



**LAHPOA Board of Directors
Meeting Minutes
Tuesday, October 29, 2024
7:00pm Lake House @ LAHP**

Directors: Rick Gallant Brent Fraser
Ryan McKimmie Todd Brown
Glenn Ruskin Jo Scott

Guests: Les Turner, community manager

Regrets: Leslie Stadnick

1. Call to Order & Welcome

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

2. Approval of August Board Meeting Agenda

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

3. Approval of August Board Meeting Minutes

Motion: Ryan moved to accept the September meeting minutes as circulated. Seconded by Todd. Motion carried.

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

4.1 Lake Management: Rick has received correspondence from the geotechnical consultants (Jim Montgomery and Al Overend) that they are working on a letter indicating that that no further monitoring work is required for groundwater and slope stability. Rick has also requested the return of our binders.

4.2 Foothills County – sidewalks and south entrance cairn: The County has repaired the damaged south entrance cairn. Completion of repairs to the wrought iron fence is still pending.

Rock Creek has one of their contractors working on the concrete toppers, which required repairs.

4.3 Sport Court Re-Surfacing: Due to a delay in receiving asphalt repair materials, and a lack of days exceeding 10C+ temperatures, the sport court re-surfacing has been delayed to Spring 2025. Funds expended for the project will be carried over into 2025 as a “pre-paid”.

Action Item: Les to ask Caliber Sports to give us the materials we pre-purchased so we can store them on site.

4.4 Heritage Isle Overland Drainage: Osprey Engineering has provided an estimate quote of \$10,000 to perform an engineering assessment of the overland drainage easement area. Mike of Osprey suggested simply having a topographic survey done to save money.

Badke Consulting was approached to quote on the topographic survey. Jeff Badke has provided a quote of \$1,500 to complete the survey and would be prepared to provide an engineering recommendation on possible solutions if requested. Brent is seeking a competitive quote from another firm.

4.5 Dunbow Recreation Grants

Sport Court Re-surfacing: The DRB has approved our Sport Court Re-surfacing grant application and will be donating \$8,700 towards the cost of this project.

Action Item: Les to follow up with the DRB on receipt of the grant.

Isle Playground: Now that all the invoices have been received for the Isle Playground, we will proceed with the finalization of the DRB Grant report.

Action Item: Les to complete the final report for the Isle Playground DRB grant and CFEP Final Grant Report.

4.6 Snow Removal Contract: PLNT will commence with their snow removal contract for November 1, 2024 to March 31, 2025.

4.7 Cellphone/Wallet/Key Lockers: The locker has been installed, with signage forthcoming.

4.8 Posting of Flyers & Posters: To accommodate flyers and posters, deemed to be of an urgent nature, the LAHPOA has ordered three A-frame whiteboard sandwich boards.

4.9 Lake House Deep Cleaning: Two quotes have been received from caretaking companies. Costs for two deep cleanings of the Lake House will be built into the 2025 operating budget.

4.10 Community Hosted Liquor Events: A call into our insurance broker, Neil Hogg, revealed that for the type of liquor events we are hosting, we would be covered by our existing insurance coverage. Any larger events, such as significant beer gardens or concerts, would require special liability insurance coverage. Neil is of the belief that none of our events would require special liability insurance, but he will check with the underwriters and confirm.

Action: Les to follow up with Neil at Lloyd Sadd.

5.0 Reports

5.1 Community Manager's Report – Les

a. Divcon:

- i. Winter turnover has commenced with the upper pond fountain, floating dock and outdoor shower removed and boat pulled from the lake. Tasks remaining include the seasonal transition of the garage and Fall maintenance on the Kubota.
- ii. Gardening staff have pulled all the perennials and are prepped to change over the seasonal displays at our entrances.
- iii. Divcon served notice that as of March 31, 2025, they will be terminating their Delivery of Services contract with the LAHPOA as they are wrapping up their businesses for

personal reasons. This 5-month notice is in keeping with the terms of their contract and allows us sufficient time to seek alternatives for delivery of the following services.

With PLNT's contract expiring at the same time, we are looking to replace the delivery of the following services:

- Irrigation (Divcon)
- Gardening (Divcon. Mary Pool is willing to continue but as an independent contractor or as an LAHPOA seasonal employee)
- Turf Care (Divcon)
- Maintenance (Divcon)
- Snow Removal (PLNT)
- Bi-Annual Elm Scale Treatment (PLNT)
- Arbour Care (PLNT)
- Herbicide/Pesticide applications (NutriLawn)

Action: Rick, Ryan and Les to review contract scopes and develop draft RFQ's that would address all scopes of services required. Deadline: November board meeting.

- b. Organics Bin Schedule:** The winter schedule for the Organics Bin pick-up has been circulated to the community via the usual channels. The last weekly pick-up will be November 14 with the first missed week being November 21. Bi-weekly pick-up commences on November 28.
- c. Commemorative Benches:** The Zawada King memorial bench was unveiled on Sunday, October 20 with a small gathering of family and friends in attendance.

The Janet Benison bench has been installed on the lake house beach, and we are waiting for family to confirm a date/time for their unveiling.

Reception for the Zawada King bench has been very positive and may lead to more inquiries into the placement of future benches or naming of the existing benches.

- d. PLNT:**
 - i. One dead tree at the upper pond remains to be removed.
 - ii. The removal of these trees leaves stumps, which are a tripping hazard. Stump grinding will be added to the 2025 Reserve Fund budget.
 - iii. Staff are prepped to commence the snow removal portion of their contract on November 1.
- e. Bluestem:** On Sunday, October 20 several residents from the North Isle reported sewage backup in their basements. A call into Bluestem revealed that there was a control failure with their north pump house. A quick response, and flipping the pump over to manual, minimized the damages. Homeowners experiencing damages are working with their insurance companies and the Bluestem claims department.
- f. Canada Summer Job Grant:** Applications for the Canada Summer Jobs Grant are due in mid-December. Work will commence on applying for this grant, which has never been applied for by the LAHPOA.

- g. **Christmas Lights:** As per feedback received last year, we have established a consistent lighting scheme for the community. New lights have been purchased and a contractor has been obtained to install the exterior lights.
- h. **Lake House bookings:** November bookings, to date, reflect 9 community events and 2 rentals.
- i. **VizPin Update:** With 26 homes sold so far in 2024, we deleted the previous homeowners and residents from our VizPin system.
- j. **T&T Disposals:** Met with T&T Disposals on October 17 to review service standards and pricing for 2025.

5.2 Treasurer's Report - Ryan

- a. **September Financial Statements:** circulated under separate email. We continue to track well against budget and there were no questions.
- b. **Q3 YE Forecast:** circulated under separate email. The year end projection indicates expenditures will be ~\$21,000 under budget on the Operating account and ~\$30,000 under budget on the Reserve Fund. There were no questions.
- c. **Insurance Renewal:** With our insurance policies set to expire on December 1, the board agreed to proceed with a renewal with Lloyd Sadd Insurance. Initial feedback indicates that we may see a premium increase of 1-2%.

Action Item: Ryan to arrange for a solo meeting with Lloyd Sadd so he can better understand our existing insurance coverage.
- d. **Monthly Payables:** Approved and signed month-end bank reconciliation prepared by the LAHPOA bookkeeper.
- e. **2025 Budget Development:** Meetings and preliminary compilation of the 2025 Operating and Reserve Fund budgets have begun. The goal is to present the first draft of these budgets at the November Board meeting.

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

5.4 IT + Communications – Jo

- a. **IT Meeting:** Following a meeting with Rick and Les, the following was agreed to as an action plan moving forward:
 - i. SharePoint: Jo Scott upgraded to admin status (back-up for Les).
 - ii. Internet Provider: Review pricing between Telus and Rogers.
 - iii. Wi-Fi: Pending who we select as an internet provider, early in the new year, we will set up two Wi-Fi networks - one for residents/guests and one for staff/admin.
 - iv. Hardware: Build into the 2025 budget the following:

- a. Replace current Surface laptop with either a desktop computer or a new laptop and a more robust docking station. The existing Surface laptop will be retained for added flexibility.
 - b. Upgrade the two Lake House monitors to some that are larger than the current monitors (currently 19").
- b. **Troll accounts:** In response to receipt of emails, regarding the playground, identified as being from a "troll" account, a more concerted effort will be made going forward to confirm the source of emails of a more "questionable" nature.

We reached out to our IT consultant to see if they could trace the origins of this troll account. They confirmed the Gmail account was legitimate but couldn't trace it any further without police and ISP support. We determined not to pursue that course at the present time.

- c. **Facebook access:** With the increase of negative and/or non-constructive comments on the community Facebook page, the question was asked "should access and/or comments to the LAHPOA Facebook page be limited to confirmed residents only"?

Decision: Consensus: No, we will not limit access and/or comments to the LAHPOA Facebook page to confirmed residents only. Les will continue to manage the Owners Association Facebook page, blocking access only as required.

5.5 Heritage Isle Playground – Jo

- a. **User Expectations:** A PSA identifying playground user expectations was developed and circulated. It is anticipated that the posting of opening/closing hours will help address the need to lock the zipline after hours.

Action Item: The zipline will no longer be locked as of November 1, but we will continue to monitor and will be ready to resume lock-out if required.

- b. **Playground Inspection:** A third-party inspection of the playground construction was completed. The report, which identifies 13 low priority deficiencies has been forwarded to the playground installer. At this time, we are waiting on a response from GPI and an action plan to remediate these deficiencies.

5.6 Programs and Events – Leslie

- a. **Isle Playground Grand Opening and Community BBQ:** held on Sunday, October 6 with upwards of 300 residents and guests in attendance. A coming together of community volunteers and residents to officially open the playground was deemed a great success.
- b. **Wine Tasting:** 32 residents and guests attended a sampling event on October 17. Participants enjoyed a "classy" evening sampling 7 California wines.
- c. **Euchre/Mahjongg:** Eight to 12 residents come together on a bi-weekly basis to play Euchre (every second Tuesday evening) and Mahjongg (every second Thursday afternoon). Games are played at the Lake House.

- d. **Coffee Club:** The LH continues to be open every Tuesday morning for the weekly Coffee Club. Attendance varies between 8-20 residents.
- e. **Clean the Lake:** The Dive Shop was onsite Sunday, October 20 cleaning the lake and practicing their craft. 18 divers were supported by 7 dry land support volunteers. The LAHPOA thanked these volunteers by hosting a BBQ. Strong interest was expressed in doing it again next year.
- f. **Haunted Lake House:** Sponsored in part by Mike Niemans. To be held from 6pm – 7:30pm on Thursday, October 31. A call out for volunteers has not been successful, so we will be relying on casual student labor to assist in the delivery of this program to the community. We are planning for 400 residents and guests to visit the LH this year. To facilitate decorating and cleanup, the LH will be closed from October 28-November 3.
- g. **Conversational Spanish Lessons:** Free classes offered through an LAHP resident with 20 registrations received within the first 24 hours. The program will run through November to mid-December.
- h. **Pottery and Pinot** - November 7 & 14. This inaugural event is sold out with 12 registrations received.
- i. **Wine and Paint Night:** November 21
- j. **Christmas Craft Market:** Saturday, November 23. Volunteer organizers from the community are sifting through 29 vendor applications, where we can only accommodate 10 tables.
- k. **Pet Photos with Santa:** November 24
- l. **Christmas Baking Exchange:** November 28
- m. **Whiskey Tasting:** November 29
- n. **Community Christmas Celebration:** Friday, December 6. Horse drawn wagon ride sponsored by Mike Niemans. Kristina Lozic Elia will be sponsoring the hot beverages (hot chocolate and mulled wine). Christmas card making will be the craft offered to our younger residents.
- o. **Letters to Santa:** Community volunteers recruited to write and return letters to Santa written by our younger residents.
- p. **New Years Day Ice Fishing Derby:** January 1

5.7 Safety and Security – Todd

- a. GateWorks installed a replacement Wi-Fi bridge between the south entrance cameras and Lake House on September 26th. The electrical junction box was replaced with a larger unit to

improve hardware and wiring space. The south entrance camera connection has returned, with video again being available on the digital recorder.

- b. The upgraded Heritage Isle playground has seen a lot of positive use and accolades from residents. Unfortunately, a small number of individuals have been using the zip line well after the Foothills County quiet time of 9:00 p.m. creating noise and nuisance for the residents close by. To help eliminate the disturbance by these late-night offenders, the zip line is being locked up at 9:00 p.m. every evening for an undermined amount of time and unlocked at 8:00 a.m. Playground rules and expectations, including park hours, have been posted around the Heritage Isle Playground.
- c. Speeding and school bus stop arm infractions continue. Additional communication has been emailed out to residents and the billboard outside Lake House displays the need for drivers to stop for school buses. In reviewing community entrance video, one of the infracting vehicles has only been in the community less than 4 times (likely non-resident). A second email instructing residents that they can report offending vehicle license plate numbers and a description of the incident to the RCMP was discussed and agreed on. The RCMP will issue a ticket to the registered owner of the vehicle with a comprehensive Police Statement, and the commitment of the reporting individual to appear at traffic court if the registered owner contests the ticket. Emailing the lake house video and any information about these types of infractions that are sent to the lake house by residents cannot be passed along to the police as they are second-hand.

Action Item: Todd to develop an updated PSA specific to vehicles not stopping for school buses loading/unloading. Any complaints need to go to the RCMP and not the lake house.

5.8 Architectural Guidelines - Brent

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| a. | 88 H Drive | Major renovation | Demolition of existing structure to commence on November 11 with a new home construction forthcoming.

The Architectural committee has reviewed the new home exterior details and setbacks.

Status: Approved. |
| b. | 20 HL Close | Exterior House Painting | Prior to approval being granted, the homeowner has been asked to submit the Exterior Color Form, along with paint chits.

Status: Pending. |
| c. | 12 HL Blvd | Landscaping | Re-landscaping of yard.

Status: Approved. |

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| d. | 52 HL Blvd | Landscaping | Re-landscaping of yard.

Status: Approved. |
| e. | 120 HL Shores | Setback Relaxation | Application to Foothills County to relax setback to accommodate garden shed.

Status: Information only. |
| f. | 84 HL Drive | Dock relocation | Request to relocate dock.

Status: Approved, with a reduction in dock length by two feet. |
| g. | 81 H Harbour | Landscaping | Phase 1: Tree removal approved.
Phase 2: Landscaping plans are forthcoming.

Status: Partially approved. |

5.9 Water Committee – Glenn Ruskin

- a. **Muskrat Eradication:** Eagle Creek Wildlife Services has been engaged to eradicate (remove) the muskrats from the lake and upper pond. The initial attempt to trap the muskrats off of the North Island was marginally successful with one muskrat trapped. Eagle Creek will continue to bait the trap until they are successful and will adjust locations based on input from the LAHPOA.

The Water Committee will look at investing in purchasing our own traps and determining if any permits are necessary? Eagle Creek will continue to be the focal point for this year but the LAHPOA may take this on in the future.

- b. **Clean the Lake** – October 20:
- i. 20 divers and 7 support staff from the Dive Shop were in the water from 10am-noon Sunday, October 20.
 - ii. 6 of the 20 divers were “free” diving (no air support)
 - iii. Our Lake is very clean, with minimal garbage picked up. (Les thought it was a lot, but they say it was “nothing” compared to other lakes.)
 - iv. A lot of the new rainbow seen still lurking around the main dock. Overall, fish were plentiful, and visibility was good.
 - v. A “couple” of black Prussian carp seen darting about.
 - vi. Upper pond intake cage scrubbed clean of algae.
 - vii. “Burbot are the ugliest things ever”.
 - viii. One non-diver mapped the bottom of the south half of the lake with sonar. We will get a copy of this when it is “cleaned up”.
 - ix. LAHP thanked the Dive Shop and volunteers by putting on a post dive BBQ. Cost ~\$150. Well worth the funds expended.
 - x. Everyone was very happy, very appreciative of the “invitation” and can’t wait to be invited back.

c. Water Chemistry:

- i. To better control the lake algae in 2025, the biologic application rates will be enhanced 30%.
- ii. Also looking at an “emergency” treatment program for when the base biologic program is not able to contain sudden blooms.
- iii. Smoky Trout performed water testing while onsite and reports a water temperature of 11.5c off the main dock and oxygen content of 11.5PPM. These ratings were deemed to be very positive.

d. Fish Stocking: Smoky Trout was on site Tuesday, October 15 and delivered the following:

Total weight: 745 pounds
Total fish: 574 fish
Avg weight: 1.29LBs
Size Range is approximately 0.75 to 1.5LBS

Due to delivery notice being received over the long weekend, and with less than 36 hours notice, there was no opportunity to put out a PSA to the community.

5.10 Reserve Fund Committee – Rick

The Committee met to review possible reserve fund projects for 2025 and 2026. The Committee reviewed the items proposed in the 2023 Life Cycle Assessment and adjusted the proposed projects based on their collective knowledge of other potential project needs. A budget recommendation for 2025 and 2026 is included in Appendix A.

6.0 New Business

6.1 Asset Disposal:

With winter soon upon us, would now be the time to dispose of our Polaris snowmobile and cross-country ski track setter? This equipment is rarely used – maybe once or twice per season – setting cross country ski tracks around the HP sports field. When it is used, the cross-country ski tracks are rarely used. This will also free up additional storage space in the garage. As the equipment was purchased through the DRB, it was agreed we need to consult with the DRB on the equipment’s disposal.

The original base price reflected the Polaris RMK EVO snowmobile was purchased for ~\$6000 in 2020.

Action Item: Les to inquire with the DRB (Andrew Bennet, DRB chair) as to whether the snowmobile and cross-country ski track setter can be “gifted” to another DRB community. If not, can we dispose of it and reinvest the proceeds into other recreational equipment?

6.2 Community Newsletter:

The Board discussed the purpose of a community newsletter to supplement the existing communications to residents. Two newsletters per year would bring us to quarterly communications over and above the regular (almost daily) communications to the community through our electronic communication channels (email and FaceBook). The Board agreed these

two newsletters should focus primarily on events/programs or individual major items that require timely communication. Distribution would be limited to electronic distribution. The newsletter included with the LAHPOA Annual Invoice and the information included in the AGM notices would not change. Rick and Leslie to prepare a draft for the November meeting.

Action Item: Rick and Leslie to prepare a draft for the November meeting.

6.3 Canada Post Mailboxes:

Canada Post completed an audit on the mailboxes and requested that we clean the existing light lenses as our mail carrier finds it hard to read the mailbox addresses. Rick advised that the LAHPOA is not responsible for this asset but that we would clean the light lenses as requested. As the lighting is on a photocell, we would not be able to provide lighting during daylight hours.

7.0 In Camera Session

8.0 Next Meeting

Wednesday, November 27

9.0 Adjournment

Rick adjourned the meeting at 8:56pm