



LAHPOA Board of Directors
Meeting Minutes
Tuesday, August 30, 2022 7:00pm
Lake House @ LAHP

Attendees: Rick Gallant – chair & secretary Les Turner – community manager
Glenn Ruskin – vice chair, water committee
Brent Fraser – architectural/landscaping
Jo Scott – IT, communications, playground, events
Carey Donkervoort – treasurer

Regrets: Trevor Yeaman – member at large
Jim Chuey – safety/security

1. Call to Order & Welcome

Rick welcomed everyone to the August Board meeting. Trevor and Jim send their regrets as they were unable to attend the meeting.

Rick called the meeting to order at 6:55pm

2. Approval of Agenda

Motion: Glenn moved to approve the agenda as presented. Seconded by Brent. Carried.

3. Approval of Previous Meeting Minutes

Motion: Jo moved to approve the July meeting minutes as presented. Seconded by Carey. Carried

4. Business Arising from Previous Meeting

a. **Water Licence** – Rick Gallant

- i. Still no response from Corix on a revised offer for a portion of one of our water licences. Will plan to raise this with them when we meet to discuss our concerns with how the water intake repair project was communicated and managed. Feedback received from the community was not positive.

Action Item: Les to call a meeting to be held with LAHPOA (Rick) and Corix for mid/late September to discuss:

- concerns arising from the August water restrictions regarding how the restrictions were managed and communicated, and
- potential transfer of a portion of one of our water licenses

- ii. Discussion on need to continue to progress the renewal and transfer of a portion of one of our raw water licences AQAP. If Corix is not interested, need to move on to next best alternative.

Action Item: Rick to initiate renewal of the expiring raw water license currently held by the LAHPOA. The goal is to have the application ready for submission in late October as the expiring water license expires in February 2023.

b. **Larry Spilak Memorial** - Les Turner

Don reports that the memorial plaque has been approved for production. Production and installation costs will be paid through the credit that Don obtained from Eden Brook Memorial. Any additional costs beyond the \$1800 initially paid by the LAHPOA will be paid by individual donations.

Action Item: Les to discuss with Carey how best to track and document the exchange of these funds for our books.

b. **Documentation of Architectural Control and Landscape Guideline Approvals** – Les Turner
Tabled to Fall 2022.

c. **Isle Playground Replacement and Enhancement** - Les Turner

Les has provided feedback to the two playground suppliers initially selected by the LAHP playground committee. The goal is to have the two suppliers adjust their design proposals to meet the community needs while still staying within budget.

AB Culture is starting to distribute their 2022/2023 grants. We have not received any updates on our Spring 2022 CFEP grant application. We are still under the impression that we should receive word from AB Culture by late November 2022.

d. **North Dock Remediation**

Divcon has repaired all supports on the North Dock and lowered the dock so that it closely follows the contour of the shore. They also re-stained and varnished it. The initial varnish coat was deemed very slippery when wet, so a second coat of varnish and traction sand was applied.

Several comments were received pertaining to whether railings would be reinstalled on the North Dock. The plan was that with the lowering of the dock height that railings would no longer be required. Many docks on the lake have no railings including our main dock at the lake house.

Discussion ensued pertaining to the pros and cons of installing railings on the remediated North Dock.

Action Item: Les to give direction to Divcon to install the previously proposed rope railing prior to winter.

e. **Canada Post Manufactured Stone Remediation** – Rick Gallant

Divcon has sub-tendered the repair/replacement of the manufactured stonework around the pillars of the Canada Post mail structure. Work will be completed in early September. Foothills County has agreed – in writing – to reimburse the LAHP community for the ~\$2800 cost.

f. **Events / Programs** – Les Turner

- i. **Boulevard Banners:** We have chosen Exposign to produce the 6 photos chosen from the 39 submissions. Ordering 12 banners (2 x 6 designs) at \$120 per banner will bring us in \$60 under our \$1500 budget and give us a couple of spare banners. At this stage, we are finalizing the production logistics and have them installed as soon as they are ready.

- ii. The following programs were offered in August by our summer staff:
 - Campfire Night
 - Musical Jam Night (4 attendees)
 - Clean the Lake
 - Wine and Paint Night (10 attendees)
 - Teen Night
 - Boat Races
 - Summer Games
 - Just Dance Party
 - Sports Day (August 27 - day)

The new End of Summer program, budgeted to be a co-operative program with the Foothills Fire Department will not occur this year due to staffing and time constraints by both the FFD and LAHP staff.

A total of 18 different programs were offered to the community during the summer of 2022.

5. Reports

a. **Community Manager's Report** – Les Turner

i. Summer Staffing

- On August 23, our staff celebrated the end of season with an evening out, followed by a small party at the Lake House. Funds from the bottle recycling were contributed to this event.
- With the final weeks of the summer planned, we are forecasting our summer staff wage costs to come under budget by approximately \$500.
- We have confirmed that there will be two Team Leaders available to work until September 3. Les will work September 4 & 5 as the sole Team Leader. As a result, we will operate from 10am-6pm on the final two days of summer.
- Les is working with the staff on exit interviews and YE surveys.

ii. Resident Concerns:

- Corix, Corix, Corix – and why is the community watering the green spaces when residents have had watering restrictions placed on them. Educating residents that community green spaces are irrigated with raw water from the lake, not treated water from Corix.

iii. PLNT Horticulture Experts

- Planted three #15 Ivory Silk Lilac trees in Heritage Isle replacing three trees that were removed several years ago.
- Shrub trimming was completed at the garage and tennis court, island on Heritage Drive, SW end of Cove, island in Heritage Close and island in Heritage Court
- Pruned trees in Heritage Landing
- Pruned trees in the south side of Heritage Cove
- Herbicide application and fertilized turf in Lake house area
- Treated Elms in community for elm scale
- Weeds along the road and curb will be sprayed in September.
- Initial work has started to renew the arborist and snow maintenance contract with PLNT. The current 2-year contract expires in February 2023. A draft version will be

shared with Carey in October. The goal is to have this contract presented and ratified by the Board at the October Board meeting.

iv. T & T Disposal

- Initial work has started to renew the waste and recycling contract with T & T. The current 3-year contract expires in February 2023. A draft version will be shared with Carey in October. The goal is to have this contract presented and ratified by the Board at the October Board meeting.

v. Divcon:

In addition to the completed work identified in the July financial statements and Budget reconciliation (both found within the Treasurer’s Report), Divcon have, and will be working on the following:

- fine tuning of sprinkler heads
- focus on the curb edges to ensure grass growth (think of the Isle curbs)
- implementing safety and security items identified in the Safety Audit
- replacing the failed aeration compressor
- various plumbing taps and valves in the Lake House were replaced
- Initial work has started to renew the grounds maintenance, irrigation, turf management and bed maintenance contract with Divcon. The current 2-year contract expires in February 2023. A draft version will be shared with Carey in October. The goal is to have this contract presented and ratified by the Board at the October Board meeting.

b. **Hamlet of Heritage Pointe Stewardship Group** – Rick Gallant

i. Dunbow Road Functional Planning Study

The Foothills County is planning an engagement with residents in the Dunbow Road area regarding future improvements to intersections along Dunbow Road between Highway #2 and Highway 2A (Macleod Trail).

The County recently received the results of a functional study for Dunbow Road and now plans to consult with area residents to get their views on existing intersections and potential future improvements.

We have received feedback from one resident, expressing their views.

LAHPOA Feedback:

- Have Pine Creek Road access tie directly into the traffic circle rather than into Heritage Lake Drive.
- Provide three (3) access points into the commercial development. Two existing accesses to be tied into 2nd street roundabout; new access off of HL Drive as proposed in study.
- Verify sequencing/phasing of the Dunbow Road upgrades.
- Verify timing/sequencing of future twinning of Dunbow Road relative to remaining traffic roundabouts.

Action Item: Rick and Les to draft a letter for the County presenting the LAHPOA Board's feedback on the proposed Dunbow Road development. Advocate for the LAHPOA to be included in the planned face to face public consultations.

- ii. A meeting is planned with Councillor Don Waldorf to discuss the development approval process and how council decides what developments to approve and with what restrictions. This meeting will take place at the LAHP Lake House on September 20.

The key driver for this discussion is the LaunchPad facility but there will also be discussion about what services the Hamlet of HP actually gets (or doesn't get) for its significant contribution to tax revenues.

- c. **IT + Communications** – Jo Scott
Nothing to report.

- d. **Safety and Security** – Jim Chuey

An additional wildlife camera was purchased for use as required in various areas where monitoring is deemed appropriate. This camera is currently deployed at the North Dock. We have determined that the larger 128 GB SD cards are not supported by the new or old cameras. Therefore, we will have to understand and manage data accordingly.

Safety inspections were conducted on Aug 9 and 19. The inspections encompassed the Lake House, Garage, Playgrounds at LH, Isle and North Dock and surrounding areas. Standard generic checklists were used for most of the areas. All assets were found to be in generally good condition, with only a few deficiencies noted in each area. Note that the 2021 clean-up of the garage and subsequent work by Les in establishing good order and much improved housekeeping within the Lake House and other areas was certainly a large factor in the good inspection results.

Many of the deficiencies involved relatively simple actions such as additional housekeeping and maintenance items which have largely been addressed through Les and our contractors. These include such things as having electrical panels fully accessible and all breakers marked, tree trimming to resolve obstructed stop and cross walk signs and raking mulch and gravel back to acceptable depths under playground equipment.

There were a few more serious/substantial items that are appropriate for discussion at the August Board of Directors meeting. The items to be reviewed are as follows:

- i. Many motorists exceed the speed limit through the Lake House playground zone. A review of possible actions to address this safety hazard is required. Many of the offenders appear to be residents. One possible upgrade would be to install a speed bump at the west end of the playground zone where the speed limit changes from 40 to 30 KPH. Another upgrade would be to install a crosswalk just west of the Lake House access gate. The sidewalk in this location channels pedestrians into the street to the west of the intersection and away from the existing crosswalk. (Note that if the new crosswalk is deemed appropriate, a second crosswalk should also be considered near the community main entrance at the south end of the berm that leads to the shopping complex. Though this would be less of a priority, the

same condition exists where the sidewalk channels pedestrians directly into the street away from any intersection or crosswalk.)

Discussion: speed bumps and crosswalks were presented to the County several years back and, for various reasons, these initiatives were declined.

Action Item: Rick to lobby the County to paint “Slow 30 KMH” on the road.

- ii. For proper WHMIS (Workplace Hazardous Materials Information System) compliance, training may be required for Les. As a first step, Material Safety Data Sheets should be posted on the garage bulletin board for any controlled substances such as the gasoline and diesel.

Action Item: Les to obtain his WHMIS certification and to make sure all contractors are certified as well.

- iii. If the Isle playground is going to be replaced in spring 2023, then simply raking the existing mulch to acceptable thicknesses under the aboveground play structures is recommended. If the rebuild will occur in fall, additional mulch should be considered to get proper coverage (likely required about 30 M3)

e. **Events Committee** – Jo Scott

Planning to recruit members and call an inaugural meeting of the Events Committee in September.

Action Item: Les to post the Events Committee “call to action” on our social media.

f. **Architectural Guidelines** – Brent Fraser

Project: Dock Railings – remove or replace

File: Sperger - 20220821

Address: 32 HL Blvd

Status: inquiring into community dock railing standards

Project: Deck replacement w/ glass railing and automated pergola

File: Anderson - 20220818

Address: 148 Heritage Ilse

Status: approved

Project: Landscaping

File: Stewart - 20220818

Address: 52 HL Shores

Status: pending review

Project: Privacy Wall

File: Moir - 20220708

Address: 172 Heritage Ilse

Status: pending. Original application declined due to size of privacy wall proposed. Committee asking applicant to consider trees/shrubs (declined) or limiting privacy wall to two 10' wide x 6' tall independent sections. Applicant seeks Board approval for exemption to the guidelines and to erect a longer privacy wall than 10'.

Action Item: The Board approves the applicant to install three (3) x 10' independent sections with a minimum 24" stagger between sections. Privacy walls cannot be taller than six feet (6') at the highest point.

g. **Playground Committee** – Jo Scott
No report.

h. **Water Committee** – Glenn Ruskin

i. **Water Levels**

- We were scheduled to receive 10,000 m³ from Corix before their intake repairs.
- We were notified at the 11th hour, that they would be reducing water supplies to the Hamlet of HP, moving to Stage 3 Water Restrictions, and not providing any communities with raw water.
- During the Corix restrictions, we experienced the hottest weather of the summer.
- The LAHP irrigates the green spaces using water from the lake. We reduced the irrigation to 2 cycles x 20 minutes per week.
- During the Stage 2 Water Restrictions, Corix has advised us that we will be receiving raw water during the evenings. As a result of this, and some rain, we are starting to see the water level rise – and lake temperatures drop.
- Lake level was at 280cm on August 30.

We have received 20,000m³ raw water so far this year as of the end of August with a request for at least another 20,000m³ delivered before the end of the water pumping season.

Action Item: Les to confirm with Corix, the delivery of an additional 20,000m³ before the end of raw water pumping season.

Action Item: Les to ensure that AB Environment reports are completed and submitted for all raw water intake for summer 2022.

ii. **Water Quality**

- during the end of July and early August, we were experiencing algae growth. Staff continued to tackle this by continuing to apply organic herbicides as per Smoky Trout's recommendations which included spot applications. Of late, algae growth seems to have dissipated to more "acceptable" levels.
- Previous clarity issues, most likely caused by the disturbance of the aeration diffuser repairs, have subsided of late.
- Max Menard, of Smoky Trout, requested additional water samples to determine phosphates, nitrates, nitrites and ammonia. Max's review of this data states that:
 - levels of both nitrogen and phosphorus are very low which is what we like to see.

- continue with prescribed application of organic herbicide treatment.
- the daylight hours are already shortening and overnight temperatures are dropping so we should see the growth start to recede in the next 3-4 weeks as we move into fall.
- the amount of growth for this time of year doesn't sound unreasonable.
- what we would like to see is there to be a moderate number of weeds but minimal algae, so that there is not a risk of those algae mats floating up to the surface.
- overall, it sounds like things are very healthy.

Rick reports "scum" floating in pools on the surface of the lake.

Action Item: Les to reach out to Max, w/ Smoky Trout to inquire as to what this surface scum may be.

iii. **Oxygen Testing:**

- 02 readings forwarded to Max w/ Smoky Trout for review.
- Max reports O2 has improved especially considering that the water temperature is up. The O2 saturation level has improved considerably which is great to see.

iv. **Water Temperatures:**

- Summer heat has the lake water temperatures exceeding 22C
- Fish start to get stressed with water temperatures higher than 20C
- Aeration system is bringing cooler water to the surface, where it is warmed in the daytime sun.

Action Item: Les to inquire with Max w/ Smoky Trout as to whether running the aeration only in the evenings/night will keep the lake temperatures cooler. Rationale, the lake heats up during the day and keeping the aeration system off during the day may keep the cold-water temperatures at the bottom of the lake. What are the pros/cons to having cooler water temperatures and possible reduced oxygen content?

v. **AHS Testing:**

- every week, during the summer we do water testing through the AHS. Results of the bacterial tests this summer are as follows:

21 June:	504 CCE per 100 ml with less than 1280 being acceptable
28 June:	0
7 July:	431
12 July:	374
18 July:	3106 additional testing determined the elevated count was due to bird feces
25 July:	61
2 August:	735
8 August:	1218 higher than average, but still within acceptable standards
15 August:	71
22 August:	116

- The two spikes (18 July and 8 August) are not cause for concern, but further insight is being requested from AHS.
- AHS was asked to comment on the 8 August spike and reports that the *“spike could be due an increase in activity of animals in the area or even due to an increase in human activity at the lake. Since the spike did not exceed 1280 CCE to prompt further identification if it was from humans, it is hard to say what the source could have been”*

Action Item: Les to inquire with AHS and other Lakes communities as to whether others are experiencing similar fluctuations.

- vi. **Disturbance of Rip Rap:** Further to the concern that a resident on the north end of the lake was relocating the rip rap along their shoreline, an investigation showed that minimal rocks were disturbed, and that new sand was brought in and laid over top of the existing rip rap. The rip rap that was relocated was minimal to create a small pathway into the water.
- vii. **Fish Stocking – Fall 2022:** We have ordered fifty (50) 10-12” tiger trout and 600 x 1.75lb rainbow trout for our Fall stocking. Cost will be \$5,354 leaving a surplus of \$346 in the budget. The delivery date has not been set.
- viii. **Lake Cleaning:** On Sunday, August 21, seven (7) scuba divers took to the lake to clear the bottom of any debris. While a grid pattern was not employed, the divers did pick up a fair bit of garbage during their random scouring of the lake. Besides the usual array of beverage containers, plastics and water toys, the divers removed the bottom half of an ice fishing auger, ice scoop, three golf balls, a ceramic coffee cup and numerous sunglasses.

The divers reported that there was probably more debris to be located within the 15 cm of weeds covered by a layer of algae, but any disturbance of these organics produced clouds of sediment that made visibility zero.

Of the 7 divers, four were from the community and three volunteered from the Outlaws Dive Club. Calgary Scuba, where we rented the equipment from, has expressed an interest in helping recruit volunteers for 2023.

Cost for the event was less than \$550, which was expended on the rental of scuba gear, air tanks and a volunteer/staff appreciation BBQ.

Recommendations:

- For 2023, consider late June as there would be less algae to contend with.
- If we partner with a third party provider for future scuba programs, we should advise our insurance agent Toole Peet that we will be added to the third party’s insurance as an additionally insured party.
- Have Foothills FD onsite for diver support.

i. **Treasurer Report – Carey Donkervoort**

- i. The July and YTD financial variance report was circulated along with an update on our reserve funds.

- ii. Accounts Receivable:
 - **Action Item:** Authorization was provided to write off \$8.40 in miscommunication of interest on past fees due.
 - **Action Item:** Les to confirm what the \$24.35 in unpaid Interest Arrears is for and seek direction from Carey before acting on this receivable.
- iii. Balance of Operating Funds and Working Capital balance as of July 31 are:
 - Operating Funds: \$608k with \$526k temporarily invested in T-bills
 - Working Capital: \$555k
- iv. Divcon budget vs July 31 YTD reconciliation
 - Bed Maintenance:

Budget:	\$30,232	
<u>Spent:</u>	<u>\$16,845</u>	
Remaining:	\$13,387	Plan: To fully spend funds remaining in August and September
 - New Bed Installation:

Budget:	\$8,100	
<u>Spent:</u>	<u>\$9,583</u>	
Remaining:	-\$1,483	Plan: Over budgeted line item and many perennials were coded to general maintenance.
 - Turf Fertilization and Pesticide Application:

Budget:	\$9,980	
<u>Spent:</u>	<u>\$2,016</u>	
Remaining:	\$7,964	Plan: \$1,008 yet to be invoiced by PLNT, ~\$2,000 to be used in August and ~\$2500 for granular fertilizing in Fall.
 - Irrigation General Maintenance:

Budget:	\$19,500	
<u>Spent:</u>	<u>\$10,742</u>	
Remaining:	\$8,758	Plan: Pending future irrigation repairs, we should be in a positive position at YE. Of budget remaining, Divcon will expend upwards of \$2,000 on Fall blow out.
 - Irrigation Capital Installation:

Budget:	\$21,020	
<u>Spent:</u>	<u>\$13,386</u>	
Remaining:	\$ 7,634	Plan: Of the 15 zones approved for capital work, Divcon has completed 11 zones at a cost of \$330 over budget. Yet to be completed: <ul style="list-style-type: none"> • \$2300 remaining on irrigation head replacement

- \$1500 R5 (nw corner walk into the upper lake)
- \$890 R7 (nw corner of HL Drive & Blvd)
- \$1000 R14 (north end of Isle by pump house)
- \$2200 R15 (outside 33-37 HL Drive on the blvd)

6. New Business

a. **Dunbow Recreation Board grant application**

The deadline for the Fall 2022 intake of the Dunbow Recreation Board grant is Wednesday, August 31.

Foothills County had originally planned the construction of tennis courts and washrooms in the county sports fields south of our community. Unfortunately, the tennis courts and washrooms were never installed despite there being a large area that was levelled specifically for this purpose. It has been proposed that a grant application from the LAHPOA may help push this project to completion and would benefit both residents of the LAHP and our Hamlet neighbours.

Motion: Glenn moves to approve the application for tennis court development to the Dunbow Recreation Board, with the LAHPOA offering services to help plan and operate. No LAHP capital dollars are being offered to offset capital costs. Motion seconded by Carey. Carried.

7. In Camera Session

8. Next Meeting

Tuesday, September 27
7pm-10pm @ the Lake House

9. Adjournment

Rick adjourned the meeting at 9:27pm