



LAHPOA Board of Directors  
Meeting Minutes  
Monday, July 24, 7:00pm  
Lake House @ LAHP

Attendees: Rick Gallant Brent Fraser Glenn Ruskin  
Jo Scott Gareth Davies Todd Brown – via remote audio  
Les Turner – community manager

**1. Call to Order & Welcome** – Rick Gallant

Rick welcomed everyone and called the meeting to order at 7:00pm  
Todd dialed in remotely from Saskatchewan.

**2. Approval of July Board Meeting Agenda**

**Motion:** Glenn moves to accept the July Board Meeting Agenda as circulated. Seconded by Brent.  
Carried.

**3. Approval of Previous Meeting Minutes**

**Motion:** Jo moves to accept the June 24 Board Meeting Minutes as circulated. Seconded by Gareth.  
Carried.

**4. Business Arising from Previous Meetings** (if not addressed within the Committee Reports)

a. ATB Signing Officers:

Work with ATB representatives has been completed to ensure all necessary documents are in place and our signing officers are current.

**Action Item:** Les to verify all directors have submitted their middle legal names.

b. Water Licence Transfer Agreement

Representatives of 2291463 Alberta Ltd (Heritage Crossing Developers) continue to work with the LAHPOA to complete the Alberta Environment water license transfer process. They are currently working with Foothills County and Corix to finalize routing and design details for the water infrastructure system, details of which are required for the transfer application.

c. Larry Spilak Memorial

No update. Rick to follow-up with Don Waldorf again on the status of this project.

d. Rarebuilt Homes - Utility Right of Way

On Monday, June 12, Rarebuilt Homes commenced the potable water and wastewater tie-in, into the Corix infrastructure located at the west entrance of the Lake at Heritage Pointe.

Due to numerous unplanned issues experienced by the contractor, this work continues and is now projected for completion in early August despite the initially communicated schedule of 2 days. Rick has been in communication with the developer and their contractor to try to influence how traffic is managed and to express our frustration with how this project has been managed. Rick

has also provided a progress report to residents and has responded to several residents who are very unhappy with how this project has been managed.

e. Upper Lake Remediation:

In order to not interfere with the migratory birds nesting in and around the Upper Pond, remediation of the overgrown vegetation will commence in early August.

f. Board of Directors Orientation Manual:

The Board reviewed the draft materials that were circulated with the pre-reads.

**Motion:** Glenn moved to accept and implement the following documents. Seconded by Jo. Motion Carried.

- LAHPOA Board of Directors Role and Expectations
- LAHP Board of Directors Code of Conduct
- LAHP Board of Directors Onboarding Process and Checklist
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**Action Item:** Les to gather signatures for the Directors Code of Conduct.

g. Lifecycle Assessment Report:

Morrison Hershfield have been in contact with Les, as they seek to finalize their report. Les to have all of their queries addressed within a couple of days.

h. Waiver of Liability – Minors

Due to time constraints, this task was not completed prior to Week 1 of the Summer Day Camp program. A draft waiver of liability for minors has been developed, complete with a list of possible risks that could be found at the LAHP, and forwarded to legal counsel for review.

**Action Items:**

- Have legal review liability for third parties using our facilities (eg. Day care provider).
- Minor Guests: can a resident parent sign for a guest who is a minor?
- How are other lakes managing their guest sign-in/waivers?

i. Dunbow Recreation Board Grant Intake:

A call out to area community lakes resulted in two leads on what types of row boats are used for fishing on residential lakes. Arbour Lake advises that they use “Journey” boats and McKenzie Lake uses the “Lund A-12” boat. Canadian Tire offers a 12’ 2-person Jon Fishing Boat for \$1099. Time constraints have not allowed for additional research or pricing on these two recommendations.

**Action Item:** Glenn, Rick and Les to draft an application to submit an application to the DRB to purchase a couple stable row boats pending investigation of what type of boats would best meet our needs..

## 5. Reports

a. Community Manager’s Report – Les Turner

- i. Bed and Garden Maintenance: Divcon has completed the remediation of the entrance into the Lake House. This task has received many compliments which have been shared with the Divcon staff.

- ii. PLNT: Two trees in the community were replaced by PLNT in July. One along the HL Blvd (along the curve leading to the west entrance) and one on the corner of HL Drive and HL Shores.
- iii. Turf Maintenance: NutriLawn will be onsite in early August applying the second, and last, fertilizer and herbicide application to all green spaces. Curbside herbicide application may be applied by NutriLawn or others as this is outside the scope of the RFP.

**Action Item:** Les to monitor the second fertilizer/herbicide application by NutriLawn.

- iv. Toole Peet Insurance: We have been advised by our insurance broker, that they have merged with Lloyd Sadd Insurance Brokers. We have been further advised that no services or coverage will change with this merger, only the name changes.
  - v. Summer Staffing: We will start to lose senior staff in early August as some staff start to return to post secondary school for their varsity sports. We are in good shape with our staffing numbers; however, the year end “goodbye” will now take place offsite on the evening of August 2. As a result, there will be no opportunity to have the mid-summer Board and Staff barbecue.
  - vi. Vacation: Les will be away from the community from Sunday, August 6 and returning on Monday, August 14.
- b. Hamlet of Heritage Pointe Collaboration Group – Rick Gallant  
The AUC decision on the Corix rate application was circulated to the Board. It appears the HHPCG’s efforts to influence the application were successful and Corix has been advised to make a number of adjustments to their application which will result in a reduction in their requested rates.
- c. IT + Communications – Jo Scott  
No update at this time.
- d. Safety and Security – Todd Brown
- i. CCTV Camera RFP: A Request for Proposal to upgrade the LAHP entrance cameras was sent out to five (5) vendors with a stated submission date of noon on July 7, 2023. Unfortunately, no submissions were received by July 7<sup>th</sup> so follow up email and phone calls were made to all five vendors. Subsequently the LAHPOA received proposals back from Delco Security and from Convergent Security (Referral by GateWorks).

Below are the 5 vendors who were contacted regarding this project:

- Delco Security (Reference: University of Calgary). Their proposal included 4 Genetec Clouddrunner systems and a solar panel for each of the Clouddrunner cameras. Annual subscription appears to be \$3,200/camera/year (\$12,800/year for system) plus cloud costs. Initial installation and one year subscription is \$25,000. Delco have provided an email disclaimer that nighttime plate capture will be problematic without improved light conditions. GateWorks/Convergent – GateWorks referred the Camera Upgrade

solution RFP over to Convergent. A Convergent representative met with Rick on site for a review of physical conditions and subsequently submitted a proposal on July 28<sup>th</sup>.

- Tannery Creek Systems – Declined to quote as not their expertise and do not have local support in Calgary.
- Centini Security – Came and inspected site but advised they could not do what was being requested at West entrance.
- DeltaTech Security – Have not quoted and are very busy with other security matters. They are waiting for an upgraded HIKvision system that can do what was requested.

**Action Item:** Todd to summarize and evaluate the proposals from Convergent and Delco Security and obtain a quote from Fortis to bring in sufficient AC power to the West Entrance for review at the next Board meeting.

- ii. Incidents: The following Incidents have been reported to have occurred recently within our community:
  - June 14: theft from motor vehicle - HL Boulevard
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- e. Events Committee – Jo Scott
  - i. 2023 Stampede Breakfast: 660 residents and guests were served at the 18<sup>th</sup> Annual Stampede Breakfast on July 8.
  - ii. Summer Day Camps: A total of 26 young residents and grandchildren of residents have participated in two weeks of summer day camps. The third camp is scheduled for August 8 and has 9 registrants. Feedback and indications are that the participants, parents/grandparents and staff are thoroughly enjoying the program. Financially, we are ahead of budget.
  - iii. Summer Programming: Summer staff are busy planning and implementing the following events. All programs have been offered, but some have greater attendance than others.
    - Wine & Paint Night
    - Stampede Games
    - Tropical Beach Day
    - Campfire Night
    - Talent Night
    - Poker Night
    - Karaoke Night
  - iv. 55+ Coffee: This program continues every Wednesday morning. The heating element on the 12-cup drip coffee machine is no longer working, requiring a replacement of the coffee maker. Participants from this group will be researching and recommending a replacement.
  - v. Golf Tournament: A recreational golf tournament is planned for the community on Thursday, September 24. The golf and dinner will take place at the Turner Valley GC.
  - vi. Bourbon Tasting: Planned for Thursday, August 24.
  - vii. Wine Tasting: Following a successful Wines of France wine tasting event on May 18, plans are already in place to have a second event on October 19, 2023.

f. Architectural Guidelines – Brent Fraser

- i. 23 H Cove: landscaping of backyard including the installation of a 12' x 12' cedar pergola.
- ii. 84 HL Drive: Request to amend roofing material to metal shingles. Color must conform to LAHP architectural standards. Approved as appearance is slate.
- iii. 80 H Cove: Inquiry into solar panels and installation of a polyresin shed. Shed approved.
- iv. 50 HL Terrace: Request to install a 5' x 6' polyresin shed. Approved.
- v. 4 H Cove: Exterior painting of walls, pedestrian doors, window trim and garage door.
- vi. 240 HL Drive: Request to install a fence between the neighbours. Style to be consistent with all other fences. Approved
- vii. 92 HL Shores: install beach quality sand around dock. Approved.
- viii. 244 HL Drive: exterior painting of paving and stucco, trim, garage door and pedestrian door. Approved.

g. Playground Committee – Jo Scott

With the understanding that CFEP grant applicants would be notified in July, we are waiting to hear if our application was successful. As of this writing, an email and call into the CFEP office has not been returned.

h. Water Committee – Glenn Ruskin

- i. Water Quality / Testing: Weekly water tests continue through AHS. No traces of enterococcus were reported on 17 July 2023. Biologic applications are on schedule. Spot spraying of algaecides may be required. Discussion occurred on quantifying water quality, but with no consensus on how to do this, we will continue to rely on residents to advise management of any concerns.

**Action Item:** Glenn to perform O2 and temperature readings by month end.

**Action Item:** Glenn to research purchasing a Turbidity Meter to measure water clarity with the intent to monitor and track the turbidity levels of the lake just as we monitor and track the temperature and oxygen content.

- ii. Water Level Tracking: The water level as of 24 June is 310 mm.  
**Action Item:** Les to request the LAHP be placed in the Corix queue for an August raw water fill.
- iii. Migratory Bird Management
  - Four goslings reported to be in the community. Nest was probably around the Upper Pond. Several complaints received from lakeside residents about goose droppings in their backyard.
  - Annual egg relocation report due to be submitted by month end.
  - Osprey, eagles, and herons reported to be frequenting the Lake.

- Loons appear healthy. The loon offspring from 2021 and 2022 may have come to visit but were quickly chased away.
- iv. Fish: The fish in the lake continue to appear healthy. Fall stocking to occur in mid-September.

**Action Item:** Glenn to arrange for a Fall stocking with Smoky Trout.

- v. Clean the Lake: 6 volunteer divers took to the Lake on Saturday, June 24. Water clarity at the surface and bottom were deemed to be clear, with limited visibility in the mid layers. Volunteers and staff were treated to a BBQ following the event.
- vi. Early Lake House Opening: Request to Board to consider allowance for opening the Lake House in late May / early June. Early hot spring weather can put an early demand on accessing the Lake and equipment.

**Action Item:** Les to look at moving the application process to earlier in the Spring so staff are ready to commence work on an “as needs” basis in early Spring. Staffing subject to weather.

- vii. Safety/Security:

Q: How is the LAHP protected from lawsuits should trespassers or those without waivers become injured?

A: We do our best with the resources we have to minimize trespassers. Anyone signing out equipment must have a waiver on file, which is verified by staff prior to sign out.

i. Treasurer’s Report – Gareth Davies

“Onboarding” commentary from the new Treasurer, including input from President (Rick Gallant), Past Treasurer (Carey Donkervoort), Community Manager (Les Turner) & Bookkeeper (Amanda Phillips)

i. Financial Processes:

- The financial system is robust and transparent and does not have any notable weaknesses. Nearly all transactions are electronic and require multi-person involvement for verification and for approval.
- Les and Amanda are well-experienced in managing and administering financial processes.
- Our accounting software (Sage 50) and ATB online banking system are well-aligned.
- All financial transaction documents are copied into Sage as backup, which simplifies record-keeping and auditing.
- All LAHP deposits with ATB are guaranteed without limit by the province.
- Our Cash is invested efficiently over the annual cycle.
- Accounts Payable are typically settled well ahead of 30 days.
- New protocol: Gareth has Admin rights to Sage, WCB and CRA (back-up to Amanda)
- Two documents are being created:
  - i. “Treasurer’s Role & Timelines” (received from Carey), to be expanded.
  - ii. “Treasurer Notes” to benefit future transitions.

- The value of the original lake system development, along with lake real estate, parks real estate and Lake House real estate, do not show up on the LAHPOA Balance Sheet because these assets were given to the association by the developer at no cost. Q2 Financial Reports:

Gareth presented the Q2 Balance Sheet and Income Statement.

**Action Item:** Gareth, Les and Amanda to work together in presenting future 2023 financial reports and the Year End outlooks.

- ii. Past Due Invoices
  - One resident’s fees remain outstanding. If not paid by end of August, Bridgeland Law will be sending a final demand letter.
  - 11 residents have outstanding invoices for late payment interest. These fees stay on their account and will be first paid from funds received for 2024 HOA fees.

## 6. New Business

### a. Lake Liner

The following is research on the lake liner, collected by Gareth.

Summary of the conversations from four Calgary-based geomembrane (aka liner) supply/install companies and Brent Fraser:

- i. Three of the geomembrane companies are sure they were not involved in the lake construction. One company’s records (Layfield) go back only to 2005 so they weren’t sure. A fifth company that operated here in the early 2000’s (Ages) has gone out of business.
- ii. The liner is very likely to be HDPE (based on its known colour, black). 60 mil is the likely thickness based on industry norms: possibly 40 mils.
  - A reasonably thick HDPE liner that is physically protected and not subject to high temperatures or underground anomalies could have a lifespan up to 150 years (based on the chemical stability of HDPE).
  - If it is a thin PVC liner (not likely, but not completely ruled out) it would have a shorter life due to being a weaker material and susceptible to ultra-violet degradation if exposed anywhere.
- iii. The clay base underlying the liner is local clay, compacted by smooth drum roller (confirmed by a soil technician who conducted tests during construction).

At this time, it is assumed the upper pond containment system is identical to that of the lake.

The creek containment system includes gravel overlying a thick nonwoven geotextile (which is visibly exposed in multiple locations, as noted recently by Les). The likely purpose of the geotextile is to protect an underlying liner. This liner would likely be the same material as the lake liner; it could be the same thickness, or possibly thinner to better conform to the creek bed undulations. Presumably it also has a clay base. It is expected the creek bed liner would be more vulnerable to degradation than the lake or upper pond because of higher ambient temperatures (i.e., the creek bed liner is not submerged). If we are going to make any exploratory

investigations, the creek bed might be the logical place to start as it is more accessible and Divcon will be working there shortly to cover the exposed geotextile with gravel as part of the upper pond vegetation management project.

The lake, the upper pond and the creek all have mature trees in proximity. Root damage is a known risk to liners, but no effort has been made to assess this risk. [Details of the Telephone Contacts](#)

- i. Brent Fraser:
  - Brent clearly remembers the liner during lake construction to be black, which indicates the likelihood the material is HDPE.
- ii. Layfield (Tyler Desrocher)
  - Their database goes back only to 2005, so they are not sure if they were involved.
  - Based on common practice, the liner is likely 60 mil HDPE. Possibility of 40 mil. Buried HDPE not exposed to high temperatures has a possible life around 150 years; substantially less if exposed to high temperatures.
  - Installation warranty is typically 20 years.
  - For this type of application, Layfield now uses LLPE (linear low-density polyethylene).
- iii. Titan (Trent Paulhus)
  - Titan did not arrive in Alberta until ~2013 so was not involved.
  - By lucky coincidence, in the early 2000's, Trent was a geotechnical technician working for AMEC Earth & Environmental (now Global WSP); he tested the clay base during lake construction. He clearly recalls that the base comprised clay from a local source that was compacted with a smooth drum roller.
  - He vaguely remembers a subsequent tender document specifying a thin (20-30 mils) PVC product. (*Note: this conflicts with other information herein so is probably incorrect.*) Auburn Bay Lake had a thin PVC liner and they initially had significant leakage problems.
  - He offered to inspect our liner if we expose it.
  - Watch for signs of subsurface anomalies: air bubbles rising in the water; gas trapped under the liner causing lifting (called "whale breaching" if the liner reaches the surface).
- iv. Terrafix (Mike Stang)
  - There is no record of this project in the Terrafix or Nilex (bought by Terrafix in 2022) databases.
- v. Western Tank & Lining (Kevin)
  - They did not install the liner.
  - Based on service application, the liner is likely HDPE (black). Some PVC liners are white, blue, or light green.

## 6. In Camera Session

7. **Next Meeting:** Wednesday, August 30  
7pm-9:30pm @ the Lake House

8. **Adjournment:** Rick adjourned the meeting at 9:09pm