



**LAHPOA Board of Directors
Meeting Minutes**
Wednesday, March 26, 2025
7:00pm Lake House @ LAHP

Directors: Rick Gallant Jo Scott Ryan McKimmie
Glenn Ruskin Brent Fraser Leslie Stadnick

Guests: Les Turner, community manager

Regrets: Todd Brown

1. Call to Order & Welcome

Rick welcomed everyone and called the meeting to order at 6:58pm.

2. Approval of March Board Meeting Agenda

Les asked that "Flagpole" be added to New Business.

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

3. Approval of previous Board Meeting Minutes

Motion: Jo moved to accept the February meeting minutes as circulated. Seconded by Leslie. Motion carried.

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

4.1 Delivery of Service Contracts

During the month of March, all new contractors met with our community manager to review the legal context and scopes of work involved in working with the LAHP. At the time of this writing, contracts have been executed for snow removal, irrigation maintenance, general maintenance and arbor care.

The Christmas light installation program has been verbally accepted by Okotoks Lawn & Garden; however, a simpler contract will be executed for this work.

4.2 Asset Disposal of LAHP Property

The following surplus assets owned by the LAHPOA have been sold, listed for sale or are being prepped for sale:

- 2 Cub Cadet lawn mowers and fertilizer spreader - sold for \$5,000 on March 12
- Isle playground border & sport tiles – sold for \$666 on March 23
- Cement mixer – may be required for the playground equipment relocation and commemorative bench program.
- Surplus playground equipment. Rick and Les will look at developing a plan on where we will be re-purposing the old Isle playground equipment. The plan is to commence construction in June.

4.3 HOA Late Payment Interest Fees

As per our LAHPOA Bylaws, a penalty of 16% per annum is charged to homeowners who do not pay their annual fees by the last day of February. After payment is received, late interest charges are calculated, and a late payment invoice is issued to residents who were late in paying their annual fees.

interest fee invoice.

As per direction from Bridgeland Law received in 2024; should a homeowner have an outstanding balance, revenues collected in future years would first be applied to the outstanding interest balance and any remaining fees would be applied to the current HOA fee invoice.

With one resident still owing their 2024 late payment interest, we have exercised the directive from Bridgeland Law. This leaves the resident still owing \$10.49 on their 2025 fees.

Bridgeland Law has been contacted regarding the collection of outstanding fees and advises that sending this request to collections is not a “cost effective exercise”. We were advised that if we wanted to pursue the collection of this outstanding invoice, we could file a claim in the Alberta Court of Justice, but a filing would come with a \$100 filing fee.

Action: Rick to communicate with Bridgeland Law regarding their above advice and to draft a letter to the homeowner with the outstanding account outlining the LAHPOA’s next steps for resolving this issue.

4.4 Heritage Isle Topographic Survey

Badke Consulting initiated the topographic survey for the Isle Park on March 19. The report was received just prior to the March board meeting. Rick and Brent will review and report back with a proposed course of action at the April board meeting.

4.5 Heritage Isle Tree Program

Our new arbor care partner, Somerset Tree Services, completed a walk-through of the community with the community manager. This walk through will serve as the basis for ongoing tree care and maintenance within the community.

During the walk-through, time was spent at the Isle Park discussing the plan to replace the missing trees behind the homes backing onto the new playground. Somerset will be creating a proposed plan to install additional trees with an eye on creating a visual barrier between these homes and the playground. Once a plan has been created, members of the Board will meet with affected homeowners for input and further discussion.

4.6 Sport Court Re-surfacing

Caliber Sports Court has been tentatively scheduled to resurface the sport court in late April or early May. Prior to the application of the acrylic coating surface being applied, we need consistent weather of 10C or warmer and a clean, dry asphalt surface – which will require a pressure washing by LAHP.

5.0 Reports

5.1 Community Manager's Report – Les

a. **Seasonal Employment Opportunities:**

Landscape Team employment opportunities application deadline was March 20. Interviews will commence in early April with employment, and training, to commence late April.

Gardening Team: Mary Pool and Jess Broz have accepted our Offer of Employment. Both will commence their duties in late April.

The Lake House Team employment opportunities will be posted in April with interviews planned for early May. Training is scheduled for the last week of May, with the Lake House scheduled to open on weekends starting Saturday, May 31.

b. **Summer Lake House Staff Orientation Manual:** The Lake House staff summer orientation manual has been printed, compiled and is ready for distribution to our Lake House staff. Training of the lake house staff is scheduled for May 28 & 29.

c. **Alberta Society's Annual Return:** As required by Alberta Registries, our annual Society's Act Annual Return has been submitted.

d. **Pedal Boat Replacement Parts:** An order has been placed for replacement seats & rudders for the Water Bee pedal boats. Due to the age of these boats, parts must come out of the US, where we will be hit with export duty tariffs and the exchange rate.

e. **Irrigation Operations Manual:** Detailed work has commenced on updating the Irrigation Manual ensuring the blueprints are current and accurately reflect recent repairs and upgrades.

f. **Sports Field Bookings:** We are working with community sports groups in booking out the sports fields for the 2025 season. As per Foothills County request, the fields will not be available for use until the last week of April, and a reminder will be provided to all user groups to refrain from driving vehicles on the sport fields or in the LAHP parking lot.

g. **Irrigation:** A transition meeting is scheduled for early April, whereby our new irrigation contractor, Summit Property Group Okotoks (SPGO) will meet with Divcon to review our entire irrigation system.

h. **Lake House Cleaning:** The new bi-annual deep cleaning of the Lake House has been scheduled for Sunday, April 27.

i. **Kubota Z700 Mowers:** The new mowers were delivered by Tractor Land on March 21. Maintenance manuals have been created to track requisite maintenance as per manufacturer's specifications. Fire extinguishers have been installed on these mowers.

j. **Street Sweeping:** Foothills County will commence street sweeping on April 8 and anticipate taking two days to complete the entire community. Summit PG Okotoks will be sweeping

community boulevards starting on March 31. A PSA has been sent out by the LAHPOA, and temporary road signage will be installed by the County to notify residents.

- k. **Turf Maintenance Operations Manual:** Development of chapters specific to Turf Maintenance has commenced and will be added to the Seasonal Employee Handbook.

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:** Our bookkeeper Amanda, and Les, have been busy compiling all the pre-audit information requested by KMSS.
- c. **February Financial Statements:** Circulated under separate email. Rick identified that electricity, water, sewer and WCB are trending over budget. These will need to be monitored closely over the rest of the year.
- d. **2025 HOA Fees:** Full payment has been received from 486 residents. 3 residents were referred to collections on March 17 and one resident shorted their 2025 payment (discussed under item 4.3).

5.3 Hamlet of Heritage Pointe Collaboration Group – Rick

Nothing to report.

5.4 IT + Communications – Jo

The AGM page on the community website was updated to include the 2024 AGM and upcoming 2025 AGM, along with all pertinent documents shared at the AGM's.

5.5 Programs and Events – Leslie

- a. **Scotch Tasting:** Due to low registrations, the event scheduled for March 21 was postponed to May 30.
- b. **Abstract Painting:** Scheduled for March 27, with Jess B instructing.
- c. **Family Easter Egg Hunt:** Scheduled for Easter Sunday (April 20) with Brittany Zimmerman Realty, Canyon Plumbing and GenTech Field Services coming on board as corporate sponsors. We are currently accepting registrations for the Easter Egg Hunt and soliciting volunteers to assist with the delivery of the program.
- d. **Summer Camps:** A "save the date" flyer has been prepared and is ready for circulation. Based on experience, we can expect registrations to come during June and the weeks leading up to the camps. Summer Camps will continue to run weekday mornings, from 9-12pm, out of the Lake House. Registration fees are set to cover all operational costs, with no "profits" earned from this program. As per past practice, no camps will be offered during Stampede Week and will conclude in mid-August, as our staff start to return to school.

- e. **LAHPOA Spring Artisans Market:** An art market and gallery showing of locally created art is planned for May 8.
- f. **Clean the Lake:** First clean-up is scheduled for May 10, which will precede the algae growth, and an end of season clean-up is scheduled for October 18. Both events will use volunteer divers and ground support from the Dive Shop. The LAHP community will show our appreciation to the volunteer divers by hosting a barbeque following these events.
- g. **Happy Hour:** Volunteers are looking to host various happy hour events and workshops.
- h. **Car Show:** Planned for June 7.

5.6 Safety and Security – Todd

- a. **Lake House Security Cameras:** the new digital security cameras were installed on March 21. These five cameras focus on the main gate, sport court, beach playground, and the beach (2 cameras). These cameras will be tied into the same digital recorder that was purchased for the entrance & garage cameras.

Currently an email warning is received if the time difference between the cameras and DVR is more than 2 seconds. GateWorks will be adjusting this time difference to 20 seconds.

- b. **Fire Extinguisher Testing:** The annual fire extinguisher testing identified that three extinguishers had expired (they have a 6-year lifespan). New extinguishers were purchased to replace the old ones.

In conjunction with the fire extinguisher testing, the batteries in the emergency lighting were also changed out as they were identified as being 5 years old and no longer “rechargeable”.

- c. **Foothills Fire Department Inspection:** The annual fire inspection of the Lake House and garage was completed on March 19. No concerns were raised.

5.7 Architectural Guidelines – Brent

- a. **64 HL Drive:** Extension of the perimeter fencing up to the garage man door. Fencing to be as per lake side requirements (4' height, black wrought iron and 5m set back from the front foundation). Request approved.
- b. **84 HL Drive:** Homeowner is seeking final specifications for dock construction, prior to having the dock constructed. Dock specifications were provided to the homeowner.
- c. **97 HL Drive:** Request to install a composite woodshed in the back corner of the lot. Request denied as the proposed location would be in contravention of the Restricted Covenants agreement.

- d. **33 HL Terrace:** Request to install 4' black chain link fence on 2 sides of the yard. Request approved as it is the same style/size as the current chain link fence on the 3rd side of homeowner's yard.
- e. **209 HL Blvd:** Looking to apply an aggregate on the surface of the existing rear yard patio. Color, dimensions and exact location to be supplied before approval is provided.
- f. **61 HL Blvd:** Request to install an A/C unit on the side of the property. Request approved.

5.9 Water Committee – Glenn Ruskin

- a. The lake was closed for the winter season on March 25 due to the “rotting” of the ice along the shorelines.
- b. Water specs taken on March 18 are:
 - @ 12' water: 5.6ppm and 4.6C
 - @ 6' water: 5.9ppm and 4.4C
 - Ice thickness: 17"
 - Fishing is very slow

Water specs taken on March 19 are:

- @ 20' water: 5.4ppm and 4.6C
- @ 10' water: 6.4ppm and 4.3C
- Ice thickness: 16"
- Fishing is very slow

Water specs taken on March 24 are:

- @ 7' water: 7.0ppm and 5.0C
- Ice thickness: 12"
- Fishing is very slow
- Water is crystal clear

- c. Water Committee: Glenn will be reconvening the Water Committee for mid-April.
- d. Fly Fishing Clinics: Glenn will be looking at dates for fly fishing clinics in May.

6.0 **New Business**

- 6.1 Flagpole: A resident has requested the community consider installing a flag pole to fly the Canadian flag at the south entrance.
Action: Les to advise the resident that we already fly Canadian flags at the Lake House. He will also look to fly the Canadian flag from the Lake House during the winter, when the safety flag system is not required.

7.0 **In Camera**

8.0 **Next Meeting**

Wednesday, April 23, 2025

9.0 **Adjournment**

Rick adjourned the meeting at 8:02 pm.