



LAHPOA Board of Directors
Meeting Minutes
Thursday, November 25, 2021 7:00pm
Lake House @ LAHP

Attendees:

Rick Gallant – chair & secretary

Les Turner – community manager

Glenn Ruskin – vice chair

Carey Donkervoort – treasurer

Jim Chuey – safety/security

Brent Fraser – architectural/landscaping

Regrets:

Jo Scott – IT, communications

1. Call to Order & Welcome: Board chair, Rick Gallant, called the meeting to order at 7:00pm
2. Approval of Agenda:
Motion: To accept the meeting agenda as circulated. Moved by Glenn. Seconded by Brent. Carried.
3. Approval of Previous Meeting Minutes:
Motion: To accept the previous meeting minutes as circulated. Moved by Jim. Seconded by Carey. Carried.
4. Business Arising from Previous Meeting
 - a. Surplus Inventory Auction: Upon conclusion of the Surplus Inventory Auction, we have received bids on a variety of items. Approximately \$2,456, has been sold with proceeds going to the purchase of new recreation equipment for the beach.

Action Item: Les to move forward with selling the balance of surplus inventory to external parties through various mediums.

We will hold off on selling the old rubber skate mats until such time as we have determined if any are needed by the LAHPOA.

- b. Ice Safety Protocols: We are in the process of finalizing the proposed Ice Operations and Safety Protocols manual. In the interim, the board discussed what standard we wanted to set for allowing access onto the ice.

Our Kubota weighs 1120kg (2,469lbs) so it was confirmed that the current 8" ice thickness standard remains in place for allowing equipment on the ice to prepare the public skating rinks. There was discussion about creating a second standard for allowing people on the ice but given the challenges in trying to manage 2 different standards and the potential for confusion (re: red and green flags) it was decided to maintain a single standard of 8".

The complete LAHP Ice Operations and Safety manual will be presented at the December Board meeting.

- c. Lake House Rentals: The Board reviewed the proposed changes to the Lake House Rental guidelines. Comparable rental information was solicited from 18 local homeowner associations. The board provided guidance on rates and policies based on the data presented.

Action Item: Les to update the Lake House Rental guidelines and present at the December Board meeting for final approval.

5. Reports

a. Community Manager's Report – Les Turner

- i. Covid protocols for part time staff: Should our part time staff be double vaccinated to work at LAHP special events and/or at the Lake House?

Motion: To have all Lake House staff double vaccinated before they can work at a community event or at the Lake House. Moved by Jim. Seconded by Brent. After much discussion of risk, principles, privacy and perceptions a vote was held.
Motion defeated (2 for. 2 against. 1 abstained).

- ii. Light Up the Night: The community's annual Christmas celebration is scheduled for Friday, December 17. Subject to Covid protocols, tentative activities will include sleigh rides, carolling and hot chocolate around the bonfire, skating with Santa, Foothills Fire Department trucks, Christmas crafts (only if we can be indoors) and the like. The budget (and events) proposed for the event are as follows:

Sleigh Ride:	\$ 750.00
Hot Chocolate & Cups:	\$ 100.00
Firewood:	\$ 120.00
Santa (thank you gift)	\$ 30.00
Oranges:	\$ 80.00
Staff: 4 staff x 4 hours x \$16/hr	\$ 256.00
Sponsorship (Mike Niemans)	\$ 750.00
	\$ 586.00

iii. Christmas Decorating:

- Exterior: Divcon has advised management that they will be not installing the Christmas lights on the spruce trees at the South Entrance this year as they do not have the proper equipment to do so.
Action Item: Les to seek competitive quotes from third-party companies to install the exterior Christmas Lights on the spruce trees at the south entrance.
- Interior: With no rentals for the Lake House, there is no need to decorate the interior of the Lake House this year.

- iv. Family Fishing Derby and Skate/X-Country Ski: Preliminary planning and solicitation of donations for this event have commenced.

- v. Pedal Boat Parts: Our six (6) pedal boats require replacement parts to keep them safe and operational.

Action Item: To allocate sufficient funds within the 2022 Budget to repair the pedal boats and to carry a small inventory of replacement parts.

- vi. X-Country Ski Tracking Service: When the community received the Dunbow Recreation Board grant to purchase the snowmobile and cross-country ski track setter, one of the understandings was to offer x-country ski track setting services to our MD Division 6 neighbours. Unfortunately, due to the early onset of spring in 2021, there was no opportunity to provide this service last year leaving the LAHPOA to ascertain the logistics of providing this service in 2022. Discussion included operation of the equipment, transportation of the equipment, liability, operating and maintenance costs, frequency of services, etc.

Action Item: Les to reach out to Louise Ascah, community representative on the Dunbow Recreation Board, to gather history on the understanding between the DRB and LAHPOA and report back to the Board at their December Board meeting.

- vii. Canada Post Mailboxes: There have been two break-ins at the Canada Post mailboxes over the last two weeks. Residents have reported these break-ins to Canada Post and the RCMP, with several police reports filed. Investigation has revealed that the LAHP developer had asked for the mailboxes to be placed in their current location at the commercial property and had provided the infrastructure (pad, shelter, lights) for Canada Post to install the mailboxes. Les has contacted CP to understand what if anything they were prepared to do to address this mail security issue. CP indicated there were two options to address the security concern - replace the mailboxes with new more secure boxes or move the boxes into the community. Given the number of issues and costs associated with moving the boxes into the community the decision was to pursue having CP replace the boxes in their existing location with upgraded boxes. There was also discussion about maintenance of the mailbox area infrastructure. Conclusion was that the LAHPOA would assume responsibility for maintaining the infrastructure (lights, stonework, snow, debris, etc).

Action Item: Les to reach out to Canada Post about replacing the mailboxes and to the commercial property manager to ensure the lights are left on all night. Les will commence a regular maintenance/clean-up sweep through the area.

- viii. MD Foothills Division 6 meeting: A meeting was held between Les and our newly elected councillor, Don Waldorf, on November 16. Items discussed included:
- Application to the Dunbow Recreation Board for the Isle Playground
 - Future tennis courts, BMX/pump track along Pine Creek Road
 - Dog Parks within/near the community. Don indicated that the MD will not even consider dog parks in the community nor anywhere in the MD.
- ix. Meeting with MD Foothills Ag Department: We have heard back from the Ag Department regarding our desire to have the MD contribute funding towards the Elm Scale application. Their response was *"we do not have a specific allotment of funds for each area, the tree budget encompasses the whole County. We also maintain right of ways which entails 2500 km's of road."* With tens of thousands of dollars invested in trees within our community, it is our desire that the MD will see merit in helping to maintain this infrastructure. This concern will be shared with our councillor in hopes that he will help the Ag Department understand our concern/view.

The MD's arborists were in the community on November 15 pruning trees located on community and reserve lands.

- x. Lake House rentals: Rentals are non-existent for the Lake House due to government restrictions whereby rentals for a facility such as ours are restricted to 2 households of which all members over 12 are fully vaccinated. With this directive in place, no one is expressing an interest to rent the LH when their personal homes will suffice for a two-family gathering.
- xi. Corix: Corix utilities will be rebuilding the interior piping of the Isle pump house starting on November 29 (Delayed from November 15). This project is slated to last a couple of days and will impact those residents living on the north end of the Isle. Corix has an excellent communication plan in place, which has been communicated to the affected residents.
- xii. Divcon: Contact has been made with Divcon to arrange for the decorating of the community for Christmas and ensuring our snowmobile is fully tuned and ready for operation once the snow flies. Divcon was also instrumental in getting the Kubota in for its annual one-year warranty and recall maintenance.
- xiii. PLNT: PLNT has been onsite to ensure all snow removal equipment is ready to go for the snow and lake ice season.
- xiv. Community Enhancement/Partnerships: The Lake House beach/park will be made available to the DeWinton Pet Hospital on Sunday, November 28 for their (almost) annual Pet Photos with Santa. This event is run by community volunteers.

b. Safety and Security – Jim Chuey

- i. Gates:
 - The shared battery for Gate 5 & 6 (Shores) battery has been replaced
 - Gate 5 (north Upper Lake): Viz Pin is working. Card reader is not. We are waiting on Gate Works to replace the card reader, which is on order
 - Gate 6 (south North Dock): all good with card reader and Viz Pin both working
 - Gate 10 (north North Dock): all good, no issues
- ii. CCTV cameras/software/power: The monthly check on our CCTV systems found the following deficiencies:
 - NW Entrance Cameras: when the battery has power, both cameras are working but there are still issues with battery charging by the double solar panels. We are working with Gate Works to get the solar charging operational
 - Garage Cameras: there is no connectivity back to the Lake House via the wireless link. We are working with Gate Works to get this operational.

Action Item: Les to coordinate a meeting with Gate Works and Jim Chuey

c. IT + Communications – Jo Scott

- i. We applied to the Microsoft Not for Profit charitable program with the hopes of getting preferred pricing on our MS Office products which would have saved us approximately 66% in costs. Unfortunately, Microsoft responded that we did not qualify for the discount.
- d. Architectural Guidelines – Brent Fraser
 - i. No new applications have been received this month.
 - ii. A meeting to review the Architectural and Landscaping Guidelines is planned to take place on December 7.
- e. Playground Committee – Jo Scott
 - i. Playground Survey: The Playground Committee met on the evening of November 17 to discuss the results of the Playground Survey. Themes arising out of the survey are as follows:
 - Be inclusive for children regardless of any physical restrictions
 - cater to multiple age groups
 - have recycled rubber matting/pebble
 - 4 seasons use
 - include picnic tables/shelter to serve as a community meeting spot
 - be modern yet not abstract and
 - include primary colors
 - ii. Next Steps:
 - Ask the LAHP Board of Directors if:
 - Q: Can the footprint be enlarged to encompass a greater area on the Isle?
A: Yes, but only within the general area around the existing playground and within reason.
 - Q: Can the playground be moved to the green space at the NW corner of HL Blvd?
A. No. Residents backing onto this green space did not purchase homes with a proposed playground in their backyard and the community does not wish to add a fourth playground nor to relocate the Isle Playground to this location. There was also concern about moving the playground adjacent to the busier HL Boulevard.
 - Les to arrange for literature from various playground suppliers be circulated to all committee members
 - Next meeting first week of December
 - Investigate tire recycling grants
 - Initiate CFEP and Dunbow Rec Board grant applications
 - Proposed budget to be \$300,000; pending Board approval (Board approved the proposed budget with the caveat that only \$140,000 was to come from the LAHPOA, the rest needed to come from other fund raising
 - Volunteer hours to date: 8 hours x \$20/hr = \$160 in volunteer time donated towards grant matching dollars.
 - iii. On a grander scale, information arising from the Playground Survey, includes a request to look at adding BMX/pump tracks, bike/walking/hiking trails, tennis courts, dog parks

and a conversation about “big picture” recreation in our community. The Board agreed that these were good items to discuss with Don on the premise that there was an opportunity to make much better use of the neighbouring “sports field”.

f. Water Committee – Glenn Ruskin

- i. The Water Committee is on winter hiatus until April 2022.

- ii. Alberta Water Usage Report: We have duly reported our water usage for the Lake. This is a requirement of our Alberta Environment Water Licenses. For 2021 we paid to have Corix pump a total of 50,173m3 of raw water from the Bow River to the lake. Total cost for this water was \$18,032. The Board noted that the cost for Corix to pump water next year was going to double and that this needed to be reflected in our 2022 budget. Rick also provided the Board with a brief history on our water licenses and the need to renew them in 2023. Brent suggested we have a discussion with Corix to determine if they had any need for additional withdrawal volumes since we do not need all of our currently licensed volumes.

Action Item: Les to set up a meeting with Corix to discuss water licenses

- iii. Ice Fishing: In preparation for the ice fishing season, the following actions have been initiated:

- Ice Fishing Equipment has been inspected and, where required, repaired at a cost of \$130. Les has the Ice Fishing Equipment sign out form in place and ready for use.
- Glenn is proposing to offer a couple of free Ice Fishing Clinics to our residents between Christmas and New Year's. Clinic's will be restricted to six residents. Exact dates to be determined later with appropriate marketing.
- Ice Fishing Regulations have been reviewed and no changes are required.

g. Hamlet of HP Stewardship Committee – Rick Gallant

- i. Zoom meeting with presidents of Hamlet of HP Owners Associations on November 4, 2021

- 10 participants (5 golf course OAs, 3 Artesia OAs, 1 acreage owner, regrets from Pinehurst) - Don Waldorf was not able to attend due to other commitments
- Key items of discussion:
 - Communication with the County
 - Crime Prevention and Security
 - Participation in Div 6 Development Decisions
 - Status of the CMRB and Foothill's County's petition to be removed from the CMRB and the Hamlet's ability to participate in and influence development decisions
 - Status of the Dunbow Road Transportation/Functional Planning Study and the planned community consultation process
 - How best to address excessive traffic noise levels especially on Deerfoot Trail
- Next meeting to be scheduled based on Don Waldorf's availability.

- Rick indicated he had some reservations about our ongoing participation in this group but that he would continue to monitor and keep the Board apprised as initiatives develop.

h. Treasurer Report – Carey Donkervoort

i. Carey presented the following:

- YTD and October month end financial statements, complete with an explanation of major variances. We are on track to be slightly ahead of budget.
- Restricted Reserve Fund YE forecast has been revised upwards by \$20k primarily due to the transfer of excess operating funds to reserve
- Temporary investment of excess operating funds, with \$350k in new ATB T-bill savings account
- Current operating cash is \$365k up \$121k from the beginning of the year
- Will require \$64k in cash for November and December

ii. Budget 2022: Carey and Les met on November 5 and will meet again on December 9 to continue working on the 2022 operating budget. We should have a solid draft in place for presentation at the December 22 Board meeting.

iii. Insurance:

- Our insurance provider provided a summary of our various insurance coverages including efforts to maintain coverages at historical rates and without any new exclusions or deductibles for the next 3 years.
- Confirmation on insurance premium being \$19,298
- Our broker is seeking direction as to how we wish to proceed with our deductibles. We can:
 - o increase your property deductible from \$2,500 to \$5,000 which would save us \$769 or
 - o increase your property deductible from \$2,500 to \$10,000 which would save us \$1,184

Motion: To increase our property deductible from \$2,500 to \$5,000. Moved by Carey. Seconded by Jim. Motion Carried.

Our insurance premium of \$19,298 will be adjusted down by \$769.

6. New Business: No new business
7. In Camera Session: No issues raised.
8. Next Meeting: 7pm Wednesday, December 22 at the Lake House
9. Adjournment: The meeting was adjourned at 10:20pm