



The November 2022 Meeting Minutes of the LAHPOA were amended at the April 2023 Board meeting. The amendments approved are reflected within these meeting minutes.

LAHPOA Board of Directors
Meeting Minutes
Tuesday, November 29, 2022 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
Jo Scott – IT, communications, playground, events
Carey Donkervoort – treasurer

Regrets: Trevor Yeaman – member at large

1. Call to Order & Welcome

Rick welcomed everyone to the meeting and called the meeting to order at 7:02pm

2. Approval of Agenda

Motion: Jim moved to accept the agenda as presented. Seconded by Brent. Carried

3. Approval of Previous Meeting Minutes

Motion: Jo moved to accept the meeting minutes as circulated. Seconded by Glenn. Carried

4. Business Arising from Previous Meeting

a. Water Licence:

- i. Since Brent Fraser is a member of the development group making an offer for a portion of one of the LAHPOA's water licences, he has declared his potential conflict of interest and will recuse himself from all discussions or decisions on this matter.
- ii. Our Water License renewal to AB Environment is 99% complete. We await direction from a third-party consultant for pro-bono advice on how to finalize the application to maximize the chance that it will be fully approved.

b. Alberta Utilities Commission (AUC): Corix hosted an Open House on November 3, 2022 to present their rationale for an AUC application to increase potable (treated) water rates, which must be approved through the AUC. The basis of their application is the \$1.2M they spent this summer on the Bow River intake repairs, a planned capital upgrade of the operating control system that is overdue and was deferred due to COVID and a few other minor capital upgrades. We submitted a letter to the AUC indicating we were not going to intervene in the application but that we wanted to ensure that none of the costs used to justify the rate increase were for any of the planned developments in our area and that the capital costs were being amortized over a reasonable period. The AUC responded that they had not yet received Corix's application and that we needed to resubmit our letter once Corix had filed their application. We will monitor the AUC notices and resubmit once Corix files their application.

c. Larry Spilak Memorial:

Rick has reached out to D. Waldorf regarding the purchase of the memorial plaque and our need for documentation of the LAHPOA's contribution. The vendor chosen to supply the bronze plaque is still waiting on the foundry to confirm pricing.

d. Contractor's contract renewals

i. **T&T Waste Disposal:**

A four-year contract has been duly executed between T&T Waste Disposals and the LAHPOA.

ii. **Divcon:**

On behalf of the LAHPOA, Rick, Carey and Les have concluded negotiations with Brandon (Divcon). The following is a summary of the highlights of the contract renewal:

- Contract term to be 3 years - February 1, 2023, to January 31, 2026.
- Scope of Work remains constant to previous contracts, with Divcon focusing on:
 - Turf Management
 - Garden bed maintenance (new or upgraded installations and recurring maintenance)
 - Irrigation and Watering
 - General maintenance of equipment and buildings
- Rate increases negotiated are as follows:
 - Turf Management: 4.1% increase for 2023 & 2024, followed by a 2.2% increase in 2025.
 - Garden bed maintenance (new or upgraded installations and recurring maintenance): A 1.2% decrease in 2023 based on reduced scope of work. 2024 and 2025 budgets TBD based on scope of work.
 - Irrigation and Watering: \$14,300 in major repairs are planned in 2023 plus \$19,195 in general and lower priority maintenance items for a total of \$33,495. In 2022 we invested \$47,000 into our irrigation system.
 - General maintenance of equipment and buildings: Capped at \$42,000 per annum.
 - Labor rates to increase 5.3% in 2023 and a further 3.1% increase for 2024 & 2025.
- Any expenditures forecast over \$1000 to be reviewed and approved by community manager and/or board. No change.
- Any expenditures over annual budget to be approved prior to commencement of work. No change.
- Due to the scope of work for irrigation, garden beds and general maintenance, we are not able to develop detailed budgets beyond 2023. These will be captured in contract amendments developed annually, prior to LAHPOA budget deliberations.

Action Item: To accept the committee's recommendation to enter into a 3 year contract with Divcon, as per the "Contract for Provision of Services 2023 – Divcon".

Motion: Carey moved to accept "Contract for Provision of Services 2023 – Divcon". Seconded by Brent. Carried.

ii. **PLNT:**

Negotiations to renew PLNT's two-year contract has hit a crossroads with PLNT insisting on a contract-wide 10% increase in rates for 2023 and a 0% increase in 2024. This is the same increase they requested at the last contract renewal 2 years ago.

Rates proposed by PLNT are as follows:

- snow removal of sidewalks & pathways and lake ice maintenance: \$6,600/month
- tree & shrub pruning and liquid fertilization: \$14,852/season
- herbicide applications (turf & curbs): \$7,500/season

PLNT's contract scope of work covers snow removal of sidewalks & pathways, lake ice maintenance for skating, liquid herbicide applications and tree pruning. Given the short window before contract expiry, Les was requested to obtain comparable pricing on the snow removal/lake ice maintenance scope of work in an effort to find a way to extend the window for contract renewal and potentially remove this scope from the horticultural contract. Two comparison quotes were obtained. One quote received reflected a monthly cost of \$6,750/month and the other came in at \$10,160/month.

Action Item: To test the market with two RFP's (snow removal and horticultural) as quickly as possible so as to determine if more competitive rates are available prior to rejecting PLNT's proposal. The current contract expires at year end and PLNT is unwilling to extend for a month or two.

Action Item: Rick to meet face-to-face with PLNT representatives to determine why they have taken this position regarding the contract renewal.

e. Dunbow Recreation Board grant application

We have received official notification that the DRB has rejected our application to complete the Heritage Pointe Park tennis courts.

No feedback has yet been received pertaining to the follow-up letter sent to the Foothills County seeking completion of the Heritage Pointe Park Master Plan including tennis courts, a bike pump park and a washroom facility.

f. County Pruning:

Despite being informed that the County had completed their Fall pruning, their subcontractors were in the community pruning county-owned trees located on the Shores, Blvd and Isle. The contractor was entering residents' properties and pruning trees without even attempting to notify residents. Rick contacted the county to express our concern with how this work was being executed. Subsequent communications with the County resulted in an agreement that prior to any future pruning by the County, we will receive advanced notification. This information will then be shared with our residents.

g. Isle Playground Replacement:

After consultations with Canadian Recreation Solutions (CRS) the playground committee has reached a comfort level on design and pricing for the Isle Playground. The committee would like to

recommend that the Board approve the design & costs shown below, subject to CFEP funding. We anticipate hearing from CFEP before month end.

The cost quoted for the current design is as follows:

- Playground Equipment	\$214,710
- Installation	\$ 45,820
- Supply of wood fibre	\$ 8,660
- Supplied and installed rubber surface	\$ 39,300
- Canadian Recreation Solutions grant	<u>\$ -25,570</u>
	\$282,920

We have proposed to fund this project through the following:

- CFEP Grant	\$125,000 <i>pending</i>
- Dunbow Recreation Board	\$ 25,000 confirmed
- Rock Creek Builders	\$ 5,000 confirmed
- Other donations	\$ 5,000 <i>pending</i>
- LAHPOA Reserve Fund	<u>\$140,000</u>
	\$300,000

Balance of funds remaining (\$17,080) to be allocated to the following provisions provided by the LAHPOA and community:

- Demolition and of removal of existing playground equipment including concrete piles in the ground.
- Removal of existing safety surfacing and excavation to required 12" depth below grade and levelling (sloped for drainage)
- Removal of excavated materials
- Installation of engineered wood fibre (EWF) supplied by CRS
- Geotextile fabric is recommended (not supplied by CRS)
- New borders surrounding EWF (if desired)
- Water on site for base compaction and other uses
- Site access for heavy equipment and any remediation needed along access route after project completion
- New loam and sod (supply and install) around new playground borders and between playground sections where the old playground surfacing was removed
- Ongoing maintenance and watering of new grass
- Volunteer availability as needed

For further clarity, the vendor – Canadian Recreation Solutions (CRS) would be responsible for:

- Playground equipment including freight and unloading
- Utility locates
- Layout of playground for excavation
- Construction fencing / porta potty / garbage bin
- Base prep including compaction for PIP area only (gravel provided by CRS)
- Layout and installation of playground equipment using volunteers as much as we can (concrete for footings provided by CRS)
- Pour in place (PIP) rubber supply and install including a rolled edge – no border needed for this area, but border is recommended for the EWF areas (not by CRS)
- Supervision and final site clean-up.

Note: The proposed relocation (site preparation and installation) of the existing Ilse playground equipment to the other two community playgrounds is not included in this proposal.

Action Item: Subject to CFEP funding of \$125,000, it is recommended that the Board accept the design, costs and community obligations to move forward with the Canadian Recreation Solutions playground proposal (LHP-04) for Spring 2023.

Motion: Jo moved to accept the design, costs and community obligations to move forward with the Canadian Recreation Solutions playground proposal (LHP-04) for Spring 2023 subject to CFEP funding. Seconded by Jim. Carried.

h. Lifecycle Assessment:

We have engaged the original author of the 2018 Lifecycle Assessment and have requested a proposal to update the Lifecycle Assessment. Tara with Morrison Hershfield will provide dates, timing, scope and pricing for early December.

5. Reports

a. **Community Manager's Report** – Les Turner

- i. Christmas Lights: The Christmas lights have been installed at the main (south) entrance and will be turned-on on December 1. As the trees become bigger, we are seeing that they require more lights and more time for installation.

Currently, we still do not have sufficient inventory of lights to decorate the west entrance.

- ii. PLNT Horticulture Experts: No report submitted. Coppicing of lake house currants and cotoneasters yet to be completed. Removal of two Shubert trees have been rescheduled to Spring 2023.
- iii. T & T Disposal: Adding two additional pick-ups to the bi-weekly organic pick-up schedule for November caused a bit of confusion as the new rotation did not align with the 2022 schedule. Biweekly pickup commences on December 1, with calendars posted on all social media and distributed via email.

The Christmas Tree Recycling Bin has been scheduled for Dec 27 – Jan 6.

- iv. Divcon: Worked completed in October was focused on transitioning from summer to winter. There are a few projects that did not get completed and will be rolled over into Spring 2023.
- v. Resident's Concerns:
 - Reports of a dog running loose around the upper pond: Resident was advised to call Foothills Bylaw
 - Why has the County plowed all the streets in the community except the Isle: Message left with the resident informing them to express their concerns directly to the County.
- vi. Porta Potty:

Following the 2022 AGM in April, there was agreement to provide residents access to washrooms when using the lake. Board direction at that time was, rather than opening the Lake House, to look into renting a porta-potty.

As December is soon upon us, a quote to have a porta-potty onsite for December through February would be:

- 3 months \$175/mth (w/ weekly servicing)
 - Delivery/Pickup \$ 70 + 6% fuel surcharge
- ~\$595**

For comparison purposes, rough staffing costs to have the LH open would be:

- 1pm-5pm 4 hours
 - Weekends 2 days
 - Dec – February 24 days (no Christmas Day + Family Day)
 - + Christmas break 12 days (36 total days)
- x \$16/hr **\$2,304**

For ease of servicing, the porta-potty would need to be located at the base of the service gate ramp near the beach.

From a staffing perspective, we do not have current casual staff onboard who are 18 years of age or older. To provide the staffing option would require a recruitment and training period.

Action Item: Direct Divcon to build a solid base at the end of the service road. The base to be constructed so as to provide a level, tip-resistant platform for the porta-potty.

Action Item: Les to secure a three-month contract with “Duty Calls Portables”

b. Hamlet of Heritage Pointe Stewardship Group – Rick Gallant/Glenn Ruskin

Glenn attended in Rick’s place.

Two guest speakers, Ken Sewers and Brian McConaghy, were invited to share their experience intervening on the 2012 AUC/Corix process. Ken spoke mostly, basically reviewing what he learned at the most recent open house and then relating this back to when he was actively involved 10 years ago. Corix has approximately 1000 customers in the HP area, 60% potable/40% wastewater. The summation point was that there is really nothing that needs to be done until the application from Corix is formally submitted. No idea from anyone on when this might happen.

When asked about the letter that was sent to AUC from the LAHPOA, Glenn started with the email from Wendy Stremecki, describing how well Carolina had addressed the issues noted in her email back to Wendy. He then highlighted a few statements from our letter to AUC that captured the essence of our submission and spoke about the immediate response from the AUC upon receiving our letter. The point was clear that this letter was asking to the AUC to do their job well and to ensure that none of the costs were in support of any of the new developments planned for our area and that the capital expenditures were amortized over a reasonable period of time based on the expected life of the expenditure.

Response was positive, particularly from Carolina who supported exactly what we had noted in our letter. One thing that Carolina did mention is that she did her own comparison between what the City of Calgary charges for water/wastewater, etc. and we're paying maybe \$30 more a month per household, reflective, as she put it, of the uniqueness and smallness of our communities.

Everyone agreed to the name change to Hamlet of Heritage Pointe Collaboration Group (HHPCG).

All agreed about the flaw in the Dunbow Road Feasibility Study regarding the Pine Creek Road re-alignment, aware that we had pointed this out to the county at their open house.

On trees and such, Sharonne commented that in her community, the County refuses to give them trees to replace trees that have been removed or are dead. Their community replaces these on their own at their own expense. Uniquely for Artesia, the County has been distinctive, telling them that they CANNOT replace county trees.

Beyond that, the only comment made regarding the county was that generally there should be better collaboration between the province and the county on issues, a continuing concern.

c. **IT + Communications** – Jo Scott

Nothing to report.

d. **Safety and Security** – Jim Chuey

- i. **Crime Prevention:** Concerns were recently raised from two homeowners for improved crime prevention in the community following prowlers being observed at their residences on November 15. Earlier this year as a result of similar concerns, the BOD discussed the potential for implementing a Community Watch program at the July meeting. At that time, there was some limited interest in proceeding, with the outcome being to improve communication to residents for increased awareness of incidents and to provide information to homeowners for them to take preventative actions.

Since we continue to have various levels of crime in our neighborhood and individual homeowners continue to voice their concerns, it is proposed that we engage a small team of community members (3-4 individuals plus Les and myself) to review the issues, determine initial potential actions and bring back our thoughts to the BOD in early 2023.

A follow up with one of the victims reported that the RCMP apprehended a suspect and charges have been laid following the November 15 incidents.

Action Item: Jim to lead a meeting with concerned residents regarding the safety and security of our community. This meeting is scheduled for January 17.

- ii. **Lake Ice Safety:** Les has been proactive in ice safety communication. Rick and Les performed ice monitoring test holes to ensure minimum 8" thickness to allow the safe opening of the lake for winter activities on Nov 18, which is very early versus previous years. A subsequent recent test hole showed that the ice is even thicker, despite warmer weather, but we will need to monitor closely if we get extended warm spells through winter. Marking of ice fishing holes is not always being done and needs to be reinforced.

- iii. **Contractor Safety Opportunities:** With the upcoming renewal of one or more major upkeep contracts, it is timely to review our contractual safety expectations. The main intent is to safeguard workers and the general public by ensuring proper processes are being followed in conjunction with OHS and the specific work environment hazards such as vehicles, electricity, working on water or in confined spaces. There is also an opportunity to ensure a minimum standard in how contractors present themselves as representatives of the community to ensure residents can easily identify them and be proud of our workers. Having a professional appearance will also tie into a Community Watch initiative to ensure it is clear to residents if the worker belongs to our community effort.

Action Item: Les to have, at minimum, an annual safety meeting with our key contractors. This is over and above the tailgate safety meetings.

- iv. CCTV batteries were to be replaced the week of November 28. This work will now be postponed when the weather is warmer.

b. Events Committee – Jo Scott

- i. Worked with Les developing detailed budgets for 34 different programs and special events that will be offered a total of 69 times (some programs will run multiple times).
- ii. Recent and upcoming programs include:
 - Yoga with Liana: Wednesday mornings
 - Wine and Paint Night: November 23 w/ 16 participants. The next Wine and Paint Night is scheduled for January 18.
 - Pet Photos with Santa: November 26. Bring your pets to the Lake House and have their picture taken with Santa. Donations will be accepted for Heaven Can Wait.
 - Letters to Santa: Letters to Santa will be collected at the Lake House and personally responded to by 6 community volunteers.
 - Introduction to Ice Fishing: Dec 3 & 17
 - Clothing Donation Drive: Dec 10. Drop off gently used jackets and clothing for the less fortunate at the Lake House.
 - Skate with Santa: December 16. Includes horse drawn wagon rides, crafts, Foothills Fire Department, treats and beverages, bon fires, carolling.
 - New Year's Day Ice Fishing Derby: January 1

c. Architectural Guidelines – Brent Fraser

No report

d. Playground Committee – Jo Scott

Reported under “Business Arising from Previous Meeting Minutes”

e. Water Committee – Glenn Ruskin

- i. With two ice fishing kits missing, we purchased sufficient equipment to replace these two missing kits. In addition, remaining kits were fully replenished with bait, jigs, plyers, bucket seats, etc.

- ii. From a safety perspective, replacement guards were purchased for the ice augers that were missing the protective shield covering the ice blades.
- iii. Looking forward to hosting two Introduction to Ice Fishing sessions and the annual New Year's Day Ice Fishing Derby.

f. **Treasurer Report** – Carey Donkervoort

i. October Financial Statements:

– Year End Forecast - External Statement of Operations:

For the year ending December 31, Excess Revenues over Expenses (net surplus) is forecast to be \$18k higher than budget (i.e.- \$99k vs. \$81k). Most of this surplus is in the Reserve Fund with the Operating budget forecast to have a \$2,500 surplus. Surplus (deficit) variances to budget (> \$2k) for the year end forecast are as follows:

- \$9.2k Interest and other recoveries: Additional income from proceeds on sale of obsolete equipment (\$2k) and interest due to the rise in interest rates (\$7k)
- \$2.4k Waste removal: T&T contract rate savings
- \$10.2k Landscaping: Expected savings with less turf care fertilizing (\$2.5k) and less garden bed and tree maintenance required
- \$15.4k Repairs and maintenance: Expected savings with less building and equipment repairs (\$5.9k) needed and lower major repairs completed with irrigation system (\$9.5k)
- **\$14.2k Utilities:** Additional Lake water top-up due to hot, dry weather and increased functionality of the irrigation system (\$12.9k) and an increase in electricity consumption and rates (\$1.3k)
- **\$8.8k Security:** 2021/22 VIZpin subscription fees (\$4k) not budgeted, new PMC with GateWorks (\$4k) not budgeted, and additional repairs to gate system (\$1k)

ii. 2023 Budgets:

Carey presented the first draft of the 2023 budgets. Questions arising focused on:

- HOA Fees: Homeowners "Restrictive Covenant and Encumbrance Agreement" states that rate increases to be based off average Calgary CPI, which is currently 6.87%. Goal is to ratify an increase closer to 5% which would balance the budget.
- Events: Expenses cannot be spent without securing planned revenues first.
- Electricity: Fluctuation of commodity rate may need to be mitigated by securing a longer term contract.
Action Item: Rick, Carey and Les to look into securing longer term guaranteed rates.
- R&M & Bed Restoration: YE forecast does not reflect the inclusion of planned contingencies that are included in the 2023 budget.
- Security: Costs include known maintenance and monitoring costs plus a small allowance for unplanned maintenance.

Action Item: Carey and Les to amend the budgets and bring forth for ratification at the December 21 Board meeting.

6. New Business

No new business.

7. In Camera Session (Les and Brent excused)

The Board discussed the proposed offer and agreed they would like to pursue the offer. Rick to engage with the prospective buyers to progress the opportunity and to determine the status of Corix's interest in the LAHPOA licence.

8. Next Meeting

Wednesday, December 21

7pm-10pm @ the Lake House

9. Adjournment: Rick adjourned the meeting at 9:26pm