the evening of January 17, whereby interested community residents met

with our director of safety and security and community manager to primarily discuss current security issues and potential solutions. The following is a summary of the meeting:

Consensus was reached that the following steps need to be taken prior to any decisions being made:

- i. Identify current issues/trends from the Safety and Security Incident Log for high-risk incidents.
- ii. Outline current systems and unit costs (cameras, policies, signage, communications, etc.) and evaluate if specific improvement opportunities exist.
- iii. Identify a Potential Action Plan with costs and expected benefits to address identified improvement opportunities. Present the Potential Action Plan to the LAHPOA BOD (Board of Directors) in early Q2 2023.

5. Reports

a. Community Manager's Report – Les Turner

- i. Athletic Field Bookings: We have reached out to the historical users of the athletic fields and requested that their 2023 field requests be submitted before the end of February. Come March, we will be developing a fair and equitable schedule for community user groups.
- ii. Weed and Fertilizer Contract: We have commenced securing a weed and fertilizer contractor for the upcoming growing season.
- iii. Communications from our Residents:
 - Concern: An off-leash dog is chasing deer in the open field near the HL Blvd and Isle intersection.
 - Request: A resident reports that their internal water pressure is low, and it would be appreciated if we could contact Corix utilities to report this.
Response: Advised homeowner that internal utility concerns need to be reported to the utility provider by the homeowner.
 - Compliment: "I just went to have a look at the ice. It is by far the best ice I have ever seen here since 2009 when I moved".
 - Q: Will the Lake House be open during the Christmas Break for skaters?
A: No, but we did bring in a porta-potty and are compiling feedback for 2023-2024.
 - Compliment: I would like to compliment you (Rick) on the quality of your Minutes. Although the Minutes of previous Secretaries have been well-done, I find the Minutes under your authorship are much more informative.
 - Compliment (from many): The skating surfaces are very popular, and we are hearing many compliments that the condition of the skating rinks is exceptional this year. Similar comments were received after the skating pathway was hose flooded on January 13.

- Concern: Vehicles parking on the road for extended periods. Will the HOA consider passing a bylaw?
Response: This is a Foothills County responsibility. Any bylaw by the HOA would be difficult to get approved and to enforce.
- Concern (by several residents): Sidewalks in the community are very slippery.
Response: It is to be expected that during the freeze thaw cycle of our Chinooks that this will occur. Having said this, our contractor was out on January 4 spreading “pickle mix” on most of the sidewalks and parking lot excluding those sidewalks in front of resident’s homes.

A PSA went out on January 10 reminding residents of their responsibility in keeping their sidewalks clear of snow and ice, with the community looking after common sidewalks and pathways. It is a joint effort keeping our pedestrians safe.

- Concern (by several residents): The Canada Post mailbox shelter sidewalks need attention as the snow/ice is making this area unsafe. Response: This area is a County or Canada Post responsibility.
- Concern: There are dogs running loose in the community and on the lake
Response: We have signage up around the lake stating that dogs are not permitted on the ice, and we try to enforce this as best we can. As for dogs running loose in the community, these complaints are to be sent to Foothills County bylaw.
- Fireworks: In response to a resident’s request to light fireworks from their dock on New Years Eve, and a subsequent rejection by Foothills Fire Department, we have reached out to the Foothills FD regarding how residents may obtain a Foothills County fireworks permit. Foothills FD has taken the position that fireworks are not allowed in a “residential setting.” However, review of the County bylaw provides no such guidance and in fact the County’s Fireworks Permitting Process makes no reference to involvement of Foothills FD in the process.

Action Item: Les to seek clarity on releasing fireworks in the county/community through initiating a permit for July 1 fireworks at the lake house.

b. Hamlet of Heritage Pointe Collaboration Group – Rick Gallant

- i. Artesia HOA: Rick and Les met with the new president of the Artesia HOA and their community manager on January 23. The meeting explored areas where we could leverage the size of our two communities on future service contracts and to provide operational insights as Artesia residents move to transition operations away from the developer.
- ii. At the prompting of the HHPCG (Hamlet of Heritage Pointe Collaboration Group), the County is advancing an initiative to the province to have the AUC’s mandate expanded to include regulating wastewater and not just potable water.

c. IT + Communications – Jo Scott

- i. As requested at the last Board meeting, the board meeting minutes were relocated to a higher profile tab within the LAHP website. The historical board meeting minutes can now be found under the second tab called “Homeowners.”

d. Safety and Security – Jim Chuey

- i. Ice Rescue Training: We hosted the Foothills Fire Department on January 22, allowing them to conduct an open water ice rescue training session on the ice. The lower level of the lake house was made available to the FD for access to washrooms, changing area and to provide a warm break area.

Action Item: Rick and Les to draft a letter to the Foothills FD pertaining to concerns arising following the training session.

- ii. CCTV Cameras: Five CCTV community cameras and three mailbox shelter cameras were maintained the week of January 15. All are fully operational.
- iii. GateWorks PM: GateWorks was onsite January 23 performing their monthly PM
 - North Dock S and Upper Pond N readers were offline and not showing power, but after disconnecting from power source and reconnecting they came back on and began working properly. Suspect issue was caused by excess cold but will continue to monitor.
 - Lake House gate working intermittently. Rebooting it restored functionality.
 - Tested all gates and cameras. Working as expected. Gates have a few updates that need to be pushed through but should push through on their own when people use them with their phones.

e. Events Committee – Jo Scott

- i. Recent and Upcoming programs include:
 - Wine and Paint Night: 14 residents and guests attended this event on the evening of January 18. The next Wine & Paint night will be held in late March.
 - Family Day Ice Skating – February 20: complete with cookies donated by Boston Pizza and hot beverages.
 - Single Malt Scotch Whiskey Tasting – February 24: Advertising for the first Scotch tasting event will be distributed before the end of January. A maximum of 35 tickets will be sold at \$75 per ticket with residents allowed to bring in one guest per household. Participants will be sampling up to 6 drams (1/2 ounce) of scotch ranging from \$200-\$300 per bottle. Kensington Wine Market will be doing a 2-hour presentation.
 - Coffee Club – weekly, starting in February: a survey has been circulated gauging the community's interest in this program. To be successful, community volunteers will need to step up to host this event.
 - Yoga: Wednesday morning Yoga will be recommencing in February.

f. Architectural Guidelines – Brent Fraser

- i. 181 Heritage Isle: Expansion of 1200 sq ft living space above existing garage. To be built matching existing exterior finishes, compliant materials.

- ii. Les has started to digitize and update all historical architectural applications. This task is being completed as time permits.
- g. Playground Committee – Jo Scott
- i. Report filed above under “Business Arising from Previous Meeting.”
- h. Water Committee – Glenn Ruskin
- i. New Years Day Ice Fishing Derby: 27 families participated on a beautiful sunny morning. Great to see the enthusiastic participation and sponsorships. Now if only we could get the fish to cooperate.
 - ii. 2023 Migratory Bird Control Application: We have submitted our annual request to Environment Canada requesting the necessary approvals to relocate and destroy the migratory bird eggs. Approval of said application will allow us to keep the Canada Geese population at LAHP in check. The permit application has been approved and is in hand.
 - iii. Lake Oxygen Levels: With less sunlight during the winter months, coupled with ice and snow covering the lake, our oxygen levels in the lake are expected to be at their lowest levels due to limited sunlight to allow the plants to generate oxygen through photosynthesis. Measurements with the oxygen analyzer confirm that oxygen levels are at about 35% in the middle of the lake. Readings taken between the two skating surfaces on January 18 are:

Location:	Temperature	O2
Surface	2.9c	32.4%
Middle	4.1c	30.4%
Bottom	4.2c	23.2%

While the data was surprising to the Board, it was not a significant concern to Max at Smokey Trout Farm, and he indicated levels should start rising slowly as the days get longer and there is more sunlight. The oxygen analyzer is proving extremely valuable for understanding what is going on in our lake throughout the year and going forward will allow us to establish trends over time.

- i. Lifecycle Update Report – Trevor Yeaman
- i. Morrison Hershfield is in receipt of our written authorization to commence the review and update of our lifecycle plan. Work is underway to provide MH data on the status of our life cycle plan, funding, and acquisitions since the last study was conducted.
- j. Treasurer Report – Carey Donkervoort
- i. 2022 Year End Results - External Statement of Operations:
For the year ended December 31, excess revenues over expenses finished \$16k higher than budget (i.e.- \$97k vs. \$81k).
- Surplus (deficit) variances to budget for the year were as follows:
- \$13.4k Repairs and maintenance – less building and park equipment repairs (\$3.9k) needed and lower major repairs completed with irrigation system (\$9.5k).

- \$12.5k Landscaping – reduced turf care fertilizing (\$2.7k), less garden bed and tree maintenance required (\$8.0k) and savings with no contract labour incurred for ice rink snow removal in Nov and Dec (\$1.8k) thanks to Rick and Les.
- \$9.4k Interest and other recoveries – Additional income from proceeds on sale of obsolete equipment (\$1.9k) and interest due to the rise in interest rates (\$7.5k).
- \$2.6k Waste removal – T&T contract rate savings
- \$3.2k Administration – Savings with professional fees (-\$1.0k), insurance (-\$0.9k) and travel/entertainment (-\$1.3k).
- \$16.2k Utilities – Additional Lake water top-up due to less rainfall (\$12.9k) and increased electricity in Nov (\$3.3k).
- \$9.1k Security – 2021/22 VIZpin subscription fees (\$4.1k) not budgeted, new PMC with GateWorks (\$3.8k) not budgeted, and additional repairs to gate system (\$1.8k).

ii. 2023 Annual LAHPOA invoices:

- The Homeowners database has been reviewed and updated to ensure that 2023 invoices will be sent to the current homeowners.
- 2023 Invoices will be mailed to all homeowners by the end of January.
- 36 residents will receive a digital copy, as per their request.
- Those who have requested invoices be emailed to them, will also receive a mailed hardcopy of their invoices.
- All homeowners, who have an email address filed with the office, will receive an email notice reminding them to watch their mailboxes for said invoices and a reminder of payment terms and conditions.

Action Item: Les to work with Carey to explore the possibility of all residents formally receiving their 2024 invoice package electronically. This would eliminate printing, mailing and labor costs.

The Lake at Heritage Pointe Owners Association
Treasurer's Report - January 24, 2024

The Lake at Heritage Pointe Owners Association
Statement of Operations
External Audit Format
As at December 31,

REVENUE

	For the Year Ended December 31			Variance to Budget
	Actual 2021	Budget 2022	Actual 2022	
Association fees	612,770	630,233	630,233	-
Association fees allocated to reserve fund	125,754	129,336	129,336	-
Amortization of deferred capital contributions	12,903	12,270	12,270	-
Grants and sponsorships	-	5,550	5,700	150
Facility rentals and events revenue	2,255	7,420	4,206	(3,214)
Interest and other recoveries	5,559	2,611	12,066	9,455
TOTAL REVENUE	759,241	787,420	793,811	6,391

EXPENSES

Waste removal - Garbage, recycling, organics	134,681	137,000	134,445	(2,555)
Landscaping and snow removal	118,956	131,937	119,451	(12,486)
Repairs and maintenance	98,864	122,100	108,674	(13,426)
Management consulting fees	103,700	82,668	83,333	665
Utilities and lake water top-up	47,235	65,100	81,354	16,254
Wages and benefits - Lakehouse operations	43,678	45,707	45,511	(196)
Amortization of capital assets	41,484	44,450	44,163	(287)
Administration	42,877	43,820	40,607	(3,213)
Events	5,072	20,568	17,951	(2,617)
Security	2,357	2,400	11,519	9,119
Fish stock	10,120	10,250	9,724	(526)
TOTAL EXPENSES	649,024	706,000	696,733	(9,267)
EXCESS OF REVENUE OVER EXPENSES	110,216	81,420	97,078	15,658

The Lake at Heritage Pointe Owners Association
Statement of Unrestricted Cash Flow from Operations
As at December 31,

	For the Year Ended December 31			Variance to Budget
	Actual 2021	Budget 2022	Actual 2022	
Excess of revenues over expenses	110,216	81,420	97,078	15,658
Deduct: Reserve HOA fees & interest income	(130,725)	(131,148)	(134,291)	(3,143)
Deduct: Amortization deferred contributions	(12,903)	(12,270)	(12,270)	-
Add: Amortization capital assets	41,484	44,450	44,163	(287)
Net change in working capital	8,425	-	(4,027)	(4,027)
UNRESTRICTED CASH FLOW FROM OPERATIONS	16,497	(17,548)	(9,347)	8,201
UNRESTRICTED CASH - OPENING	244,552	261,049	261,049	-
UNRESTRICTED CASH - CLOSING	261,049	243,501	251,703	8,201

6. New Business

a. Snowmobile – Jim

Jim shared his concerns pertaining to the snowmobile. These being:

- the snowmobile has not been well utilized and has not been used at all this winter.
- many two cycle engines, especially those in snowmobiles, are susceptible to damage if the gasoline is not changed regularly to maintain adequate combustion quality.
- if used only occasionally, the snowmobile should have the gasoline removed and replaced if it becomes a few months old. The proposal is to see if the snowmobile is used prior to the Spring and decide if it makes sense to keep or divest the unit.
- keeping it will require a regular preventive maintenance program.

Action Item: Les to ensure that Divcon performs a PM program annually on the snowmobile. (fuel flush, oil, filters, grease, etc.)

b. Heritage Pointe Sports Park

Rick was finally able to have a discussion with Mr. Waldorf regarding our letter requesting the completion of the Heritage Pointe Sports Park. The Foothills County does not have the budget for 2023 to further develop the Heritage Pointe Sports Park and deliberations are ongoing about recreational facilities in the county. Rick indicated the LAHPOA is willing to assist with the maintenance and operation of the park, but not capital investment as this is a county asset.

c. 2023 AGM

Consensus was reached that the 2023 AGM will be held “in person”.

Action Item: Les to research a location near the LAHP community.

7. In Camera Session

8. **Next Meeting** Tuesday, February 28
7pm-10pm @ the Lake House

9. Adjournment:

Rick adjourned the meeting at 9:30pm