

Minutes of the LAHPOA Board of Directors Meeting

Wednesday, September 16th, 2020, 7:00 p.m. MDT

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

1. Call to Order- 7:00 p.m. Approval of Agenda- George & Carey
2. In Camera session- was held for the first ½ hour of the meeting. No minutes were taken of the session. Don Waldorf contract for 2021 was discussed. Don Waldorf not in attendance
3. Approval of Minutes, August 17th, 2020 Board Meeting- As circulated with the Agenda; Matt & Brent
4. Follow- up Actions: (Reference to minute items from Aug 17th meeting.)
 - 5 f) Boulevard trees- Will be covered under Community Manager's report below;
 - 5 g) GateWorks- Will be covered under Community Manager's report below;
 - 5 j),i) Community Manager's contract- Glenn & Carey have met with Don and the intent is to have a new contract finalized by September 30th, 2020.
 - 6 e) Carey researching cost overrun in landscaping- tabled to next Board meeting;
 - 6 f) Updated quotes on Upper Lake pathway and North Dock- tabled to next Board meeting.
5. Community Manager's Report: Don Waldorf- Accepted as presented, with the following additions/clarification:
 - a. Community Operations:
 - i. Water Quality- Due to COVID, the Province had stopped doing regular testing of the Lake water. So, the LAHPOA undertook to engage a 3rd party to conduct our testing at a cost of \$35.00 per week. The results from this testing have been excellent as we were consistently within Provincial guidelines.
 - ii. Lake top-up- As of September 16th, we had received ~10,000 m³ of the 12,000 m³ that we have ordered at an approximate cost of \$3700 so far. The cost of the remainder of 2,000 m³ is ~\$500.00 bringing the total to \$4200. We will continue to track the water level and temperature and determine by October if a further top up is required. If so, it could bring the total to 20,000 m³ or an additional 8,000 m³ at a further cost of ~\$2500.
 - iii. Correction to the number of Rainbow Trout delivered by Smoky Trout Farm- the number should read ~420 rather than the 750+ originally reported.
 - iv. Corix Utilities- The situation regarding personal wipes and disinfecting sheets collecting in the sanitary sewer system has improved in the last week. Due to past issues with the storm sewer backing up in parts of the community, this has implications for the insurance coverage to houses in the affected areas.

v. Residents' concerns:

1. One homeowner regularly poaching fish- The family involved has been identified and Don W. is taking the appropriate action to deal with this violation.
2. 5 km road running- A resident has expressed interest in having a 5 km road running club in the community. Don has requested additional information and is awaiting further details.
3. Grass trimming cutting on Sunday morning near a resident home at 8:00 am- Was a one-time occurrence by an over exuberant Divcon student worker. The matter has been dealt with and the student was reminded that no noise is permitted before 9:00 a.m. on the weekends.
4. Status of the dying trees- Don W. has talked to a representative from the MD; there has been some difficulty trying to set up a meeting due to COVID.

Action: Don W. will reach out to Larry Spilak to enlist his assistance in resolving this matter. One question will be to determine if the LAHPOA provides the replacement trees and labour will the MD reimburse us for the associated costs?

vi. Summer staff feedback forms:

1. Generally the feedback from staff was quite positive, with the two areas of concern being a) a supervisory issue which was dealt with, and b) the desire for more use of technology to eliminate some of the administrative processes and improve ease of record keeping, e.g. waivers, etc.
2. The staff were appreciative of the flexibility demonstrated in this COVID era and were very pleased to receive the \$500 retention bonus.

b. Divcon and PLNT Horticulture:

- i. Upper Lake pump- which has quit working in and around September 1 due to a suspected bearing problem. Given that the pump is only 4 years old, we are waiting for a recommendation on how best to proceed including the estimated cost of repairs, prior to proceeding with the work.

Action: The objective is to have the pump fixed this Fall while the ground is dry so that it is fully operational for next Spring.

- ii. GateWorks- Now that Divcon has assisted in moving the community security camera WiFi bridge to a higher location on the Lake House, this project is ~90% complete.

Action: Don W. to confirm by next Board Meeting that

- a) All of the documentation has down loaded from You Tube or obtained from the manufacturer; and
- b) The communication between the cameras and the Lake House is working effectively.
- c) Don will provide a demo of the system to any interested Board members prior to the October Board meeting.

- c. Capital Projects:
 - i. Don advised that Divcon will be on site when Meerkat starts work on the roof to confirm the best location for the disposal bin for the scrap material. This will ensure that none of the landscaped grounds are damaged in the process.
 - ii. **Action:** Don to confirm that the originally quoted price and quality of materials is unchanged from the original quote, prior to the contractor commencing the work. This work to be fully completed before the next board meeting.
 - d. Reintroduction of Heritage Lake Special Events- Proposal
 - i. The Board approved the proposal in principal in accordance with AHS guidelines for outside events only and with the following requests

Actions: i) Don W. to contact other community managers to see what they are doing re events- for information only;

ii) Don W. to send a memo to the community reminding them of safe practices on Halloween night;

iii) LAHPOA will have a costume parade for children 12 and under on Oct 31st beginning at 4:00 p.m. Details of this to be made available prior to October 1.
6. Treasurer's Report: Carey Donkervoort- Accepted as presented, with the following discussion: (References are to 2020 Budget & Revised Forecast line items.)
- a. Lake Water Top Up- may be \$2-3k less depending upon whether an October top up is required;
 - b. Landscaping- Carey to investigate overage per Action item above;
 - c. Repair & Maintenance- very hard to predict; forecast is based on best guesstimate with some repairs unknown. This underscores the importance of the Life Cycle study which enables us to plan for major repairs and component replacements.
 - d. Capital Reserve Account- Is forecast to grow by an additional \$61k due to the deferral of several projects to 2021. See also the Action item above to obtain a revised quote on the paving of the Upper Lake pathway and North Dock.
 - e. Update on Commercial Liability Insurance- Carey and Don are working on the Pre-Renewal Information Request survey to be completed in advance of the upcoming Dec 1st renewal.
7. Sub-Committee Updates:
- a. Landscaping & Architectural Control Committee (Brent) - There was discussion of the importance of the Board of maintaining community architectural standards on behalf of all homeowners. This has a direct impact on property values in the community. Some construction applications are a little grey, e.g. pergola with a metal roof vs an all-natural wood pergolas (which have been approved in the past). It was recommended to reach out to former Board members Louise Ascah and Heather Harris for their opinion in this area.

Action: Glenn to contact Louise and Heather about a possible meeting.

- b. Water Committee (Glenn) - only 1 committee meeting was held this summer.
- c. Resident Communication (Jo) - We reviewed the various communication vehicle used, e.g. Lake House sign, Facebook, Mailchimp email messages and the community Website.
Action: Jo to review the website for future discussions and recommendations. It was noted that Louise Ascah has volunteered to assist with maintaining/updating the Website.

Meeting Adjourned: 9:30 p.m.

Next Board Meeting: Wednesday, October 21, 2020 at 7:00 p.m. MDT