

THE LAKE AT HERITAGE POINTE OWNERS ASSOCIATION
MINUTES OF THE BOARD OF DIRECTORS MEETING
Tuesday, December 01, 2009

1. CALL TO ORDER

Interim Chairperson, Brian Lilley, called the meeting to order at 7:05 p.m.

2. ATTENDANCE and QUORUM

In attendance: Board members Greg Brown, Michele Fercho-Wilmoth, Tom Gear, Elaine Ironside, Bill Ostare, Ted Ostrowski and Peter Grant plus Brian Lilley from CRESI,

With seven of seven members in attendance, a quorum was confirmed and the meeting was declared duly constituted.

3. SPECIAL BUSINESS

3.1 Election of Officers

At Ted Ostrowski's request as to the duties of the Officers, the members were referred to the relevant Article 4.04 of the Association's By-Laws, which gave a brief description of the roles and duties of the Officers. Elaine Ironside also circulated some descriptive information that she had received from another CRESI source including a document regarding Board Development produced by the Alberta Government plus another piece regarding Officers and Committee's Roles & Responsibilities. Brian Lilley indicated that he might have similar or additional such information on file, which he would research and provide to the Board for customization and adoption by the Association's Board.

Pursuant to Articles 4.01(h) and 4.04 of the Association's By-Laws, the Chairperson called for the election of Officers. The following eligible members were duly nominated and elected by acclamation:

Greg Brown – President

Tom Gear – Vice President

Ted Ostrowski – Treasurer

Both Elaine Ironside and Michele Fercho-Wilmoth were duly nominated for the position of Secretary. In an election by confidential ballot counted by the Chairperson, Elaine Ironside was elected Secretary.

3.2 As the newly elected President of the Association, the chair was turned over to Greg Brown.

3.3 Board Orientation

Greg Brown opened the discussion with a suggestion that the Board needed to decide what it wanted to be and what kind of community it wanted the Lake at Heritage Pointe to be. In order to do this, the Board needed to develop a long-term plan. Board members agreed that a structured environment with clear direction, goals and objectives was required to move ahead. Communication was essential to developing a sense of community and to encourage the engagement of residents. Community activities and events drive mission goals and values; and are integral ingredients in the creation of a positive atmosphere and sense of community. It was essential to promote, recognize and reward people for their efforts.

It was felt that Roberts Rule of Orders should be the standard for the conduct of Board Meetings, and that clearly defined rules of conduct and communication were required to deal with Board issues plus appropriate processes to address internal disagreements. It was agreed that Ted Ostrowski and Michele Fercho-Wilmoth would work on developing processes and procedures for the Board including rules of conduct and communication.

There was an expressed sentiment that the members needed to feel comfortable with each other to move forward.

Greg Brown indicated that Colin Marx was prepared to work on the Association's By-Laws.

Greg Brown asked the Board members to bring back to the next meeting suggestions for a Mission Statement including values plus strategic goals and objectives.

3.4 2010 Annual General Meeting

Moved by Greg Brown and seconded by Elaine Ironside that in accordance with Article 3.01 of the Association's, the 2010 Annual General Meeting be held on a suitable date in November 2010.

All in favour. The chairperson declared the motion carried by a unanimous show of hands vote.

3.5 Resignation of the Facility Manager

The Board accepted with thanks and regret the resignation of the Facility Manager, Lou Nagy-Gyorgy, with his last day of work being December 17, 2009. Efforts by Greg Brown and Michele Fercho-Wilmoth to convince him to stay on had not been successful.

The Board reviewed the current job description for the Facility Manager, and felt that it needed time to strategize and determine the future needs of the Association and the Community before making a decision on a replacement. The immediate priority needs of the Association were deemed to be (1) the staffing of the Beach Club, and (2) snow removal including the development and maintenance of the lake rinks; and these might best be handled on an interim contract basis.

Brian Lilley was asked to secure three quotes from contractors for snow removal within the community, while keeping an eye out locally for a qualified individual who might utilize the Association's tractor for ice rinks set up/maintenance and beach club snow removal. Advertising the position in the local Okotoks Western Wheel was an option to be explored. Bill Ostare indicated that he had contacts with snow removal contractors and would refer them to Brian Lilley for follow up.

Brian Lilley noted one of the current Beach Club staff had worked at the facility for the past 4 years, was a local resident and was very familiar with all administrative aspects. Depending upon the Board's decision-making timeframe, she might be a practical option as an interim Facility Administrator for a couple of months. Brian Lilley advised that he would talk to her about her availability and interest, and report back to the Board before advertising the position.

4. APPROVAL OF AGENDA

Moved by Michele Fercho-Wilmoth and seconded by Ted Ostrowski that the agenda be approved as presented with the exception that item No. 7 be moved ahead to the No 5. spot with all items renumbered accordingly.

All in favour. The chairperson declared the motion carried by a unanimous show of hands vote.

It was also agreed that any agenda items not addressed at the current meeting would be carried over to the next meeting.

5. IN CAMERA SESSION - RECONCILIATION

The meeting moved into an "in camera session" at 8:40 p.m.

11. NEXT MEETING: December 16, 2009 at 5:00 p.m. in the Beach Clubhouse

12. ADJOURNMENT: Greg Brown motioned for the meeting to adjourn. Seconded and carried at 9:50 p.m.