

**MINUTES OF THE ANNUAL GENERAL MEETING  
of THE LAKE AT HERITAGE POINTE OWNERS ASSOCIATION**

*held in the Summit Room at the Heritage Pointe Golf Club located  
at 1 Heritage Pointe Drive, RR#1, De Winton, Alberta  
on the 17th of April, 2012 commencing at 7:00 p.m.*

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**1. CALLED TO ORDER at 7:17 PM** by Joe Friedel, President and Meeting Chairperson

**2. VERIFY QUORUM & PROOF OF NOTICE OF MEETING**

**CALLING OF THE ROLE & CERTIFYING THE PROXIES**

Joe Friedel, Association President, called the role and verified that 106 Members were represented which included 28 Members being represented by proxy and 78 members present in person. He advised that the Quorum was 98. Therefore, Pursuant to Article 3.01(c) of the Association's By-Laws, the Chairperson declared that the quorum requirement of 20% of the 490 votes eligible to be cast at the meeting had been met; and that the 2012 Annual General Meeting was regularly and duly constituted for the transaction of business.

**3. PROOF OF NOTICE OF MEETING**

Joe Friedel advised that the appropriate Notice of Meeting setting forth the date, place and time of the Meeting was mailed to all Members on or about April 3rd, 2012 in compliance with Article 3.01(b) of the Association's By-Laws.

Moved by Michelle Fercho-Wilmoth and seconded by Eugene Nagai that the Notice of Meeting providing at least 14 days advance notice and specifying that the Annual General Meeting of The Lake at Heritage Pointe Owners Association to be held on April 17<sup>th</sup>, 2012 at 7:00 p.m. in the Summit Room at the Heritage Pointe Golf Club in De Winton, Alberta, be accepted as presented.

By a show of hands vote, the Chairperson declared the motion unanimously carried.

**4. APPROVAL OF THE AGENDA & ADDITION OF ITEMS**

Chair asked members present if there were any additional items to be added to the Agenda, to which there was no additions requested.

Moved by Yvette Gallant and seconded by Linnea Lindquist that the Agenda be accepted as presented.

The Chairperson declared the motion unanimously carried by a show of hands vote.

**5. APPROVAL OF THE 2011 AGM MINUTES**

Moved by Tony Davis and seconded by John Jennings that the Minutes of the Annual General Meeting held on April 19, 2011 be accepted and approved as presented.

The Chairperson declared the motion unanimously carried by a show of hands vote.

**6. INTRODUCTIONS**

Joe Friedel introduced the Board of Directors and Guests:

Joe Friedel (President)	Quinn Zapach (V. President)
Gordon Gee (Treasurer)	Janice Davis (Secretary)
Timothy Tong (Director)	Steve Brink (Director)

Larry Spilak, Reeve, MD Foothills  
HPPI, Ted Stack and Carol Oxtoby  
RF Moote & Associates, David Moote  
Fire Chief, Heritage Pointe Fire Hall

## 7. BOARD OF DIRECTOR REPORT

Topics covered in the report are as follows:

- Community management
- Financial position and fee increase
- Asset transfer
- Water license
- Corix issues
- Lake health, aeration and Upper Pond
- Communication

The Chairperson requested all questions and discussion regarding any presentation and/or /report be held until all reports are completed.

Motion to accept the Board of Directors Report was moved by Lori Feitz, seconded by Gord Oliver. Motion unanimously carried.

Chairperson called upon various Board members to present their Reports (via Power Point Presentation)

- Community Survey Results (Quinn Zapach)
- Western Wheel & Flyers (Janice Davis)
- Architectural Controls/ Resident Landscaping (Janice Davis)
- Water Quality and Lake Irrigation Report (Brian Dossi)
- Community Management (David Moote)

## 8. TREASURERS FINANCIAL REPORT

### APPROVAL OF 2011 AUDITED FINANCIAL STATEMENTS

Joe Friedel advised that the Audited Financial Statements for the Association's 2011 fiscal years had been distributed to the Members along with the Notice of Meeting.

Moved by Linnea Lindquist and seconded by Chris McKay that the Audited Financial Statements for the Association's 2011 fiscal years be accepted and approved as presented. This was approved unanimously.

### REVIEW OF 2011 AND HISTORICAL ANALYSIS

Gordon Gee, Board Treasurer, commented on the Statement of Financial Position:

#### HISTORICAL FINANCIAL PERFORMANCE

- Since 2007 to 2010, we had run in a loss position which cumulatively added to - \$77,000
- We ran out of operating cash in 2010 and ended up "borrowing" \$18,400 from the reserve fund. (Due to expenses exceeding revenues, our actual reserve fund is less than the reserve fund requirement).
- In 2011, we significantly raised association fees and combined with a delay (difficulty) in hiring a community manager, this resulted in an operating surplus of \$126,000. About \$50,000 of the operating surplus was related to the delay in hiring a community manager, while the other factor was mainly due to higher Association fees.

#### 2012 Budget Considerations

- At the end of 2011, we were still below our reserve fund requirements (albeit using an old reserve fund study) by approximately \$11,000.
- The Board decided to increase resident fees so we could replenish the reserve fund net of some significant capital spending required in 2012.
- Our community received a one-time contribution from our developer of \$50,000.
- We have now hired a management company to attend to the needs and requirements of the community.

#### 2012 Budget Relative to 2011

- Presented via power point

## 2012 Operating Budget

- Board recommended increasing fees based on a 3.4% Calgary CPI (about \$35/household).
- The 2012 operating budget forecasts expenses to exceed revenues by about \$65,000. \*\*The loss is mainly due to increasing our reserve fund contribution by \$43,000 (to make up for a historical deficiency and an extra \$10,000 over-contribution\*\*\*.
- The operating loss in 2012 is mainly covered by our 2011 surplus \*\*In 2012, we are projected to have about \$43,000 in our operating fund to cover any unforeseen expenses.

## 2011 & 2012 Reserve Fund

- Presented via power point

## 2012 Reserve Fund

- Given the material infrastructure spending expected in 2012, we have budgeted a \$122,000 contribution to the reserve fund.
- We are conservatively estimating an \$80,000 expenditure for the lake infrastructure investment leaving the reserve fund with an excess of revenues over expenses of \$43,000.
- The \$43,000 reserve fund surplus will be used to cove off a previous year's (2010) deficiency, our 2012 requirement and an additional \$10,000 over-contribution.

## **APPOINTMENT OF THE AUDITOR**

Moved by Gordon Gee and seconded by Tom Ryan that the appointment of the auditor for the Association's 2012 fiscal year and the setting of the remuneration are at the discretion of the Board.

The Chairperson declared the motion carried by a show of hands vote.

## **9. MD FOOTHILLS UPDATE**

Larry Spilak, Reeve & Division 6 Councillor

## **10. ELECTION OF THE BOARD OF DIRECTORS**

Steve Brink advised the members that Article 4.01(g) of the Association's By-Laws set the membership of the Board of Directors as not less than 3 or more than 7 persons; and that Article 4.01(i) specified the specific number was to be set each year by the Members at the AGM.

Moved by Phil Bazant and seconded by Tom Ryan that the number of members on the Board of Directors for the 2012/2013 term be set at seven (7).

Chairperson declared the motion unanimously carried by a show of hands vote.

The following five (5) Board members, currently serving, are willing to continue in their capacity of service for the upcoming term - Gordon Gee, Quinn Zapach, Janice Davis, Joe Friedel and Steve Brink. Two Board positions are open.

The Chair called for nominations from the floor, resulting in the following eligible members being duly nominated for election to the Board of Directors:

Larry Greer  
John Jennings

Given that there are seven (7) names only, the Chairperson advised there is no need for a vote and the following members are elected to the Board of Directors by acclamation:

Joe Friedel	Quinn Zapach	Gordon Gee	
Janice Davis	Steve Brink	Larry Greer	John Jennings

## 11. Q & A

### Garbage in Mailbox Area

- Q: Can more re-cycle bins be added to the mailbox area?
- A: It would only create eyesore at that area of the community.
- Q: Can direction re cancelling Western Wheel be placed in the mailbox area?
- A: Yes and on the website as well.

### Water Study

- Q: Is the aeration pump operational now?
- Y: Yes.
- Q: Will aeration take place 12 months of the year or only summer months?
- A: Aeration will take place 6-8 months/year @ 24hr operation.
- Q: What is the operating cost of the aeration pump?
- A: It amounts to \$250-\$300/month to operate.
- Q: Where will the pump station be located?
- A: The location is under study; but, rest assured, wherever the location, sound proofing will be given the utmost consideration.
- Q: What is the life span of the system?
- A: With proper maintenance, 12-15 years.
- Q: Will aeration make the lake murky?
- A: Previous clients utilizing this system were polled; they are happy with the results.
- Q: Is there sludge at the bottom of our lake?
- A: Very minimal; that's why we want to keep it healthy.
- Q: Our lake level is of concern; can we stop Corix from draining so much water from our lake?
- A: Corix will be spoken with regarding this matter.

Q: Will Corix pay for the water they are taking or have they been approached in this regard?

A: Not at this time.

Q: What are our alkaline levels?

A: Alkaline levels are adequate (David Moote went into particulars).

### **Water License**

Q: Do we have a map of our community?

A: Yes

Q: Is Corix delivering the water?

A: There is a 2006 Water Transfer Agreement with Corix.

Q: Is water usage independently metered?

A: Yes and we do our own community reporting as well.

Q: Is the Ranche on the same water license? Is it prioritized?

A: Corix has that answer.

Q: Is there a term/renewal date?

A: That's political. It can be termed. We are at the front end.

### **Treasurers Report**

Q: Why is our revenue down?

A: Treasurer explained capital expenditures and movement through books.

Q: Are all annual dues fees paid up?

A: Some are late.

Q: What is the length of delinquency?

A: Most offending homes were sold and paid up on sale.

## **MD Report**

- Q: Are there short or long term plans for the 2A/Dunbow Rd. intersection?
- A: Something will be built in the future but, at this time, Alberta Transportation feels there's not enough traffic.
- Q: Do you have any updates regarding proposed box stores and a Petro Canada Station at the site across the highway from our sports field?
- A: Any construction at that site has been put on hold.
- Q: Are the tennis courts ready?
- A: Walking trails more important; currently researching trail cost.
- Q: Where does the industrial corridor start and end?
- A: Aldersyde overpass to south of High River.
- Q: Will there be a bridge at 2A and Dunbow?
- A: No talk of this; the MD wanted an overpass.
- Q: How many ice sheets at the indoor arena @ Hwy 552?
- A: There is currently a public school there with a separate school being built in the area – there will be one sheet between the two schools.

## **Fire Hall**

- Q: Timeline?
- A: Sept 1 – Open house; October – Fire prevention week – Grand Opening
- Q: How many staff on shift?
- A: 4-5 firefighters per shift.
- Q: Full or part time?
- A: Both
- Q: What equipment will be housed on site?
- A: 1 engine and 1 tanker

Q: Will there be an ambulance on site?

A: No.

Q: What is the policy on sirens?

A: Traffic and the state of the call out dictate siren use.

Q: Will there be hazardous material on site?

A: That will be looked into.

Q: How many full time staff?

A: Eight (8) full time.

Q: How many part time staff?

A: Forty to Sixty (40-60) based on availability.

Q: Did you have a good turn out for the volunteer open house?

A: We have fourteen (14) in training and hope to add another twenty-four (24).

Q: How does one volunteer?

A: Provide your name at the end of the meeting.

Q: Will an ambulance be added to the site in future?

A: We have first responders and the fire hall can accommodate ambulance staff if deemed needed.

Q: For insurance purposes, how many full time firefighters?

A: Eight (8)

### **General Community Matters**

Q: Why is there no skating allowed on the Upper Pond?

A: The Upper Pond was never designated as a skating area. The ice thickness there is not monitored. As well, it contains electrical equipment.

Q: Are we looking into an alternative for a Zamboni?

A: Yes; that is being looked into.

Q: Why do we experience electrical interruption in the community?

A: We have no knowledge as to why but are aware of it.

Q: Is there a noxious weed control program in place?

A: Yes.

Q: Is anything being done about the goose problem?

A: We have increased intensity of the population control program (ie. removal of eggs).

Q: Is there a plan to replace dead trees?

A: All trees now have a GPS location, identifier, health report, nutrition report and the diseased trees will be removed.

Q: Community snow plowing is sketchy in some areas; is that being addressed?

A: This has been discussed with the MD and they are trying to complete all plowing and sanding in a timely manner.

Q: If salt is used on the roads, will it damage the lake?

A: Salt is not used by the MD and, yes, salt will damage the lake.

Q: Is anything being done about people who do not pick up after their dogs?

A: This is an ongoing problem that has been addressed over the years.

Q: Why is it that dogs must be leashed but cats are permitted to be at large?

A: The MD has no cat by-law.

Q: Has any consideration been given to re-writing the by-laws?

A: It is currently not a big priority.

Q: What is the policy for architectural controls on a property that has been in existence for five (5) years with no landscaping completed?

A: Complain to the MD; there are by-laws in place for weed control etc.

Q: Why can't T and T take leaves and branches?

A: MD has strict landfill regulations regarding disposal of compostable material.

Q: What should we do with leaves?

A: We will look into this and post answer on website.

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Q: Could we look at organizing community sports and recreation programs?

A: We are looking into that as part of the new management contract.

Q: How do we get rid of voles?

A: Unfortunate part of living in rural area. Cats, of course, are one of the voles' natural enemies and can assist in keep numbers down. If you are addressing a vole problem on your property, ensure that any chemical you use is placed down into the vole holes so and not on top of ground so as to not expose our pets and children to these chemicals.

## **12. NEW BUSINESS**

**Date of Next AGM – not determined**

## **13. ADJOURNMENT**

Moved by Linnea Lindquist and seconded by Chris McKay that the meeting be adjourned.

The Chair declared the motion unanimously carried by a show of hands vote, and the meeting was adjourned at 10:13 p.m.