

## Minutes of the LAHPOA Board of Directors Meeting

Monday, August 17th, 2020, 7:00 p.m.

Attendees: Glenn Ruskin (Chair), Joanne Scott, Carey Donkervoort, Matt Secord, Brent Fraser, Don Waldorf, Paul Taylor (via Zoom)

Regrets: George Canyon

1. Call to Order- 7:02 p.m. Approval of Agenda- Matt & Brent
2. Approval of Minutes, July 23rd, 2020 Board Meeting- Carey & Matt
3. Chair's Comments:
  - a. Glenn asked the Board members who provide reports at our meetings to please circulate them a couple of days in advance of the meeting to provide adequate time for review.
  - b. Glenn also advised that he will distribute the minutes of each meeting as soon as they are available and asked that the Board members advise him of any errors or omissions or their approval of the minutes.
  - c. Glenn complemented Carey on the comprehensive comments that he provided along with the financials as part of his report prior to the meeting.
4. Follow-up Actions from prior meeting:
  - a. Berm appearance after the cut- Apparently the MD cuts the berm to minimize any fire hazards in the area. The number of cuts depends upon how fast it is growing. The MD pays for 2 cuts per year. The cost of any additional cuts is split with the LAHPOA. Don W. will confirm with the local Fire Department what is the best practice regarding maintenance of the berms.
  - b. North Dock- the control of teenagers congregating on the North Dock has been a concern in the past. It is being managed through regular visits of Lake House staff to the North Dock and conversations with the teenagers and parents involved by the Community Manager.
5. Community Manager's Report: Don Waldorf- Accepted as presented, with the following additions/clarification:
  - a. Water Quality- We are in good shape with the regular testing that is taking place by an outside company. Don W. issued an e-mail to the community this past weekend to advise them of this, in light of the news that Chestermere Lake had been closed due to E-Coli bacteria in their water. It is also timely to remind all residents to keep their dogs out of our lake.
  - b. Community Report- The Community Committee met with Divcon and PLNT to request that they submit a revised budget and plan to deal with the outstanding items that have

been deferred for the balance of this fiscal year and to highlight any extraordinary items that we should expect for next year.

- c. Topping up of Lake water-The amount and timing of any top up of the lake water level will be determined based on regular checking of the temperature and water level. Don W. has talked to Corix regarding our upcoming requirement and they are aware. The LAHPOA's rate for water is ~1/3 of the residential rate. Also, Don noted that Divcon can fill up their tanker truck from the bulk tank (at the entrance to the LAHP) at No Charge.
- d. Employee situation- Last week, the decision was made (with the involvement of Glenn and Carey) to terminate a supervisory employee for just cause. A subsequent meeting took place with all of the staff to explain the situation. It is not expected that there will be any negative impact on staffing requirements or service levels, as the Lakehouse will be operating with 5 staff instead of 6 for the balance of the season.
- e. Community concerns:
  - i. Don W. had received an inquiry regarding pathways within our community linking to other parts of the greater Calgary pathways system. Don shared with the person who inquired the MD's plan for future pathways.
  - ii. Don W. received an inquiry from a small business owner in the area requesting the LAHPOA's support for and residents' information as part of an application they are making to operate an off-leash dog park on the municipal owned land at the south east corner of Macleod Trail and Dunbow Road. Don and Glenn have advised them that the LAHPOA will not be involved in the process and will not share any residents' information.
- f. Boulevard Trees- The LAHPOA requested a response from the MD regarding the replacement of dead trees on the MD owned boulevards in the community. They have been very slow to respond to repeated inquiries. Branden from PLNT has done an inventory and marked the trees that are of concern.
  - i. **Action:** Don W. will press the Municipality for a satisfactory resolution concerning replacement of the trees- including contacting Larry Spilak and the municipal department involved.
  - ii. Question- Is an option for the LAHPOA to supply the materials and labour to complete the work and bill the MD for the costs involved?
- g. Gateworks- 95% of the work on the new security system has been completed but we are still holding back \$5,000 until the work is fully completed. This includes Gateworks providing us with a complete set of the documentation for the system.
  - i. **Action:** Don W. will request confirmation from Gateworks as to how soon they will commit to completing the outstanding work including provision of documentation.
  - ii. A question was raised concerning the possibility of a maintenance contract for the ongoing upkeep and repairs to the system. Don W. stated that typically the maintenance contracts tend to be very expensive compared to 'paying as we go'. Divcon is very capable of performing most required repairs and Don has a direct contact at the manufacturer if it necessary to call them.
- h. Covid 19 Relaunch- Please refer to Don's circulated report for an update and comments regarding the use of rafts on the lake.

- i. Teens at the North Dock- As mentioned above, this was raised as a concern in the past and has been dealt with effectively by the Community Manager and Lake House staff.
  - j. Community Manager's Contract- As a follow up to an item that was raised at the last Board meeting (but not captured in the minutes), Glenn advised that he and Carey will be meeting with Don in advance of the next regular Board meeting to discuss his contract. The Board will then meet in camera (without Don W. present) for ½ hour prior to next Board to discuss the possible terms of a new contract.
    - i. **Action:** Glenn and Carey to set a date & time to meet with Don W. in advance of the next Board meeting.
6. Treasurer's Report: Carey Donkervoort- Accepted as presented, with the following discussion:
- a. Carey emphasized the importance of looking at the actual year-to-date results and projection to year-end compared to the budget. He has added a forecast column to the financial to show the full year's picture, with explanations for any variances.
  - b. This includes the number of residents who have not paid their Association fees and the potential impact on cash flow for the Association.
  - c. Currently there are two outstanding accounts- one of which has paid the Association fees but is disputing the legal fees and the other one has not paid at all.
  - d. Action: Don W. will follow up on any contracts that have been awarded, e.g. lake house roof and eavestrough to ensure that we are not exposed to any price increases. The roofing company (Meercat) is still gearing up to complete their work in September, 2020.
  - e. Carey explained that we are still in good shape regarding the financials because the drop in revenue this year has been offset by a reduction in 3 major expenses: salaries, consulting and event expenses.
    - i. **Action:** Carey will do some further investigation on the cost overrun in landscaping fees and will report at the next Board meeting.
  - f. Reserve Account: Of the remaining items to be completed in this fiscal year,
    - i. Upper Lake Fountain- the work has been completed and a bill is expected this month. The total will likely be ~ \$7000 versus the original estimate of \$9000.
    - ii. Aeration system diffuser replacement- The system is working fine right now and does not need to be replaced. So, this expense of \$4500 has been deferred to 2021.
    - iii. Stain and replace floats on stationery dock. The floats have been ordered and the work is expected to be done this September at a cost of ~\$2000 vs the original \$3000.
    - iv. **Action:** Paul will work with Don W. and Rick Gallant to obtain quotes on the Upper Lake Pathway and North Dock repaving which was originally estimated at \$50,000 for 2020 and has been deferred until 2021.
7. Subcommittee Updates:
- a. Water Committee- Has not met recently and plan is to reconvene in the Fall.
  - b. Life Cycle Study Committee- Nothing to add to Carey's comments in section 6 f) above.

- c. Neighbourhood Safety – Playground upgrade committee- Reference comments from AGM. This committee has been impeded by the COVID lockdown and will likely reconvene in the Fall. The timing is tied into the grant application process for next year.

Meeting Adjourned: 8:40 p.m.

Next Board Meeting: Wednesday, September 16<sup>th</sup>, 2020. Board will meet in camera at 7:00 p.m. and Don W. will join at 7:30 p.m.