

## Minutes of the LAHPOA Board of Directors Meeting

Tuesday, November 17th, 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- 7:03 p.m. Approval of Agenda- Paul & George
2. Approval of Minutes, October 16, 2020 Board Meeting- As circulated with the Agenda; Jo & Matt, prior to which the following update was provided by Glenn:
  - a. Glenn had received and circulated to the Board a copy of the report from a resident's contractor regarding the tree in the green space encroaching on the resident's property. The resident had paid for the report himself and committed to paying for the removal of the offending tree and grinding down of the stump, if the Board would approve the removal of the tree. On the basis of these two undertakings, the Board unanimously approved the resident's request. Glenn will communicate our decision to the resident. Don W. confirmed that he had checked with the Municipality and there is no by-law preventing the removal of a tree in these circumstances.
3. Other follow- up Actions- referenced in the Oct 16<sup>th</sup> minutes:
  - Pt. 4.a.iv - Boulevard trees- Will be covered under Community Manager's report below;
  - Pt. 4.a.v- Centini Systems- single vendor- Don W. advises this is an item for future discussion, as our current alarm monitoring contract expires in June, 2021, so there is nothing to change right now.
  - Pt. 4.b.iv- Compressor suppliers- This item will be reviewed next Spring.
  - Pt. 4.c.i- Ground cover during roof repairs- Will be covered under Community Manager's report below;
  - Pt. 4.d.i- Possible night skating- level of interest- Per Don, this item is dependent upon the AHS guidelines regarding outdoor gatherings. Until the trend of COVID cases starts to decline, this item is on hold.
  - Pt. 6.b- Update to web site- Don has reached out to our website expert Michelle Galic for guidance on how to accomplish additions to the site. Target date for completion: Q1 2021.
  - Pt. 7- Update to By-Laws- Due to other priorities for this year, the review of the by-laws has been deferred to Q1 2021.
4. Community Manager's Report: Don Waldorf- Accepted as presented, with the following additions/clarification:
  - a. Community Operations:
    - i. Corix- Following the fire hydrant repairs, there is a hole that has not been filled in properly on Heritage Lake Drive, so Don is following up with Corix.

- ii. The “off leash” signage has not been shipped to Foothills County by the printer. Given that the ground is now frozen, these signs will not be installed until the Spring. In the meantime, Don will continue to send out reminders to the community regarding off leash policy.
    - iii. On the insurance renewal, correction to the premium increases- The Directors & Officers Liability coverage will increase ~ 1.46% and the Umbrella coverage is expected to increase ~15%.
    - iv. Outstanding annual fee payments; 2 of the residents- \$500 and \$564.10 expect to be paid this month. The third one with an outstanding balance of interest and legal fees (~\$1000) will be sent a final demand notice by our lawyers this month.
  - b. Capital Projects:
    - i. Don confirmed that the roof replacement has been completed; the only remaining item is the new gutter/facia replacement, which is expected to be done this week or next, depending upon the weather.
  - c. New Proposal: George proposed that we have our snow removal crew who maintain the Lower Lake also clean the Upper Lake and have the Fire Department flood the Upper Lake at the same time as they are doing the main lake.  
**Action:** The Board was supportive of this request. Don will investigate the logistics and identify any issues and incremental costs associated with this request and report his recommendations at the next Board meeting.
  - d. Larry Spilak’s Passing: The Board unanimously expressed their condolences on Larry’s passing and recognized his tremendous contribution to and support of the LAHPOA during his many years on Municipal Council.
5. Treasurer’s Report: Carey Donkervoort- Accepted as presented, with the following discussion:
- a. The latest Financials are for the 10 months completed to the end of October 2020 and forecast for the remaining 2 months of the year to provide a year-end projection compared to our original budget.
  - b. Last month’s report forecast a Net Operating Income for the year of \$40k, which has now been revised upward to \$74k. The increase of \$34k is due to:
 

i. Increase in Net Expense Savings due to COVID-19	\$1k
ii. Lake water top-up less than originally budgeted	\$9k
iii. Lake chemical monitoring/treatment- less needed	\$3k
iv. Bed maintenance- lower due to less needed	\$7k
v. Irrigation expense- pump failure- less than expected	\$5k
vi. Building maintenance & repairs- lower than expected	\$8k
vii. Snow removal – higher due to early winter in Oct	-\$2k
viii. Waste removal & utilities- lower than forecast	<u>\$2k</u>
Total (difference of \$1k due to rounding)	\$33k

- c. Restricted Capital Reserve:
    - i. New item added under Explanation of Changes, re pt.7- Interest Income on GICs was higher due to better rates by \$2k.
  - d. Budget Process for 2021:
    - i. Carey expects to have a Draft budget completed before the December Board meeting.
    - ii. He has already prepared a draft of the Operating Budget and requires input from the Life Cycle committee on the proposed capital expenditures for next year.
    - iii. **Action:** Paul will convene a Zoom meeting for the LCS Committee for the week of November 23<sup>rd</sup>.
      - 1. Carey's objective is to retain a \$300k balance in the Capital Reserve account and fund each year's expenditures, to the extent possible, from the Capital Reserve portion of the homeowners' fees collected each year.
6. Sub-Committee Updates:
- a. Architectural Controls- There has been one minor application (for a yard shed) which was handled without issue.
  - b. Web site and community communication- Regarding adds to the website- dealt with in comments above.
  - c. Life Cycle Study committee- See comments in 6.d above.
7. New Business:
- a. None

Meeting Adjourned: 8:09 p.m.

**Next Board Meeting:** Tuesday, December 15th, 2020 at 7:00 p.m. M.D.T via ZOOM.