



**LAHPOA Board of Directors
Meeting Minutes**
Monday, February 26, 2024
7:00pm Lake House @ LAHP

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

1. Call to Order & Welcome

Rick welcomed everyone out on a cold evening and called the meeting to order at 7:00pm.

2. Approval of February Board Meeting Agenda

Motion: Todd moved to accept the February Board meeting agenda as circulated. Seconded by Brent. Carried.

3. Approval of January Board Meeting Minutes

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

4. Business Arising from Previous Meetings

a. Water Licence Transfer Agreement:

Alberta Environment (AE) advised that the previously submitted transfer application needed to be re-submitted via the Government of Alberta's new Digital Regulatory Assurance System (DRAS) portal. This has been completed and receipt of the submission has been confirmed with our contact at AE.

b. Larry Spilak Memorial:

The Larry Spilak Memorial was unveiled on Friday, February 9 with 4 Spilak family and friends in attendance. Four LAHP board members were in attendance. A small reception followed in the Lake House.

On February 13, the Western Wheel published the following article pertaining to the plaque unveiling. The full article report can be found online at:

<https://www.westernwheel.ca/wheels-west/new-heritage-pointe-plaque-honours-former-foothills-reeve-8300419>

c. Waiver of Liability for Residents and 3rd Party Guests:

Our barrister, Richard John, has completed his review of the Adult and Minor Waiver of Liability. Rick provided a few upgrades to provide consistency throughout the document.

Motion: Todd moved to adopt the revised Waiver of Liability (**Appendix A**) effective

immediately. All residents and guests to sign off on the new waiver in 2024. Seconded by Jo. Carried.

d. Lake House Fire Pit burner:
Replacement pending.

e. Investment Strategy:

In addition to offering GIC's with fixed terms of 30, 60, 90-days, etc., ATB offers GIC's with custom terms, so the buyer can choose a specific maturity date. Going forward, our short-term GIC's, particularly the monthly roll-overs, can be set to mature just prior to the anticipated spend dates.

Interest rates peaked in October 2023 and have decreased slowly but steadily since then. ATB forecasts future interest rates will likely (but not assuredly) continue this trend, particularly in the second half of the year. Therefore, three GIC's were purchased on February 1 to lock-in current rates. These GIC's align with already-established Board objectives and are not dependent on the pending sale of a portion of one of the Water Licenses:

- 4-month (custom term) Reserve GIC, \$50,000 @ 4.7%, maturing June 2024 to align with playground structure installation expenditures.
- 10-month (custom term) Operating GIC, \$120,000 @ 4.53%, maturing December 2024 to align with year-end carryover to cover early 2025 expenditures.
- 2-year Reserve GIC, \$100,000 @ 4.44%, maturing February 2026 to align with the Life Cycle Committee's (LCC) next forecast significant expenditure: \$100,000 in 2026.

The attached table (**Appendix B**) is a preliminary GIC Purchasing Strategy, presented for Board discussion and alignment. Comments:

- The table includes both existing and proposed GICs.
- All GICs are non-reimbursable unless indicated otherwise.
- The table aligns with the "Cash and Investment Strategy - 2024" presented at the January board meeting.
- In addition to the GICs presented in the table, there is separate provision for a monthly balance of ~\$50,000 in each of the Operating and Reserve savings accounts.
- Reserve GICs purchased with water license sale proceeds to be allocated to a dedicated GL to facilitate tracking of future disbursements.

Action Item: Gareth to update the proposed GIC plan for 2024 based on Board feedback and circulate to the Board for final review before executing. The investment strategy for the water licence sale proceeds to be reviewed again when/if the proceeds are received.

f. Community Donations

At the January Board meeting, directors were asked to think about where they would like to see community donations directed.

Action Item: When donations are received at community events, such as the Show and Shine Car Show or Stampede Breakfast, the donations will be directed 50% to the Foothills Fire Department Society and 50% to the Okotoks Food Bank.

g. Memorial Benches

In response to a resident asking if the community would consider installing memorial benches, Les was asked to investigate the implementation of such a program.

A summary of the Memorial Bench program from several municipalities, should the LAHP chose to pursue the implementation of such a program, can be found in **Appendix C**.

Tabled. Les to continue researching the cost of purchasing new benches/tables.

5.0 Committee Reports

a. Community Manager's Report – Les Turner

- i. Welcome Binder: The first draft is 90% complete.
- ii. Kubota: Due to mechanical issues with the Kubota's snow brush, community snow removal was negatively impacted on two occasions during the month of February. Repairs were quickly made, and the snow removal was completed in short order. On both occasions, the community was notified via social media.

Action Item: Budget for a new snow brush every December.

- iii. South entrance cairn: A County snowplow clipped the western most concrete cairn at the south entrance sign. The County quickly acknowledged this incident and was out the next day replacing the toppled cairn on its footing. A more permanent repair to the damaged cairn and wrought iron fencing will occur in the spring.
- iv. HOA/RA Network Guiding Principles: In an effort to take the local Calgary and area HOA and RA network from an ad hoc network to a more formal network, the group asked Les to lead a committee in developing Guiding Principles for the network.

After a couple of meetings developing the guiding principles, the committee will be seeking ratification at the April HOA/RA Network meeting.

- v. Metal Recycling: In the spring of 2023, the community held a metal recycling event where 1,143 kg of metal was collected. Should the community wish to hold another metal recycling day, the time is now to book this event. To do so, may require the investment of staff/volunteers to monitor the event to ensure no garbage is dropped off which would contaminate the metal.

Action Item. Les to book Evraz Recycling for a metal recycling event in spring/summer 2024.

b. Hamlet of Heritage Pointe Collaboration Group – Rick Gallant
Nothing to report.

c. IT + Communications – Jo Scott

As of February 8, it was identified that approximately 40% of our Wix email subscribers are not receiving our marketing emails. It appears that it is largely residents with a Shaw email that are being blocked.

Action Item. Les to expedite a resolution on this issue.

d. Safety and Security – Todd Brown

- i. Security Cameras: The south entrance cameras are working as initially installed. A query into the status of the IR lighting for the south entrance, west entrance cameras and new LH server install reveals that Convergent is still waiting for the IR hardware to be delivered. We anticipate that this project will be completed by mid March.
- ii. GateWorks Preventative Maintenance Plan 2024: Following the February 26 maintenance inspection, we were advised that the three failed VIZpin readers are still waiting to be replaced. At the time of this writing, GateWorks is still waiting on the receipt of the replacement readers.
- iii. Fire extinguisher inspection: The annual inspection of our fire extinguishers was scheduled for early February. The technicians did not arrive on the date scheduled and we are now attempting to reschedule this inspection.

Action Item. Les to reschedule the inspection of our fire extinguishers.

e. Events Committee – Jo Scott

- i. Skating Party with Sparky the Fire Safety Dog: Several dozen residents enjoyed skating and playing hockey with Sparky the Fire Safety Dog and firefighters from the Foothills Fire Department. Hot beverages and cookies were supplied by the LAHPOA.
- ii. Wine and Paint Night: A full house of 18 residents enjoyed painting a “red rose in a vase” on February 13.
- iii. Scotch Whisky Tasting: Planned for Friday, March 15. Theme: *Scotch Whiskey’s around the World*, with whiskeys from Ireland, Scotland, India, Japan, USA, and Canada being sampled.
- iv. Coffee Club: Continues every Tuesday morning from 10am-11:30am.
- v. Games Group: Euchre and Mahjongg games are now being offered on a bi-weekly basis. Both games are being organized, and led, by community volunteers.
- vi. Weekday Morning Fitness: Discussions have commenced with an instructor who is interested in leading a drop-in fitness program for residents. There would be no cost for this program as the instructor is not interested in earning a salary. If the program takes off, it would not be until May.

- vii. Easter “Egg”stravaganza: Planning is well underway for the traditional Easter Sunday “Egg”stravaganza for our younger residents. This year, the event will take place on Sunday, March 31 with the Easter Bunny hiding eggs around the Lake House Park and crafts occurring inside the Lake House.

Budgeted revenue sponsorships of \$550 have been exceeded with \$1,200 in sponsorships secured to date. Special thanks to Brittany Zimmerman Realty (\$500), Canyon Plumbing and Heating (\$350) and YYC Prestige Painting (\$350) for their generosity.

f. Architectural Guidelines – Brent Fraser

- i. 144 Heritage Lake Blvd: rear deck extension
- ii. 69 Heritage Harbor: installation of a 6 x 8 wooden garden shed
- iii. 84 Heritage Lake Drive: proposed stucco color under review

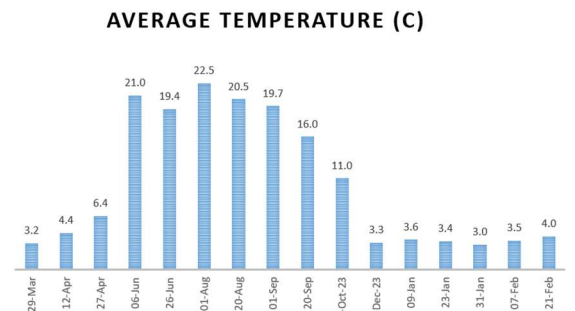
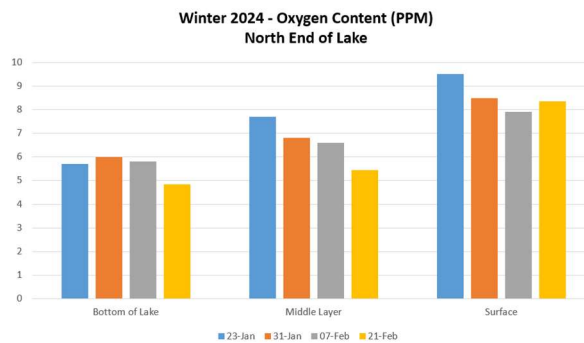
g. Isle Playground Committee – Jo Scott

Three residents from the Isle have written letters expressing concerns about the new Isle playground upgrade.

Action Item: The Board will reply, in writing, to the three residents who wrote letters expressing their concerns reiterating the process the Board followed in the development planning and procurement stages as well as addressing their specific concerns.

h. Water Committee – Glenn Ruskin

Water Testing: We continue to record the oxygen content and water temperature every two weeks as indicated in the above charts.



Comparable ppm levels on March 29, 2023 were 1.4-2.6 ppm (top), 0.4-0.9 ppm (middle), and 0.2-0.8 ppm (bottom) indicating we are at much healthier levels so far this year.

What fish are being caught are in the upper level of the water column and appear healthy.

i. Treasurer’s Report – Gareth Davies

- i. 2023 YE Audit: Amanda has provided the auditors with all the requested information to date and the auditors are underway with verifying the records. Les

and Gareth have been helping Amanda with additional information that the auditors have requested. No concerns or delays forecasted at this time.

- ii. January Financial Statements: Circulated under separate email. Expenditures are essentially on plan and there were no questions or concerns raised from the Board.
- iii. 2024 HOA Invoices: At the time of this writing, 301 invoices have been paid in full, 7 have submitted post-dated cheques and 1 has submitted partial payment (with full payment expected by month end).

A reminder email was sent, via our email software, on February 20, 2024.

6.0 New Business

a. Foothills County – Sidewalks

Rick completed an inspection of the county-owned sidewalks within the community. An email was delivered on the 5th of February complete with pictures asking the County to review the sidewalks that are showing deterioration or subsidence and creating safety hazards. A follow-up phone conversation revealed the county's reluctance to address ponding issues but a request to meet in the Spring and review the condition of the sidewalks with a view to possible remediation in 2025 was agreed to.

b. Lake House Banister/Railing Painting:

The railings and banister in the Lake House are showing considerable wear and are in need of refinishing. Quotes have been received to either paint or stain and re-lacquer them.

Options:

Stain (same color) finish, including sanding, repair damaged areas, re-stain and apply clear coat finish:

- Harding's Painting: \$3,775 plus GST *finished with 2 coats clear lacquer.*
- Divine Painting: \$4,600 plus GST
- YYC Prestige Painting: \$6,329 plus GST

White lacquer paint finish, including sanding, repair damaged areas, two coats primer and two coats paint via spray application:

- Harding's Painting: \$1,950 plus GST
- Divine Painting: \$3,400 plus GST
- YYC Prestige Painting: \$3,435 plus GST

Action Item: Approval to proceed with stain and lacquer as per the Harding Painting quote to refinish the Lake House railings and banister.

c. Drought Contingency Plan

A letter was received from Alberta Environment and Protected Areas informing the

community that they are taking action in accordance with Alberta's water shortage management plan in anticipation of a possible drought this summer. The plan ranges from Stage 1, which is a minor drought, to Stage 5, which can lead to a declaration of an emergency. The letter advised that the province is currently in Stage 4.

The province is bringing together an external advisory panel with leaders from various sectors to provide advice on drought preparations and to advise on how Alberta can make more water available over the long term.

Water license holders such as the LAHPOA will be asked to voluntarily take on less water to ensure that there is water available for as many users as possible.

At this time, the Minister of the Environment and Protected Areas is asking us to:

- i. Review and understand the conditions of our license(s).
- ii. Review and understand how much water our association uses and identify ways to reduce our water consumption.
- iii. To immediately invest in water conservation technologies to reduce water use.
- iv. Develop a drought plan in case it is needed in the spring or summer.
- v. Monitor water availability in our area by referring to the website www.rivers.alberta.ca and take action if our area is under a water shortage advisory.

Action Item: Optimize sprinkler operations (not spraying on roads, etc), reduce irrigation schedule, monitor lake water levels and flows in the Bow River and adjust action plan as conditions indicate.

d. Regional Pathway:

A question was asked regarding the status of the regional pathway that the DRB has been planning.

Action Item: Les to seek an update from the Dunbow Recreation Board on the status of the regional pathway.

7.0 In Camera Session

8.0 Next Meeting:

Wednesday, March 27, 2024

9.0 Adjournment

Rick adjourned the meeting at 8:35pm