

Minutes of the LAHPOA Board of Directors Meeting

Wednesday, October 21st, 2020, 7:00 p.m. M.D.T

Attendees: Glenn Ruskin (Chair), Joanne Scott, Carey Donkervoort, Matt Secord, Brent Fraser, George Canyon, Don Waldorf, Paul Taylor

1. Call to Order- 7:00 p.m. Approval of Agenda- Matt & George
2. Approval of Minutes, September 16, 2020 Board Meeting- As circulated with the Agenda; Jo & Carey, prior to which the following updates were provided by Glenn:
 - a. Under pt. 2, a new contract was signed with Don Waldorf, for him to continue as Community Manager.
 - b. Under pt. 5, a, v, 1- A letter was presented to the family involved in the illegal fishing, Don followed up with a copy of the fishing regulations and the illegal activity immediately stopped.
 - c. Under pt. 5, d, i- There was discussion regarding a note that had been sent to residents on Oct 21st recommending hours for Halloween canvassing. The Board decided that in future: i) Prior to any communiques being distributed, Don will consult with Glenn for input; and ii) To avoid any potential liability issues, reference in any such communiques should be made only to the Alberta Health Services guidelines
3. Other follow- up Actions- referenced in the Sept 16th minutes:
 - Under pt. 5 a, v, 4 - Boulevard trees- Will be covered under Community Manager's report below;
 - Under pt. 5 b, I - Upper Lake Pump- Will be covered under Community Manager's report below;
 - Under pt. 5 b, ii- GateWorks-
 - All documentation can be down loaded from You Tube on demand. Only remaining item is to document the process for merging the information from the two (GateWorks and Supreme Security) systems.
 - Communication between the cameras and the Lake House are working effectively
 - Demo of system to any interested Board members- If a short demo can be created this might be presented to the board at the next meeting.
 - Under pt. 5 c, ii- Roofing quote- As reported by Don W., Meercat has confirmed that the originally quoted price is still valid and has not changed.
 - Under pt. 7 c- Resident Communication- Will be covered under Sub Committee reports below.
4. Community Manager's Report: Don Waldorf- Accepted as presented, with the following additions/clarification:
 - a. Community Operations:

- i. Corix- There are still a couple of exposed pipe heads which represent a tripping hazard.
Action: Don W. will follow up to have these fixed and advise status at next Board meeting.
- ii. Lake top-up- As of September 21stth, we had received ~17,000 m3. This is ~ ½ the budgeted amount and will give us one of the highest levels in years going into the winter, which is good news.
- iii. Off leash dog park- Don reaffirmed that due to the limited number of interested parties at the present time, the LAHPOA has no interest in becoming involved in this initiative. Don has confirmed that the community 'off leash' signage is well covered and that a couple of more signs will be installed at critical points at the entrances to walking paths.
- iv. Boulevard tree replacement- Don advised that a number of the dead trees have been removed by the M.D., but no trees have been replaced. There is no commitment or ETA from the M.D. as to when this will be completed.
Action: Don W. to follow up with the M.D. on a regular basis. Depending upon the weather, this may be delayed until next Spring.
- v. Centini Systems- new VIZpin dealer- may be able to provide oversight of all of our security needs.
Action: Don to investigate possible synergies of dealing with one firm and provide recommendations at next Board meeting.
- vi. Service Alberta "Annual Return"- Don has questions for each Board member and will contact them individually to obtain required information.
- vii. T & T bi-weekly organics pick up- Start date has been changed from October 29th to November 26th, 2020, i.e. there will be collection on Nov 12th but not on Nov 19th, 2020.

b. Divcon and PLNT Horticulture:

- i. Entrance meridian clean-up- This included the clean up of the Shores area at an additional cost of \$4500.
- ii. Upper Lake pump repairs- Has been rescheduled to commence the week of October 26th, subject to the weather.
- iii. Upper Lake Fountain's water line- This line will be removed for the winter.
- iv. Aeration system compressor- will likely need a rebuild or possible replacement of one of the nine compressors.
Action: Don will follow up with compressor suppliers to determine the life expectancy of the compressors given our application. Likelihood is that given that ours are running 7 months per year, they should be overhauled every 12-18 months. Don will confirm.

c. Capital Projects:

- i. Don confirmed that expected start date has been delayed due to weather. Meercat is expecting to start as soon as the snow is the Lakehouse roof.
Action: Don will ensure that there are adequate ground cover sheets to protect the foliage and aid in easier cleanup. Brent has offered to assist if additional tarps are required.
 - d. Programming & Sponsorships
 - i. Possible 2020/2021 night skating lighting sponsorship
Action: Don to gauge the level of interest in the community and believes initial focus should be on Christmas/New Years and the month of January. Don to provide further update at next Board meeting.
 - ii. Direction from AHS on outdoor winter activities- Awaiting further word from AHS. Only area of possible concern might be the change room area on the lower level, but it is felt that could be managed effectively with limiting number of people in the area at one time and other standard COVID protocol.
 - e. Development Proposal- for area adjoining LAHP.
 - i. Since it is quite early in the process and no formal application has been made to the M.D. by the owners, it is felt that no immediate action is required by the LAHPOA.
Action: Due to his familiarity with this project and its history, Brent has agreed to continue monitoring the status of the project and report to the Board whenever appropriate.
5. Treasurer's Report: Carey Donkervoort- Accepted as presented, with the following discussion:
- a. The updated financials are complete to the end of September 2020, so are fully up-to-date based on the last full month prior to this Board meeting.
 - b. 2020 Forecast- Revenue Shortfall- Carey clarified that we still expect to bill the M.D. for snow removal on the common areas, sweeping of sand and gravel from the streets in the Spring and for one cut of the berm, so compared to budget he has reduced the expected recovery from \$25k to \$15k, resulting in the \$10k reduction.
 - c. Restricted Capital Reserve account- Carey mentioned that his recommended target for the Capital account should be to have a minimum of \$300k in the account at all times. By the end of this year, we should be at \$296k which is very close to the target level.
 - d. Update on Cash Flows, Investment and Banking- The \$100k GIC was rolled over into a 15 month term (instead of the typical 12 month term) in order to obtain a better rate of interest.
 - e. Important to note that with our current operating bank balance of \$492k, less the anticipated operating expenses of \$197k for the balance of the year and transferring \$110k into our capital reserve account, the balance in our operating account at Y/E will be \$185k. Our anticipated operating expenses for the first 4 months of 2021 (Jan-Apr) are \$132k, so we have more than sufficient funds to cover those operating expenses until we receive the new year's influx of homeowners fees in February/March.
 - f. Commercial Liability Insurance:

Action: Carey will provide an update at the next Board meeting on the trend in insurance premiums and the results of his and Don's meeting with Toole Peet Insurance.

6. Sub-Committee Updates:

- a. Landscaping & Architectural Control Committee (Brent) – The recommendation was made that there be a reminder sent to all residents in the Spring regarding the requirement for Approval from the Board before undertaking any exterior home renovations or landscaping, including but not limited to any outside structures.
- b. Resident Communication (Jo) – The recommendation was made that references to the sub-committees of the Board be moved from the Home page to the Residents section. Further there should be inclusion of the Terms of Reference of each of the sub-committees and each committee lead's contact information.

Action: Don W. will work with Louise A. to make these changes.

7. New Business:

- a. Long standing tree issue- One of the residents has been requesting for several years that a tree that is on community property but is encroaching on his property be removed. The resident is willing to pay for the tree removal. Without wanting to set a precedent, the Board is willing to allow the removal to proceed provided that: a) the resident provides a qualified arborist's report confirming that the tree is negatively affecting their property and agrees in writing to pay for the removal and any associated costs.

Action: Don W. will confirm with the M.D. that there is no by-law that prohibits the removal of trees over a certain size.

- b. LAHPOA By-Laws:

Action: Paul will review the current by-laws to identify any sections which may include penalties which are unenforceable or no longer be applicable. The intent is not to remove the intent of those sections but only the offending clauses.

Meeting Adjourned: 8:43 p.m.

Next Board Meeting: Tuesday, November 17th, 2020 at 7:00 p.m. M.D.T