

LAHPOA Board of Directors
Tuesday, July 30, 2024
7:00pm Lake House @ LAHP

Directors: Rick Gallant Brent Fraser Ryan McKimmie
Glenn Ruskin Jo Scott 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 7:00pm.

2. Approval of July Board Meeting Agenda

The following item has been added to the agenda:

- a. Launch Pad Lights - Hamlet of Heritage Pointe Collaboration Group Report.

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

3. Approval of June Board Meeting Minutes

Motion: Ryan moved to accept the June meeting minutes as circulated. Seconded by Brent. Motion carried.

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

4.1 Lake Management

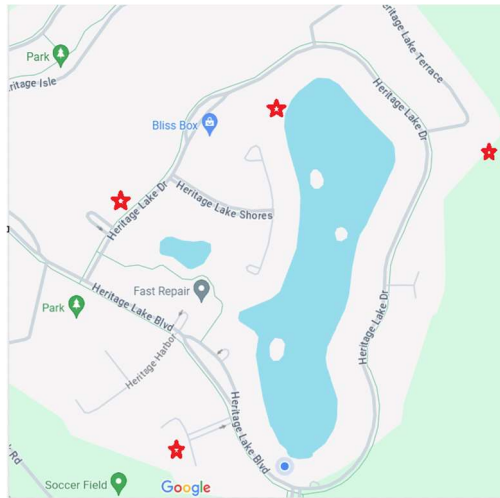
Gareth Davies followed up with the Golder project manager (Mahmoud Mahmoud) regarding Ted Stack's recollections of a clay liner in the lake construction. Mahmoud is certain that a clay liner was installed. He speculated it could be 300mm thick. Follow-up correspondence with Ted Lenz (AMEC Project Manager) confirms there is definitively a clay liner under the sand bedding and LLDPE liner and he recalls it was 1.2 m thick (medium plastic clay compacted to 95%).

There is no mention of clay in the 2000.12 Golder "Compliance Report", nor is there any reference to clay in any of the AMEC electronic documents. However, we have three independent confirmations that a clay liner was installed, which may be between 30cm-100cm thick.

Kevin Spencer (WSP) has yet to deliver a scanned copy of the Golder "Geomembrane Defect Detection" report.

Rick met with a consulting team, who have been engaged to review the historical files on the lake liner installation, leak detection and slope stability management and to provide a recommendation on a path forward. There has been no update to share with the Board.

Standpipe/Piezometer well pair locations confirmed are as follows:



4.2 Foothills County – Sidewalks:

There has been no further communication from the County in regard to what sidewalks are identified for remediation or when they will be remediated.

Action Item: Les to follow up on sidewalk remediation and the cairn repairs.

4.3 Sport Court Re-Surfacing:

Caliber Sports has received payment for the product required to re-surface the sport court. We are still tentatively scheduled for a September/October resurfacing date.

Action Item: Les and Rick to do some inspection of asphalt in the corners of the sport court to confirm the condition of the asphalt surface.

5.0 Reports

5.1 Community Manager's Report – Les Turner

a. Community Contacts:

- Daily contacts continue to be heavy as residents are inquiring about gate access, new resident orientation, architectural requests, real estate transactions, program registrations, etc.

Action Item: Les to send out a troubleshooting primer on VizPin.

b. Mahajan Wedding:

- The wedding hosted by the Mahajan family, located on the Isle, commenced on July 22. All Isle residents were notified of this event weeks in advance. Preliminary responses were very positive and congratulatory in tone.
- Following traditional East Indian culture and values, this was a multi-day event with much pageantry.

- The fireworks display occurred on July 22 and were lengthy in duration. Initial communication from the homeowner indicated the fireworks would start between 10:45pm and 11pm with no end time stated.
 - With a county fire ban in place and despite having a County issued fireworks permit, a follow up phone call to the County provided “clearance” to proceed minutes prior to lighting of the fireworks. The actual fireworks lasted 38 minutes with noise complaints being issued to the community manager, RCMP and the Foothills FD.
 - On July 24, it was observed that a service vehicle was driving over LAHP park lands and through the environmentally sensitive lands (ravine). A request was made to cease future vendors from accessing the backyard via this route.
 - Wedding celebrations continued until July 26.
 - Future communications regarding fireworks should be sent to entire community, and not just immediate neighbours.
- c. Water Samples:
- As per AHS standards, we are doing weekly water sampling at the beach.
 - Excluding the one high reading from early July, our readings are well within the acceptable threshold. There has been no follow-up action requested from AHS and no explanation for the one high reading.
- d. Divcon:
- Weekly meetings continue with the Divcon team and LAHP management every Tuesday morning.
 - Crews are now maintaining the irrigation system as it seemed that the bugs needed a couple of weeks to surface. Staff are addressing these concerns as they arise.
 - Unique tasks such as repairing the garage exterior (woodpecker holes), upper pond creek remediation, defining tree wells, south entrance sign remediation, etc. are now being addressed on a priority basis.
- e. PLNT:
- The bi-annual elm scale treatment was completed during the first two weeks of July.
 - As trees in need of pruning are identified, PLNT is coming out to address them.
- f. Herbicide/Fertilizer:
- Nutrilawn has re-applied herbicide to the road gutters. There is no extra fee for this as the first application was done during a rain shower.
 - The mid-season herbicide/fertilizer application occurred on Friday, July 26, with a reminder to address all any easements that exist between residents (Isle, Drive)
- g. Commemorative Benches:
- Two commemorative benches have been received. They are currently in storage waiting for installation to occur once the bronze plaques are received.
 - The proofs for the bronze plaques have been approved.
 - We are looking at an early September date for two private family unveiling ceremonies.
- h. Resale of Surplus Equipment:
- We have reached a verbal agreement to sell two Jon boats and one Pelican Bay boat to Smoky Trout Farm for \$1,000. The transaction has yet to be finalized.

- Following this sale, we are left with one Pelican Bay boat, and a cement mixer to dispose of.
- i. Welcome Binder:
 - The Welcome Binder, whether the hard copy or electronic copy, is being well received.
 - With the arrival of many new homeowners into the community, we will be doing a re-print of the Binder as we are down to 3 hard copies onsite.
 - j. Time Off:
 - Les will be away from the office from August 1 returning on August 5.

5.2 Treasurer's Report: Ryan

- a. June Financials: circulated under separate email. No questions/concerns.

Action Item: Les to publish the June statements onto the website.

- b. Q2 Forecast: circulated under separate email. No questions/concerns.

- c. Key Monthly Accomplishments:

- Approved and signed month-end bank reconciliations prepared by the LAHPOA bookkeeper.
- Reviewed financial results prepared by the bookkeeper – communicated changes or adjustments as required.
- Reviewed financial statements to the Board prepared by Les
 - Year to Date budget to actual variance
 - Q2 forecast to YE
- Sign financial statements after approval by the board for posting to the website.
- Reviewed cash balances and upcoming GIC maturities. Reviewed revenue and expense forecasts. Updated cashflow projections. Develop plan to invest in new GIC's to satisfy short- and long-term cashflow projections. *(to be completed before month end)*

Action Item: Ryan and Rick to look at longer term investments for early August 2024.

- Assess financial risks and communicate changes to the Board
 - The Bank of Canada has recently lowered their policy interest rate and signaled that future reductions in the key policy rate are likely. This will Continue to lower the expected yield rates on the GICs we have been purchasing and savings rate on our savings account and is driving our new GIC investment strategy.

- d. Additional Actions Completed This Month

- Overview: Over 20 hours spent this month onboarding and creating new tools (LAHP financial forecasting Excel Tool, new LAHP Director onboarding presentation)
 - 7 hours of handover meetings with 2023/24 LAHP Treasurer Gareth Davies
- New Board Member Onboarding
 - Created a PowerPoint presentation that provides a high-level executive overview of the LAHP Finances

Action Item: Ryan and Rick to review the executive overview PP presentation.

5.3 Hamlet of Heritage Pointe Collaboration Group – Rick

- a. The HHPCG subcommittee that has been working the wastewater regulation issue reported that Minister Sigurdson and Minister Neudorf have expressed strong interest in regulating wastewater. They will be working on the legislative framework, but it will need to be presented to cabinet which will not happen until they begin the Fall session of the legislature. It will require a full review and consultations so it will take some time.
- b. Launch Pad Lights: Select LAHP and golf course HOA residents continue to dialogue with Launchpad management to address light pollution.

5.4 Isle Playground:

- a. The development permit has been issued by Foothills County.
- b. The petition to host a Special Meeting to discuss amendments to the playground design was withdrawn. Within the notification to withdraw the special meeting, the residents requested that the Board consider:
 - i. “That the Board continue to explore the reduction in the height of the tower. Some have suggested that maybe the roof is not required?”

Action Item: We discussed lowering the tower roof with the design company and this was deemed to be non-viable without impacting the structural integrity of the roof. A compromise was made by turning the roof 90 degrees so that the residents would only view the roof in profile.

- ii. “That planting of additional trees, as offered previously, is still available.”

Request: An inspection of the site indicated that there were about 10 trees that have died that would have provided a very nice privacy barrier from the playground. Once we have determined what needs to be done to correct the overland drainage issue it is recommended that we plan to plant about 12 large trees with input from a horticultural expert and the affected residents.

Action Item: Build into the 2025 Reserve Fund budget to plant 12 large trees between the homeowner’s property and the playground. Specific tree locations to be confirmed following the installation of the new playground.

- iii. “We would like to have the Overland Drainage Easement Engineer identify any potential issues regarding the new playground being installed as planned prior to construction. Additionally, we request the Engineer offer suggestions and resolutions to remediate the standing water issues.”

Request: The overland drainage issue will be addressed as a separate issue from the playground. See New Business.

Action Item: Rick is working with the original engineering consultants regarding the overland drainage in this area. The plan is to have the area resurveyed and to have a proposal developed to correct the drainage issues.

- iv. “Provide confirmation of Insurance coverage for the new larger playground and any additional costs that may arise.”

Request: Insurance was investigated and deemed to be sufficient. Our broker recommended that we ensure the equipment is itemized and valued in our property coverage, and that we obtain COI from the playground vendor showing the LAHP as an additional insured. The COI, as an additional insured, has been confirmed from the playground vendor.

- v. “May we have a contingency in place if parking/traffic becomes an issue?”

Action Item: If parking becomes an issue the Board agrees to work with the county to restrict parking on the playground side of the street.

- c. The preliminary schedule is as follows:

- July 15 - utility locates with AB One Call
- Aug 2 - fencing
- Aug 6 @ 1:00pm - site meeting and layout for excavation
- Aug 6-10 - existing playground removal and excavation by community. A volunteer crew of 6 residents and contractors has been established for the de-construction and preparation
- Aug 12 - GPI to begin base prep
- Sept. 3 – GPI to install NuEdge Tower
- Sept 6 & 9 – a min of 10 community volunteers needed per day

Action Item: Les to recruit volunteers for the assembly portion of the playground construction

- September 23 – poured in place rubber surface installation
- ?? - Landscaping rehab by community
- ?? - Fence removal / Playground opening (Contingent on inspections and site rehab dates)

Question: Do we need a building permit?

Action Item: Rick to verify with the county.

- d. With an opening date scheduled for late September, preliminary plans are taking shape for the Grand Opening. Festivities may include a community BBQ and ribbon cutting ceremony (with the ribbon possibly “cut” by a young resident zipping down the zip line).

Action Item: Les to look to family members from the playground committee.

- e. A sign recognizing our funding sponsors and donators is to be developed and installed. Timing for this may be spring 2025.

5.5 Programs and Events – Leslie

a. Stampede Breakfast

- Everything seemed to go as planned... even the weather couldn't have been any better!
- After reconciling the 2024 Stampede Breakfast:

- Finances:

	Actual	Budget	
Revenues	\$6,730	\$7,500	-\$770
Expenses	\$8,503	\$10,000	-\$1,497
Balance	-\$1,773	-\$2,500	\$727

- Knowing that we would not hit our revenue target, we saved on expenditures by:
 - not bringing in an extra children's entertainer (balloon artist/magician), and it was not missed
 - did not buy some supplies like aprons, mixing tubs, trays, BBQ brushes, syrup dispensers, etc
 - we did a quick and inexpensive update to our signage that was not as expensive as purchasing all new signage.
- The Raffle & 50/50 had 5 door prizes donated. A total of \$830 was raised for the Okotoks Foodbank and FFD Society. This works out to \$1.23 give per attendee. It may be worth re-looking at how we do this. FYI that the 50/50 winner of \$329 has yet to claim their prize.
- Collection of donations for the food bank to be considered.
- The FFD Society will be picking up new grills which should speed up the pancake cooking. To allocate one entire grill to gluten free pancakes seems to be a waste since only a couple of dozen gluten free pancakes were requested. We should look at other ways of cooking the gluten free pancakes (electric griddle?).
- We had approximately 25 volunteers assist with the implementation of the program. The volunteer thank-you cards are slowly being dispersed.
- Looking forward to planning the 20th Anniversary next year.
 - Formalize a small planning committee
 - Will look to add one or more food options
 - We will save \$950 by not renting the 10'x20' tent from GPR. This was not necessary.
 - We have a healthy inventory of 10" plates, spoons, pancake mix and syrup. We will need to order forks, knives, cups, and napkins.
 - Budget to be maintained at 2024 level which will provide ~\$1700 for any planned enhancements Over 2024.
 - The wagon ride, blow ups, bounce horses and table/chair/tent equipment have all been ordered for July 5, 2025.
 - Less bananas, more oranges.
 - Consider compostable plates and cups in the future once current inventory runs out.

b. Current Programs

- Sports Day: A full day of sports, sports and more sports was planned for Saturday, July 27. The plan was that staff would offer a full day of activities either at the beach or at the sport court. Events were free and residents were encouraged to come for the day or just drop in for their favorite activity(ies). Unfortunately, we had a very poor turnout for this event.
- Wine and Paint Night: 16 registrants came out on July 17 to paint sunflowers.
- Summer Camps: Registrations are ranging from 6-12 per week, which is sufficient to cover all costs.

c. New & Proposed Programs:

- Happy Hour at the Lake House: Some community members have shown interest in hosting periodic Happy Hours at the Lake House. The first one is planned for Thursday, Aug 8th from 3-5pm. It will be BYOB with a welcome drink and light snacks provided and funded by the hosts. Anyone 18+ in the community is welcome to attend in accordance with the permitted Lake House occupancy. A liquor license will be obtained, and a \$5 cover charge collected. If this first one proves to be successful future events will be considered.

Action Item: Les to obtain the AGLCC liquor license.

- Community Library: Proposing a Community Library to be created inside the Lake House rather than outside where maintenance will be required. Leslie will take this on and get it set up in a convenient area where community members can stop in and drop off or pick up books at their leisure when the Lake House doors are open.
- Community Outdoor Fitness Equipment: Proposing the consideration of installing outdoor fitness equipment around the community. This will give adults and teenagers the encouragement to get outside, walk around the community and work out our bodies. The equipment components require little maintenance and upkeep, promote a healthy lifestyle and friendly competition. The equipment can be located all in one area for convenient circuit training or spread out to incorporate more movement and walking.

Given everything currently underway including the erection of the new playground, it was agreed no action would occur on this until at least the fall. There was also discussion that this would need to follow a similar process to the Isle playground upgrade including all of the lessons learned from that project. It is most likely that if this project goes forward, assuming strong community support, it would not be complete until 2026, with much planning, community consultation, land use and

development permit applications and DRB grant applications to be completed. Leslie is willing to take the lead on this initiative.

5.6 Safety and Security: Todd

- a. CCTV Systems: Due to the frequency of the south cameras disconnecting from the CCTV server, a wireless bridge has been purchased. The intent of the wireless bridge is to boost



the wireless signal between the cameras and the CCTV server.

Action Item: Les to engage Todd to assist with the installation.

5.7 IT + Communications: Jo

- a. Wireless Network: The Telus network was offline from July 19-22. Upon return of the network on July 22, our Heritage Pointe 5G and Heritage Pointe 2.4G networks had disappeared. We are now operating off the Telus 4813 network generated by the Telus modem.

Action Item: Les to engage Treo to re-establish the Heritage Pointe 2.4G and 5G networks.

- b. Website: Leslie

- News / Events Page to be reworked
 - Update year on page
 - Old Paint Night Poster to be removed further down the page
 - Eliminate excessive blank space between information
 - New to the Community could be more up front or even have its own page
 - Volunteer Committee recruitment notice is all the way down at the bottom of the page with lots of blank space – likely not to be found where it is now and does not align with the Volunteer heading at the top of the page.

Action Item: Les to update the website.

- c. Newsletter: Leslie

- Propose a periodic community newsletter that is emailed out and posted on the LAHPOA Facebook page to highlight recent and upcoming events and information, possibly on a quarterly basis. This will reflect mostly what is already on the website but will make the information more readily available and possibly encourage more website use.

Action Item: Leslie to draft a periodic newsletter with distribution via our LAHPOA social mediums.

- d Facebook: Leslie
- Even though the Heritage Pointe Residents Facebook page is not associated with the LAHPOA, I do feel it should reflect the community in a good light and have better guidelines and restrictions. Monitoring of this page should be enforced to eliminate any negative or shaming posts and responses. This page should be a friendly platform for community building and communication without fear of being attacked online. Rudeness is a bad reflection we don't need to see posted. As the HOA Board, I feel we can impose some boundaries to be followed.

Action Item: As the HP Resident's Facebook page is run by residents, the LAHPOA has no authority over how it is managed, nor its content. No action to be taken.

5.8 Architectural Guidelines: Brent

- a. 187 HL Drive: exterior painting. Color approved was intended to be for garage trim and not the primary house color. The primary house color is very similar to the primary color of 191 HL Drive.

Action Item: Homeowner has been advised, and has agreed, to cease further painting until the Board can discuss the similarity in primary colors between 187 and 191 HL Drive.

Action Item: Les to obtain full disclosure of paint plans for 187 HL Drive.

Action Item: For future approvals, full exterior paint plans need to be provided, along with paint chits and/or codes.

- b. 28 H Quay: vacant home, unkept yard. Request sent to homeowner requesting to bring landscaping up to community standards.

- c. 96 HL Drive: landscaping plans

Action Item: Les to follow up with the homeowners to ensure proper clean up of the roads.

- d. 95 Heritage Cove: inquiry about installing a garden shed

- e. 4 Heritage Bay: remediation to downspouts

- f. 48 HL Blvd: exterior painting

- g. 81 H Harbour: garden shed

- h. 133 HL Dr: landscape remediation to side and rear yard

- i. 16 HL Dr: shoreline remediation

- j. 29 HL Dr: installation of rear fence.

- k. 97 HL Terrace: garden shed

5.9 Water Committee – Glenn Ruskin

a. The Water Committee met at the Lake House on July 23. The information arising from the meeting can be found in Appendix B of this report.

b. Highlights from the July 23 WC meeting are as follows:

- Application of Biologics
 - Application plan is on schedule
 - Minor occurrence of algae located mainly at north end of the lake.
- Fish:
 - Prussian Carp: no prevalence
 - Fall Fish Stocking: scheduled for 735 rainbows at a cost of \$6300
- Migratory Bird Management
 - Les to submit egg relocation final report to Environment Canada

c. Recommendations from the July 23 Water Committee meeting are as follows:

Action Item: Les to query Corix as to what the delivery timelines would be once a raw water order is submitted.

- Purchase 5-6 spin casting sets for those wishing to fish from the new inflatable boat. Lures would be single hook spoons.

Action Item: Glenn to purchase several spin cast sets.

Action Item: Les to ensure that the sign out form clearly indicates that the zodiac is only to be signed out to those 16 years and older.

- Aeration System:
 - Should we be running the compressors during the heat dome?

Action Item: Aeration system to be turned off to allow the cooler water to remain at the bottom of the lake. The aeration system was shut off on July 25.

Action Item: When we restart the compressors, we need to do so in stages and not all at once.

Action Item: Glenn to provide updated water temperatures of the three stratification levels.

- Should the aeration compressors be put on timers so that the aeration system works overnight, which will aid in keeping the water temperature cool?

Action Item: A decision has been deferred until historical data can be analysed.

6.0 New Business

6.1 Overland Drainage – Heritage Isle:

In response to concerns pertaining to overland drainage concerns at the Isle, Rick has shared historical documents with a contact (Vaughn Shears) at WSP (WSP purchased the original

engineering firm that did the original survey), with a request to review and report back with recommendations on how best to resolve the issue with the lands prone to flooding.

- 6.2 Short Term Rentals – access to community amenities: We are aware that there are a few homeowners who have rented out their properties on a long-term basis. With these long-term rentals (leases), we have agreed that community privileges are extended to the renters.

We have been informed that a short-term rental (VRBO or Air BnB) has been advertised as including access to community amenities. Is this practice acceptable? For a variety of reasons including the challenges with issuing and tracking VizPin access and waivers, and the challenges associated with managing short term users (educating them on policies and rules and ensuring compliance) the Board decided that short term rentals (less than 6 months) would not be extended access to community amenities.

Action Item: Les to draft a policy that short-term rentals (less than 6 months) do not receive access to community amenities. Guests must be accompanied by the homeowner to have access to community amenities. Long-term rentals, (more than 6 months) as per a lease agreement, are allowed access.

7.0 In Camera Session

8.0 Next Meeting Tuesday, Aug 27

9.0 Adjournment:

Rick adjourned the meeting at 9:04pm.

LHP Water Committee Information

Tuesday, July 23, 2024

1. Old Business:

- a. Lake Management Plans: Following a meeting with Ted Stack, the original development manager, and Rick Gallant, the Lake Management report has been updated. If you would like to review the updated report, please contact Les.

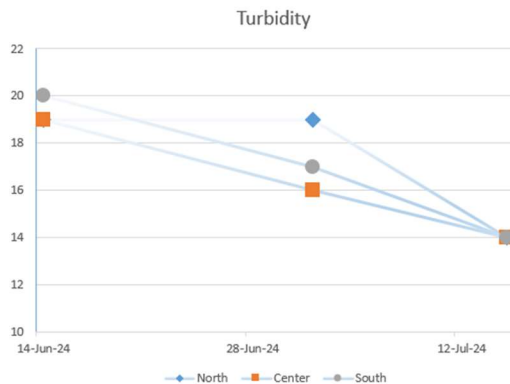
An independent geotechnical consultant has been engaged to assist with the review of historical data and to provide advice as to next steps regarding lake liner monitoring, liner leak detection and slope stability.

- b. New inflatable boat: The new inflatable Stryker boat:
 - i. Is being promoted via social media
 - ii. Is in use by both pleasure users and anglers
 - iii. Will soon be covered with a rain cover
- c. Aeration System:

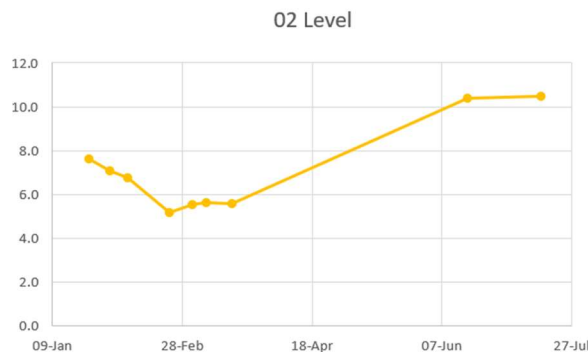
The compressors are to be rebuilt in late July, early August.

2. Standing Business Items:

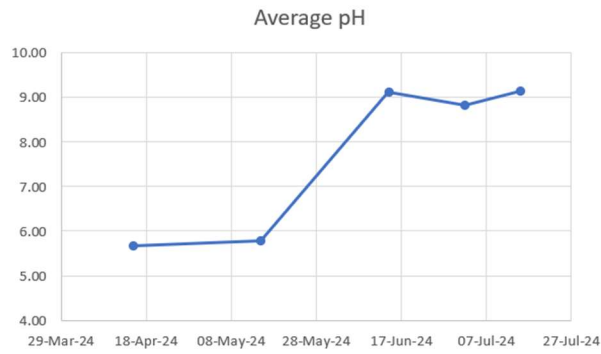
- a. Observation of Lake Water parameters
 - i. Turbidity Levels:



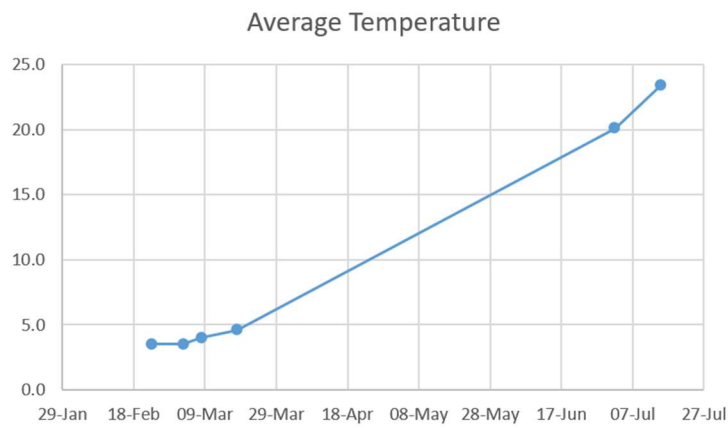
- ii. Oxygen Levels:



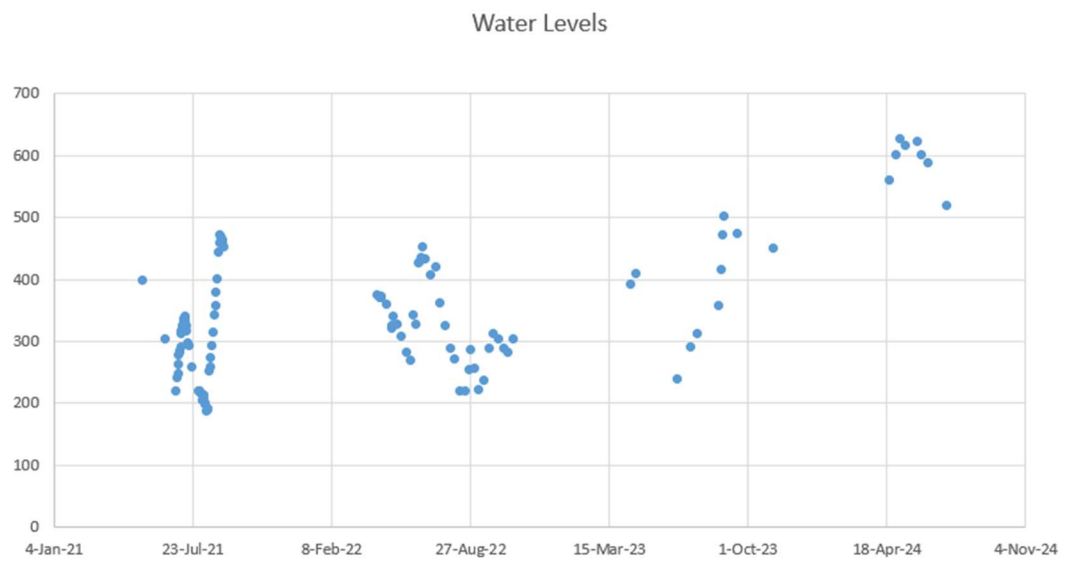
iii. pH:



iv. Temperature Levels:



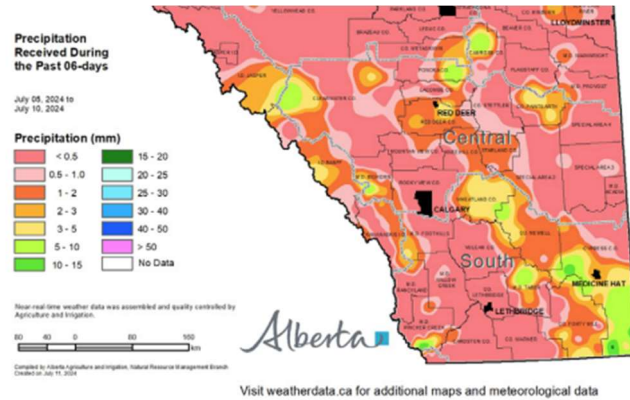
v. Water Levels



b. Application of Biologics

- i. Application plan is on schedule

- ii. Minor occurrence of algae located mainly at north end of the lake.
- c. Migratory Bird Management
 - i. Les to submit egg relocation final report to Environment Canada
- d. Soil Moisture:
 - As of July 11, 2024



3. New Business:

a. Water intake screen:

Is it time to clean the water intake screen? Who will be the diver?

4. Next Meeting:

Tuesday, August 20