

# The Lake at Heritage Pointe Owners Association

1. **CALL TO ORDER** – August 19, 2010 at 6:45 pm
2. **ATTENDANCE & QUORUM** – Attended by Ted Ostrowski, Collin Marx, Bill Ostare, and Mike Kwaitkowski. Quorum was confirmed.
3. **APPROVAL OF AGENDA** – Motion to approve the agenda made by Bill and seconded by Collin.
4. **APPROVAL OF MINUTES** – The minutes for the Board of Directors meeting held on July 13, 2010 were approved. Motion by Collin and seconded by Mike.
5. **REORGANIZATION OF THE BOARD OF DIRECTORS** – The Board reviewed the resignation of Greg Brown from the Board effective July 14, 2010 as President and Director. The Board accepts this resignation with regret. The Board publically recognizes the great effort Greg put into the reorganization of the Association and to address outstanding issues and thanks him for his contribution. Elisabeth Brown resigned as a member of the Communication Committee (website, newsletters, community communication). Special thanks are also made to Elisabeth for her contribution of many volunteer hours. A letter of recognition will be sent to Greg, Elisabeth and past Board member Elaine Ironside. **Action required by Ted.**

**5.1 Reassignments of Officer Positions** - The resignations of Greg Brown and Elaine Ironside have created vacancies in the positions of President and Secretary and no communication committee. Motion was made to elect Ted as President of the Board, nominated by Collin and seconded by Bill. Motion was also made to elect Bill as Secretary, nominated by Collin and seconded by Ted. Voting was unanimously passed.

## **6.0 FINANCIAL REPORT** – Provided by Barb

### **6.1 Year to Date Financial Report**

**6.1.1 Forecast to Budget** - The actual expenditure exceeds the forecast by \$10,000.

**6.1.2 Year to Date** – The July year to date financial statement was presented and reviewed.

**6.1.3 Year End** – The projected expenditure profile versus income forecast to year end was reviewed. There is little expectation that there will be a surplus in operating cash. The target for now to the end of the year will be to continue to tightly control all costs. While the preliminary budget of November, 2010 projected a deficit of approximately \$60,000 our objective is to arrive at a balanced budget by year end. This projection assumes that all Association fees will be paid by year end.

**6.1.4 Resident Fees** - Still 28 residences that have not paid the Association fees. The Board feels that it must start to take stronger action to enforce payment. Agreed to take legal action on one residence that is in serious arrears. Motion made to place a caveat on one specific residence and defer a decision on the remaining residences until the next meeting. Motion made by Collin and seconded by Bill. **Action required by Mike.** The Board also decided that community access cards will be deactivated for all residences that are currently in arrears. Exemption will be made to those residences that are currently in

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discussion with the Lake House Administrator and Accountant. **Action required by Kristine.**

## 7.0 COMMUNITY OFFICE ADMINISTRATION UPDATE – Provided by Kristine

**7.1.** Office construction and Wolf Pak Software to be deferred to the next meeting. There was discussion on the current resident complaints regarding RV/trailer parking/signs/landscaping not complying with LAHPOA bylaws and regulations. A form letter outlining non-compliance will be drafted and sent to those residences identified. **Action required by Kristine and Mike.**

**7.2** The garbage contract expires in October. Mike offered to review the current contract with Kristine and consider a recommendation for renewal as is or with recycle. This is a time sensitive task. **Action required by Kristine and Mike.** Needs to be discussed further at the September Board meeting.

**7.3** There was a brief discussion on the North Dock concerns and the follow up needed. A series of steps to enhance the security of the area was reviewed, such as an overhead light and security checks on weekends. Board members agree that this problem needs closure. A number of security firms have been evaluated by Elisabeth and found to be too expensive or unreliable in practice. Need to reevaluate in spring 2011 in concert with DRB parking lot requirements. Party activity might increase next month with school starting up. New signage in place. **Action required by Bill.**

## 8.0 MAINTENANCE UPDATE –Provided by Jason

Irrigation- there has been one major break in a main and numerous small breaks within zones. The Irritrol rotors in phase 7 have been experienced very high failure rate (up to 75%). The rest of the system has required extensive tuning and adjustment. It is recommended that we replace the main irrigation pump that is not performing/failing. Approximate cost is \$8,000 dependant on installation time. The board suggested to Jason to get one more quote for pump replacement. **Action required by Jason.** Motion to start the process of replacement made by Bill and seconded by Collin. We will work with the system for the rest of this year but corrections will have to be done before the next season.

## 9.0 LANDSCAPE COMMITTEE UPDATES –Provided by Kristine

100 Isle – sent to Developer June 20, 2010

128 Isle – sent to Developer July 16, 2010

44 Blvd – Build Fence, conditionally approved by the landscape committee

172 Isle - Playhouse, approved by the landscape committee

143 Drive – Deck, sent to the landscape committee

**10.0 WATER AERATION** – A meeting has been scheduled with Pure Elements to review further details from their report concerning the need for aeration in the main lake. Ted and Collin to attend and report back to the Board in September meeting. **Action by Ted and Collin.** The Board has received a August 18, 2010 letter from Pure elements who has taken further oxygen

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measurements in our lake. On July 13<sup>th</sup> we reported that the oxygen levels at that time were 7.25 mg/L . As anticipated measurements taken later in the season and deeper will give indication of the lakes average oxygen levels. At 4.5 m depth the average oxygen levels were 5.0 mg/L and would be lower (worse) then this at deeper 9.0 m levels. With the addition of a aeration system it is possible for our Lake to absorb over double that level of oxygen to 11.2 mg/L. The higher the oxygen levels the more healthy the lake. The Board is unanimous that action is required and that the lake needs additional irrigation purchased. We have now received competitive quotations (2 options) with finance terms which would not deplete the reserve. Since this system would be an additional asset and because of magnitude of the cost the decision to proceed may have to be approved by the residents. Discuss further at September meeting and report on discussion during August meeting with Pure Elements by Ted & Collin.

**11.0 WATER LICENSE ISSUE** – A meeting will be re-scheduled with the developer in September to present the water needs of the Association, both irrigation and domestic. The report by our consultant will be the basis of the Board’s position. This “white paper” report determined that we require 129,000 m<sup>3</sup>/year for our communities irrigations needs and the report has been registered with our community lawyer and the Alberta Environment (AE). Collin has offered to set up this meeting. **Action required by Collin.** This will be an information sharing meeting only and no decisions will be made at that time. A draft AE water license letter has been designed upon request by the board but is on hold as seen as not urgent. This board is not intending on separating licenses although we need to negotiate an agreement between LAHPOA and the developer and inform the AE. Any agreements with HPLD needs to go before the membership for review. Bill motioned to start negotiations with HPLD. Seconded by Mike.

## **12.0 NEW BUSINESS**

**12.1 Annual General Meeting** – The AGM had previously been set for Nov 17 although this date needs to change. The proposed date is now either late October (after Thanksgiving week) or early November (first week) to ensure that there are sufficient Board members available, based on vacation schedules. Board members to advise Ted of their availability for this time frame. Ted will prepare a draft of the proposed resolutions to be presented and send to the Board members for their input. **Action required by Ted.** Collin to start a nomination list for the next Board of Directors. **Action required by Collin.**

**13.0 NEXT MEETING** – September 15 or 16, 2010.

**14.0 ADJOURNMENT** – Meeting adjourned at 9:20 pm. Motion to adjourn by Ted and seconded by Bill.