



LAHPOA Board of Directors
Meeting Minutes
Thursday, October 28, 7:00pm
Lake House

Attendees:

Glenn Ruskin – chair
Rick Gallant – vice chair & secretary
Jo Scott – IT, communications
Carey Donkervoort – treasurer
Jim Chuey – safety/security
Brent Fraser – architectural/landscaping

Les Turner – community manager

1. Call to Order & Welcome:

Glenn called the meeting to order @ 7:03pm.

For personal reasons, Glenn informed the Board of his need to step down as chair of the Board effective following the October 28 Board meeting. Glenn wishes to remain on the Board but can no longer carry out the duties of Board chair. Rick is willing to assume the role of Board chair and retain his role as secretary.

Motion: Upon conclusion of the October 28, 2021, LAHPOA Board of Director's meeting, Rick Gallant to assume duties of Board chair for the duration of the current term. Glenn Ruskin to assume duties of vice-chair. Moved by Glenn Ruskin. Seconded by Rick Gallant. Carried.

2. Approval of Agenda:

approved as circulated

3. Approval of Previous Meeting Minutes:

Motion: Carey Donkervoort moved to accept the September 28 Board meeting minutes as circulated. Seconded by Jo. Carried.

4. Business Arising from Previous Meeting

No business arising from the September 28 Board meeting minutes.

5. Reports

a. Community Manager Report – Les Turner

- i. Wildlife Interaction in the LAHP Community: From mid-September through to mid-October, we were made aware of numerous sightings with wildlife in and around the community. This is typical as we live along a wildlife corridor. Concern was raised by several residents reporting a black bear and a cow moose and her two calves entering LAHP properties. Management made several calls to AB Fish and Wildlife and was advised that they were monitoring the situation. Any aggressive interactions would be immediately dealt with by Fish and Wildlife but for now we should just produce a "Warning PSA" stating that we live in a wildlife corridor, we are seeing more aggressive wildlife in our residential areas, remove food sources (bird feeders, dog food, etc) and to continue to report sightings.

- ii. Short Term Property Rentals: We have received a concern from an LAHP resident questioning whether fellow residents are allowed to rent their homes through mediums such as VRBO or Airbnb. The concern raised is that short term renters may not share the same values as property owners. Our bylaws do not provide direction on this concern, and it is doubtful that the LAHPOA has any jurisdiction on what a homeowner may or may not do with the property if it is legal.

Discussion: While the board is empathetic to the resident's concerns, there is nothing within the community bylaws giving the LAHPOA authority to control what a homeowner can or cannot do with their property if it is legal.

Action Item: Les to advise the homeowner that his concern is outside the purview of the LAHPOA. Any complaints such as noise, are to be taken up with the RCMP or Foothills Bylaw.

- iii. Part Time Staff Hours:

- 1. Skate "Shack" Hours of Operation: We will not open the "skate shack" for the commencement of the skating season due to Covid restrictions. Like the 2020-21 season, benches will be available outside for skaters to tie their skates.

Action Item: monitor the community's needs during the skating/x-country skiing season for washroom access. If need be, consider renting a "porta-potty".

- 2. Lake House Rentals:

Action Items:

Commencing immediately, Les to bring in staff for LH rentals with the following direction:

- a. Staff to come in at the commencement of the rental to do an opening inspection with the renter, make introductions and provide contact information.
- b. Staff may or may not pop in during the rental
- c. Staff to return to the LH at the conclusion of the event to ensure a smooth end to the event and to complete an exit inspection.
- d. Staff to be paid \$50 per rental.

Les to update rental terms and conditions as per:

- e. Rentals to be for LAHP residents only. No renting of the LH for friends, colleagues, etc. (ie. eliminate rentals for non-residents)
- f. Look into rental rates for other HOA's
- g. Strongly encouraged to eliminate the "block booking" rate of 3.5 hours
- h. Present rental terms and conditions at the November Board meeting.

- 3. Programs:

With a desire to further develop community spirit, Les is starting to use volunteers for some programs. When required, he will augment programs with paid staff.

- iv. Lake House Rentals: Further to the previous bullet on Lake House Rentals; rentals are few and far between. What rentals we do have are being informed they must comply with the provincial covid regulations, whereby the renter must ensure that those entering the LH

must be double vaccinated and a log of who attends the event is maintained. This process puts the liability on the renter and not the LAHPOA.

- v. Recreation Programs & Special Events: Recreation programming has been put on hold until such time as Covid restrictions have been relaxed. We are, however, looking to offer several special events over the next two months.

Halloween: With the support of Mike Niemens, local realtor, we will be hosting a Halloween costume parade and walk through the Lake House Park. Festivities will run from 5-9pm on Sunday, October 31.

Light Up the Night: The annual Light Up the Night festival will take place on Friday, December 17.

Family Fishing Derby and Skate/X-Country Ski: LAHP Families are invited to join us on Saturday, January 1, 2022, and participate in the Family Ice Fishing Derby and Skate/X-Country Ski.

Ice Fishing Clinic: eta ~December 27-29 by our very own Glenn Ruskin.

- vi. Lake Ice Protocols:
 - Action Item:** Les to document safe ice protocols within the “yet to be developed” Safety and Security manual. Protocols to include, but not limited to ice taps, working with the Foothills Fire Department, flooding the ice, lake house flags, educational PSA’s, etc. No need to re-invent the wheel as much of this information already exists.
- vii. T&T Disposal: Due to the increased quantity of organic requiring pickup, we have scheduled to stay with weekly green pickups until November 11. The first day of missed green pickup will be November 18 with bi-weekly pickup beginning on November 25. It is hoped that this decision will assist our residents with the delayed collection of leaves and grass clippings.
 - Action Item:** During the 2022 Budget process, consider extending the weekly organic pick up into November 2022.
- viii. H/LOA Resource Group: Les attended the L/R/HOA Manager’s meeting on October 14. In attendance were 17 staff representing 12 differing H/R/LOA’s.

Items discussed included: operating under new Covid restrictions, discipline/suspensions of members/guests, post management of major emergency situations, treating algae with hydrogen peroxide and enhanced landscaping measures HOA’s perform in addition to their municipal jurisdiction.
- ix. Hamlet of Heritage Pointe Advisory Committee: On behalf of Glenn Ruskin, Les attended the inaugural meeting of the Hamlet of HP Advisory committee. Other attendees were the HOA presidents from the Ranche, Ridge, Artesia, Summit, Meadows, and Ravine.

Some of the areas of interest are as follows:

- Forum to share ideas and promote communications
- Ability to have input into ongoing development in Division 6
- Developed a shared agenda/voice on areas of common interest that can be worked on together
- Concerns about the impact of the implementation of the Calgary Metropolitan Regional Board
- Traffic growth/management and associated noise, especially along Dunbow Road and Deerfoot Trail and Macleod Trail flows
- Engaging the new Division 6 Councillor when elected

All agreed that this group should meet on an on-going basis.

Next steps:

- Each President to ask their Board to pass a motion that their HOA president be appointed as the representative on this committee.
 - Set-up a meeting with the New Division 6 Councillor.
 - Next meeting tentatively scheduled for Thursday November 4, 2021 @ 7:30 PM via Zoom.
- x. Garage Clean Up: Special thanks to Rick and Jim for assisting Divcon with the garage clean up on October 21. The place is unrecognizable! With the installation of the new lift and after we unload the decommissioned assets, we will have tons of storage room!

A garage lift was ordered and installed on October 25. This lift will greatly enhance our storage capacity with the best return on investment.

After sorting and compiling the garage & Lake House program contents, we will put the de-commissioned equipment up for sale via a Surplus Liquidation Sale on November 6 (or 13 weather depending) and online via Kijiji or Facebook Marketplace. Proceeds from the sale of 2-3 canoes, 3 rigid paddleboards, paddleboard bags/pumps, push lawn mowers, truck ramps, windsocks, fence posts, etc. will be reinvested back into the community (eg: playground replacement and/or kayaks, etc).

- xi. Bylaw Infractions: A tour through the community on October 19 resulted in 6 reminder letters being sent out for boats, trailers and motorhomes being parked on driveways. 2 of the six letters were sent to 3x offenders that have not complied with the letters first delivered on September 15. Most recipients have complied and typically have followed up with a courteous phone call.
- xii. Office Hours: Come November 1, we will be moving forward with having set opening hours at the Lake House.
- Monday/Wed: 1pm-3pm
 - Tues/Thurs: 9:30am-11:30am
 - Evenings and Weekends by appointment

Days and times will be monitored and amended as per need.

- xiii. 2022 Budget: Les is starting to compile expenditure data for the 2022 budget. The intentions are to have a first-draft budget presented to the Board in late November.
 - xiv. Summer Program: The Summer Program Orientation Manual has been updated based on experiences incurred and feedback received.
 - xv. Divcon: A season ending meeting was held with Divcon on October 7. The purpose of this meeting was to review the 2021 budget/expenditures and scope of work and to look forward to the 2022 budget and scope of work. Carey, Rick and Les represented the LAHPOA at this meeting.
 - xvi. PLNT: A season ending meeting was held with PLNT on October 1. The purpose of this meeting was to review the 2021 budget/expenditures and scope of work and to look forward to the 2022 budget and scope of work. Carey and Les represented the LAHPOA at this meeting.
 - xvii. MD Foothills Meeting: Les is still trying to coordinate a meeting with the MD's agriculture department to discuss, amongst other items, shared responsibilities, and costs of the MD's trees in our community. This request was initiated in July, and Les is still being advised that the staff are "too busy" to meet. It is hoped that our new councillor will assist with making this meeting happen.
 - xviii. Larry Spilak Memorial: The group working on Larry's memorial, are close to finalizing the wording on the plaque. Additional costs for the production of the bronze plaque to be incurred by a Spilak family friend.
 - xix. Time Off: Les will be out of the country from December 25 until January 2. Staffing, emergency contact information and special event planning will be put in place and communicated prior to his time away.
- b. Safety and Security – Jim Chuey
- i. Gate repairs by Gate Works: The North Dock north gate and Upper Lake north gate continue to cause frustration from residents and staff. Sometimes they work and sometimes they don't. We continue to work with Gate Works and VizPin to get these two locations operating to the standard we require.
 - ii. CCTV systems
 - NW Entrance Cameras: The entrance camera at the NW entrance is not operational so a replacement has been ordered. We anticipate this camera being installed, and operational, the week of October 25. Our cost to replace this camera is \$1900.
 - NW Entrance Camera power supply: Gate Works have doubled up on the solar panels with the hopes that 200W charging will be sufficient to keep the battery sufficiently charged to power the camera load. Cost for this is being absorbed by Gate Works. Unfortunately, we cannot test the power supply until we have both cameras at this location operational.

- Entrance camera resolution: We have come to learn that no CCTV camera is able to pick up and record the Alberta license plates at night unless we incorporate a light burst like that used by the multi-nova cameras. This issue is due to the material used to produce the Alberta plates.

We experimented with using the game cameras at the south entrance, but these cameras had a slower shutter speed and, as with the pole mounted cameras, was not able to capture the license plate.

1. Game Cameras: A review of our 4 game cameras shows that our 32GB SD memory cards have more than sufficient memory as three cameras recorded 4000+ pictures in 2 months and the north dock camera recorded over 8000 pictures. Batteries for the three less used cameras last two months whereas the north dock camera batteries only lasted one month.

- iii. An “introductory meeting” was held with a prospective member of the Safety and Security Committee on October 19. Agenda covered the short & long terms goals of the committee.

c. IT + Communications – Jo Scott

- i. We continue to work with our new IT consultant *Treo Consulting* with the implementation of our IT efficiency plan; whereby we are:
 - cancelling software/app subscriptions not required,
 - hibernating software/apps not needed during the fall/winter/spring,
 - subscribing to the desired level of software/apps and
 - procuring the necessary hardware for office efficiencies
- ii. Wix, our website software, is now being used exclusively for our email marketing. After identifying a small snafu transferring our subscribers over from Mail Chimp, we are now confident that all subscribers are receiving our emails.

d. Architectural Guidelines – Brent Fraser

- i. 52 Heritage Lake Shores: Construction and excavation of 52 HL Shores commenced in early October with footings and foundation wall concrete poured during the last week of the month.
- ii. 124/128 Heritage Lake Drive: The pergola previously approved for 124 Heritage Lake Drive has been amended to be a privacy screen. This change conforms to all architectural controls and MD building bylaws, so construction commenced with no further concerns raised.
- iii. Garden Sheds: We were approached in early October to approve the installation of a poly-resin (Costco or Home Depot style) garden shed. After reviewing our architectural guidelines, we have come to learn that this type of shed composition is not in accordance with our guidelines.

While garden sheds were approved in the 2017 LAHP bylaws, they must conform to similar standards as the primary residence; that being similar exterior siding and roofing.

Prior to 2017 sheds were not allowed in the community.

A thorough tour of 95% of the community backyards resulted in the identification of 21 poly-resin garden sheds within the LAHP community.

Action Item: The LAHP Board of Directors is asked to either amend the existing architectural guidelines accepting the use of poly-resin garden sheds or to direct the community manager to contact 21 residents and to ask them to adhere to our current standards.

Motion: To amend the architectural guidelines to accept poly-resin as an approved composition for garden sheds. Moved by Brent. Seconded by Jim. Carried.

- iv. Privacy Screen: A complaint has been received regarding the height of the privacy screen located in the backyard of #4 Heritage Close. Les has confirmed that the privacy screen is 30cm taller than allowed by the MD bylaws. A letter has been sent to the homeowner asking them to bring the height of this privacy screen down from 229cm to 198cm
- e. Playground Committee – Jo Scott
 - i. The playground committee, comprised of 4 to 5 volunteers, Les and Jo met on the evening of September 30 to lay the groundwork of our goals and objectives pertaining to the remediation of the Isle playground.
 - ii. A community playground “Needs and Preference” survey was developed and distributed via email and social media on October 18. Data collected from this survey will assist the playground committee and Board to plan renovations/rehabilitation of the Isle playground. At the time of this writing 135 responses have been received. The survey closes in early November.
- f. Water Committee – Glenn
 - i. Lake Levels: In discussions with other HOAs, all lake communities experienced significant lake water losses during the 2021 season.
 - ii. Aeration Work: Our aeration system will be turned off at the end of October. The rebuild of our diffuser heads and compressors will be built into our 2022 budgets
 - iii. Water Trampolines: The LAHP Board of Directors declined to accept the Water Committee’s recommendation to revisit purchasing any/all water trampolines from LAHP residents.
 - iv. Lake Chemistry: A final tour of the lake shore occurred on October 15. The presence of green algae was negligible at best.
 - v. Fish Restocking: The restocking of 499 rainbow trout occurred on October 6. Smoky Trout Farms was generous to donate 99 older rainbows to the LAHP. We have authorized our community manager to purchase a small thank you gift for Max Menard’s generosity. Special thanks to Glenn, Rick and Colin for volunteering to assist

with the stocking of the fish. Of special note, besides the huge smile on Glenn's face, was the 20+ residents of all ages who came out to watch this event.

- vi. Water Oxygenation: When Smoky Trout Farm was onsite for the fish stocking, they performed a test of our lake oxygen content (dissolved oxygen or DO). A healthy lake will show a reading of "10 ppm". Our lake received a reading of "13 ppm" which was deemed to be excellent in our lake to support our aquatic life.
 - vii. Raw Water Tests: A request to Corix to supply raw water tests of the water pumped into our lake from the Bow River resulted in Corix informing us that they only test the raw water for alkalinity, temperature, and turbidity. To do a more detailed test, Corix could arrange to do this at a cost of ~\$1800. Neither the Water Committee nor the Board expressed an interest in the need for further testing.
 - viii. Final Meeting of the Year: The final Water Committee meeting of the year was held on October 25, complete with a nominal volunteer appreciation held at Stockman's restaurant.
- g. Treasurer Report – Carey Donkervoort
- i. Carey presented the YTD and September month end financial statements, complete with an explanation of major variances. We are on track to be slightly ahead of budget.
 - ii. Budget 2022: Carey is working with Les to develop the operating and reserve fund budgets for 2022. We should have a solid draft in place for late November to be reviewed at the November board meeting with ratification at the December Board meeting.
 - iii. GST 2020 submission. Despite having bank statements and a cashed cheque, Canada Revenue Agency states that our 2020 GST has not been paid. Carey to work with Rick in getting this resolved and obtaining online access with the CRA.
 - iv. Signing Officers: A change in our board chair necessitates a need to advise ATB of a need to change our signing officers.

Motion: To re-assign the Board chairperson's signing authority to Rick Gallant from Glenn Ruskin. Moved by Carey Donkervoort. Seconded by Jo Scott. Carried.

6. Other Items

7. In Camera Session:

8. Next Meeting: Thursday, November 25 @ 7pm

9. Adjournment: Glenn adjourned the meeting at 9:15pm