



**LAHPOA Board of Directors
Meeting Minutes**
Monday, February 24, 2025
7:00pm Lake House @ LAHP

Directors: Rick Gallant Jo Scott Glenn Ruskin
Brent Fraser Ryan McKimmie (*via Teams*)

Guests: Les Turner, community manager

Regrets: Todd Brown Leslie Stadnick

1. Call to Order & Welcome

Rick welcomed everyone and called the meeting to order at 7:00pm.

2. Approval of February Board Meeting Agenda

Motion: Jo moved to accept the agenda as presented. Seconded by Glenn. Motion carried.

3. Approval of January Board Meeting Minutes

Motion: Glenn moved to accept the January meeting minutes as circulated. Seconded by Brent. Motion carried.

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

4.1 Delivery of Services Contracts

A summary of all Vendor submissions was circulated to the Board prior to the meeting. Rick summarized the Vendor Review process and provided an overview of the submissions and recommended bidders. Based on the information obtained and a focus on our needs, Rick and Les put forth the following recommendations to the Board.

a. Arbor Care: Pruning, stump grinding, elm scale treatment and development of a comprehensive tree care program:

Vendor Recommendation: Somerset Tree Services; a High River based professional arbor care company. Competitive rates and best total value. References include local municipalities and HOA communities. When comparing only elm scale costs based on \$/DBH (Diameter at Breast Height) to other vendors, Somerset is not the cheapest. However, based on discussions with Somerset we anticipate Somerset costs to be lower than others based on their implementation of a comprehensive management program where elm trees are only treated on an "as needs" basis rather than every tree being treated every two years. Their bid reflects best total value for arbor care services.

b. Irrigation: Repairs & maintenance, activation of system and seasonal de-commissioning.

Vendor Recommendation: Summit Property Group. A national company, with a branch office in Okotoks. Recommendation based on best total value including cost/hr for technician for repairs, seasonal activation cost and proposed monitoring program. Costs outside of system activation & shut down and monthly monitoring will be on an "as needed basis".

- c. Christmas Light Program:** Installation and removal of Christmas lights.
Vendor Recommendation: Okotoks Lawn and Garden. Recommendation based on lowest cost.
- d. Snow Removal:** Sidewalks, pathways, and parking lot. On call for skating surface snow removal if needed.
Vendor Recommendation: Summit Property Group. A national company, with a branch office in Okotoks. Recommendation based on lowest cost and best total value including cost for 4 visits/month plus cost for each additional call out over 4 per month. Other than using the LAHP Kubota brush for final skating surface clearing, Summit will use their own equipment for snow removal. Current clients include the Calgary Separate School District and numerous government buildings.
- e. Maintenance & Repairs:** Seasonal equipment turnover, mechanical repairs and equipment maintenance, unique tasks, etc.
Vendor Recommendation: Divcon. Recommendation based on cost/hr for labour and equipment and existing knowledge and working relationship with the LAHP. Should Divcon choose to terminate this contract at some point, the option exists to align with Summit Property Group, whose ability and costs/hour are similar to Divcon.

As per previous board direction, the turf maintenance scope of work, previously completed by Divcon, will now be managed directly by the LAHPOA.

Motion: Rick moved to accept the sub-committee's recommendation to accept the vendors as presented. Seconded by Glenn. Motion carried.

4.2 Asset Disposal

a. DRB purchased assets

Foothills County does not have a policy on how DRB grant recipients may dispose of assets purchased with DRB funds. Once a policy is developed and implemented, we will have direction on how to proceed with the disposal (sale or transfer to another community) of the snowmachine and track setter.

Lloyd Sadd, our insurance broker, advises that they are not able to provide Comprehensive only coverage (i.e. no collision coverage) on the snow mobile. As such, we will continue to pay \$580.00 in annual premiums until such time as the snow mobile is sold.

Action: Tabled until we hear back from Foothills County.

b. LAHPOA owned assets:

The following surplus assets owned by the LAHPOA are being prepped for sale in the spring:

- | | |
|---------------------------|--------------------------------|
| - Isle playground border | - Cement mixer |
| - 2 Cub Cadet lawn mowers | - Fertilizer spreader |
| - Sport court tiles | - Surplus playground equipment |

5.0 Reports

5.1 Community Manager's Report – Les

a. **Seasonal Employment Opportunities:**

Landscape Team employment opportunities were posted February 21 with an application deadline set at March 20. Employment to commence late April.

Lake House Team employment opportunities will be posted in mid-April with an application deadline set for early May. Employment to commence the last week of May.

b. **Summer Lake House Staff Orientation Manual:** Updates and amendments to the Summer Staff Orientation Manual have been completed. We are just waiting on confirmation of contact information for our new service vendors.

c. **VizPin Reconciliation:** VizPin access has been removed from former residents who have moved out of the community.

d. **Filing:** Keeping busy with digitizing and filing of waivers, architectural requests and consent to receive digital communication forms.

During this process, files for residents who have moved out of the community have been removed and shredded.

e. **Manuals:** As time allows, work is being invested in the development of operating manuals for the Kubota (and implements), irrigation system and CCTV system.

f. **Kubota maintenance.**

- The Kubota snow brush has been maintained along with the replacement of the poly bristles.
- The snow plow has been maintained and the “cutting blades” on the plow blades have been replaced.

g. **T&T:**

- With the recent spell of cold weather, there have been many bins cracked and or broken. T&T has been asked to replace these bins.
- During the garbage pick up on February 20, it was noted that 8 homeowners had their black bins “disappear”. Upon further investigation, it was determined that the driver dumped the bins into the truck hopper. T&T has agreed that these bins will be replaced at their (T&T's) cost.

5.2 Treasurer's Report - Ryan

a. **Monthly Payables:** Approved and signed month-end bank reconciliation prepared by the LAHPOA bookkeeper.

b. **2024 YE Audit:** The 2024 YE financial statements have been produced. Working on compiling all necessary documents for KMSS. The actual audit will commence in April.

- c. **January Financial Statements:** Circulated under separate email. No questions raised and Les indicated he would provide more insight on Utilities (year end forecast versus budget) at the next meeting.
- d. **GIC Purchase Strategy** (Appendix A): Ryan reviewed the 2026-2029 Reserve Fund GIC purchase strategy demonstrating that the strategy ensures there will always be ample funds available each year in the RF to manage any unforeseen expenditures.
- e. **2025 HOA Fees:** As of Monday, February 24, 252 homeowners have paid their fees, with 4 homeowners having post dated cheques on file.

A payment reminder was posted to social media on February 11, which seemed to prompt payment from many homeowners and generated a number of queries from homeowners indicating that they had not received their invoices. Invoices were emailed to all homeowners that indicated they had not received them. The two marquee signs continue to remind residents of the February 28 payment deadline.

If payment is not received by March 1, an email will be sent to all those for who we have emails on file and on March 3, an "In Arrears and Past Due" letter will be mailed to all residents who have yet to pay. This letter will reinforce that 16% per annum interest is charged on all past due accounts not paid prior to March 1.

On March 15, any accounts still outstanding will be referred to Bridgeland Law, our collections agent.

5.3 Hamlet of Heritage Pointe Collaboration Group – Rick
Nothing to report

5.4 IT + Communications – Jo

- a. The upgrade of our office hardware and WiFi re-configuration was completed on February 20. Some minor adjustments still need to be made to get all components operational.

5.5 Programs and Events – Leslie

- a. **Family Day Skating Party:** Cancelled due to extreme cold weather.
- b. **Pottery & Pinot:** A second session of in-house pottery will be offered to the community on February 21 & 28. 11 of 12 spots were booked within 24 hours of posting, indicating that this new program continues to be very popular.
- c. **LAHPOA Spring Artisans Market:** An art market and gallery showing of locally created art is planned for May 8.
- d. **Clean the Lake:** A spring "Clean the Lake" event has been scheduled for May 10, which will precede the algae growth Providing better visibility for the divers. An end of season clean-up is scheduled for October 18. Both events will use volunteer divers and ground support from the Dive Shop.

5.6 Safety and Security – Todd

- a. **Wireless Communications:** Wireless communications between the CCTV server and south entrance cameras have been steady of late, with only the odd intermittent down time. However, we experienced 8.5 hours of downtime on February 17. GateWorks continues to try and nail down why we are losing the signal.
- b. **Gate PM:** GateWorks was onsite February 20 performing their regular preventative maintenance on the gates, batteries and VizPin readers. At this time, the striker plate on the sport court was also replaced.
- c. **First Aid/CPR Training:** Have requested Les consider opening registrations to the pending summer staff first aid/CPR training to residents. Registrants would be required to pay full registration fees.

5.7 Architectural Guidelines – Brent

- a. Nothing to report

5.9 Water Committee – Glenn Ruskin

- a. On February 21, the water readings were as follows:
 - 7.6 ppm at 21’ depth temp 2.6c
 - 6.2 ppm at 10’ depth temp 3.6c
 - 5 ppm just below the ice temp 3.9c

Smoky Trout advises that the O2 content is “in good shape” for this time of year.

- b. **Skating Surfaces:** The skating surfaces are currently closed due to warm weather resulting in soft ice and standing water.

6.0 **New Business**

No new business.

7.0 **In Camera**

8.0 **Next Meeting**

Wednesday, March 26, 2025

9.0 **Adjournment**

2026-2029 Financial Outlook

Income Statement Basis					
Year	Starting Balance	Total Expense	Interest	Contribution	Ending Balance
2025	\$ 1,192,009.00	\$ 151,500.00	\$46,440.74	\$ 89,519.06	\$ 1,176,468.80
2026	\$ 1,176,468.80	\$ 53,200.00	\$44,307.42	\$ 91,309.44	\$ 1,258,885.66
2027	\$ 1,258,885.66	\$ 15,154.05	\$44,888.02	\$ 93,135.63	\$ 1,381,755.26
2028	\$ 1,381,755.26	\$ 214,546.79	\$45,852.20	\$ 94,998.34	\$ 1,308,059.02
2029	\$ 1,308,059.02	\$ 33,784.87	\$46,557.59	\$ 96,898.31	\$ 1,417,730.05

1) Ending Balance is increasing

Cash Basis						
Year	Starting Balance	Total Expense	Maturing GICs (principal + interest)	Contribution	GIC to be purchased this year	Ending Balance
2025	\$ 48,000.00	\$ 151,500.00	\$ 206,402.33	\$ 89,519.06	\$ 142,421.39	\$ 50,000.00
2026	\$ 50,000.00	\$ 53,200.00	\$ 108,892.16	\$ 91,309.44	\$ 147,001.61	\$ 50,000.00
2027	\$ 50,000.00	\$ 15,154.05	\$ 471,431.95	\$ 93,135.63	\$ 549,413.52	\$ 50,000.00
2028	\$ 50,000.00	\$ 214,546.79	\$ 344,663.01	\$ 94,998.34	\$ 225,114.57	\$ 50,000.00
2029	\$ 50,000.00	\$ 33,784.87	\$ 153,974.32	\$ 96,898.31	\$ 217,087.75	\$ 50,000.00

2) GIC Purchases are positive / increasing

Notes:

1. Based on values taken from Lifecycle Assessment, which had inflation at 2% and interest rate at 4%. Even when interest rate dropped to 2.5%, 2045 still shows ending balance on the order of \$1.2M.
2. "Maturing GICs" column is calculated based on existing GICs only – if we do end up purchasing GICs (per the "GICs to be purchased" column) then the analysis assumes that they mature in 2030+. If they mature sooner that that it will make that "maturing GIC" column amounts even larger.