

## Minutes of the LAHPOA Board of Directors Meeting

Tuesday, May 18th, 2021, 7:00 p.m. M.D.T Via Zoom

Attendees: Glenn Ruskin (Chair), Joanne Scott, George Canyon, Carey Donkervoort, Brent Fraser, Don Waldorf, Les Turner, Paul Taylor

Regrets: Matt Secord

1. Call to Order- 7:00 p.m. Approval of Agenda- George & Jo
2. Approval of Minutes, April 20, 2021 Board Meeting- As circulated with the Agenda- Carey & George
3. Opening Remarks- Glenn
  - a) Welcome to Les Turner as our new Community Manager, effective May 17<sup>th</sup>, 2021
    - i. Les is job shadowing Don in the early days to gain an understanding of the role and responsibilities.
    - ii. 2 files on which Les is taking the lead are: summer staffing plan (with support from Don), and learning the new finance software.
    - iii. Don is continuing to take the lead on the AGM file.
    - iv. On all other matters. Don and Les are working in partnership to ensure a smooth transition of responsibilities.
    - v. Glenn complimented Les on his initial enthusiasm for the job and encouraged him to enjoy the next few weeks listening and learning from Don and other Board members.
4. COVID Restrictions/Beach:
  - a) Glenn expressed the concern that earlier in the week, several families were observed on the beach in close contact and not obeying the AHS guidelines.
  - b) It was proposed that the family zone ropes be set up and people would be expected to comply with them on the honour system. There would be no tent set up and there is no summer staff yet to take reservations.
  - c) The Board approved this plan and
  - d) **Action:** Don will send a notice to all residents to this effect.
5. Summer Staffing Update:
  - a) Glenn, Carey, Les and Don have reviewed a very detailed plan developed by Les. Glenn and Carey provided their feedback, the plan was revised and resubmitted for final review.
  - b) Glenn confirmed that the revised plan meets our objectives for coverage and aligns with the budget.
  - c) The Board reviewed the posting for summer staff- team members and leads.

- d) The plan is to have the ad run until May 30<sup>th</sup>, followed by interviews, selection and on boarding of staff by mid June.
- e) **Action:** Don will send an e-mail blast to all residents to advise them of the postings.

6. Grant Award Follow Up:

- a) Our grant application to the Dunbow Recreation Board (DRB) had been for \$10,000 to cover pickleball equipment and 12 junior paddleboards.
- b) Louise, as our representative to the DRB, was questioned about past grants and the shared use of the equipment funded by past grants. Louise confirmed to the DRB that the LAHPOA had agreed previously to sharing the use of the cross-country ski trails and equipment with neighbouring communities. She further reminded the DRB that the soccer field is maintained and bookings are made by the LAHP, although we do not own the field.
- c) The DRB agreed to fund ½ of our application, i.e. \$5,000. and the Board agreed to fund the balance to purchase all of the equipment.
- d) It was suggested and agreed that the LAHPOA will put up a small sign near the sports facilities thanking the Dunbow Recreation Board for their grant funding.

7. Community Manager's Report: Don Waldorf- Accepted as presented, with the following additions/clarification:

- a) Community Operations:
  - i. Regarding the AGM packages, Don provided an update that 12 proxy forms have been received.
  - ii. **Action:** Don requested that all Board members reach out to the neighbours and friends to request that either sign up for the virtual AGM or sign a proxy, so we ensure we have quorum.
- b) Divcon and PLNT Horticulture:
  - i. The new pump has been installed but was running very slowly. The supplier's electricians are working on the problem. No resolution yet.
  - ii. It was also mentioned that the VFD is 20 years old and could fail at any time.  
**Action:** Due to the potential long lead time on a replacement unit, Don will contact Divcon and Brent will check with his contacts to determine availability. We may need to order and store a replacement unit before the current one fails.
- c) Capital Projects:
  - i. Correction- it is the Lake House hot water tanks and not the furnaces that require replacement.  
**Action:** As soon as the third quote is received, Don and Brent will make a recommendation to the Board for approval on the capital expenditure. This approval will be done via e-mail as time is of the essence and is required in advance of the next Board meeting.
  - ii. Update on the upgrading of the garden beds in the community- 37% are already completed.

8. Treasurer's Report/Banking Resolution: Carey Donkervoort- Accepted as presented, with the following discussion:

- a) Since the financial statements for April were not available, the discussion centred on the proposed banking resolution.
- b) The only minor changes required to the resolution was clarification that:
  - i. The intent of including the Bookkeeper as a bank signer was not to give her spending authority but strictly to enable her to access the HOA accounts for purposes or research and reconciliation.
  - ii. The addition of a clause which would allow the Administrator (Carey) to designate another Board member as a signing authority in the event that either the Board Chair or Treasurer as not available.
- c) So the amended motion, which was approved unanimously by the Board, reads as follows:

*"Along with the installation of our new Sage 50 accounting software and our new bookkeeper joining us, the LAHPOA's Board has approved the following online banking and signing authorities for all Lake at Heritage Pointe Owners Association ATB bank accounts as follows:*

- 1. ATB Unrestricted Operating- Community Spirit Account #00236237600*
- 2. ATB Restricted Capital- T-Bill Savings Account #00236516200*

*Authorized bank signers:*

- 1. Board Chair- Glenn Ruskin*
- 2. Board Treasurer- Carey Donkervoort (designated as Administrator replacing Don Waldorf)*
- 3. Bookkeeper- Amanda Phillips (with access to accounts only, with no spending authority)*

*Dual approval is required by the Board Chair and Board Treasurer for any electronic funds transfer (EFT) or cheques.*

*If one of the authorized signers is not available, the Administrator can designate another Board member to approve EFTs and cheques."*

9. AGM Prep- Glenn and Carey

- a) Glenn and Carey walked the Board through the first draft of their AGM slide deck and asked clarifying questions along the way. There were no major issues identified.  
**Action:** Paul to contact Rick G. for an updated graph on the life Cycle Study projected costs to show how the reserve amount will fluctuate from year to year.
- b) Don mentioned that: The existing architectural guidelines, published on the Website are dated to the point that some of the requirements, e.g. developer approval required for some elements are no longer relevant. Previous Boards have identified that a refresh is needed, but to date, this very large project has not been undertaken. It is probably at the magnitude of change, requiring a Special Resolution at a future AGM. This may be a task for the next Board of Directors.

Meeting Adjourned: 9:20 p.m.

**Next Board Meeting:** To be determined by the new Board following the AGM.