

Minutes – April 12, 2021 Board Meeting

Condominium Corporation No. 882 0814 www.birchwoodcountrycondo.com

(Draft for review & approval at the May 10, 2021 Board Meeting)

Attending: Greg Jansen; Bev Baltesson; Meagan McAleese; Lyle Banack; Kevin Souther; & Crystal Heck, (Accountant/Recording Secretary). Invited owner; Frazer House, Lot 60

Agenda

Greg Jansen called the meeting to order at 7:02 p.m. virtually via Zoom.

Water Upgrade Update

Frazer House, Lot 60 provided an update on the status of the water upgrade project.

Willow Ridge Wellhouse - project is approximately 97% complete. The remaining work will require a water disruption to all owners in the area. Work remaining includes, installing flow restrictors, replacing the pressure tank, clean the existing tank, replace a leaky gasket and adjust upper and lower floats.

Frazer identified that the west well pump may need to be replaced with a smaller pump. The east well pump is capable of pumping 17 gallons per minute and the west well pump is capable of pumping 30 gallons per minute and could cause overflowing the tanks. Adjusting the upper and lower floats may resolve the issue and the west well pump may not need to be replaced. The wellhouse will be monitored to observe water usage and flow. Frazer will need four volunteers to monitor the wellhouse over a 24-hour period.

Greg Jansen questioned if there is a concern that a smaller pump will have to work harder than the larger pump. Frazer House explained that this style of pump is meant to run continuously and there should be no hardship to the pump if it works more frequently. Kevin Souther asked about choking back the larger pump, Frazer advised that had already been attempted.

Bev Baltesson questioned if we replaced the pump, would we have to have an engineer involved. After some discussion, Greg Jansen suggested that it would be in the best interest to change the west well pump to a smaller pump. Lyle Banack asked if Frazer could provide the directors with a cost to replace the pump.

Aspen Grove Wellhouse - this project is approximately 99% complete. The system has been tested and it was discovered that there was a small leak on the outflow. The floats will also need to be adjusted to ensure the tanks do not overflow. During the previous water shutdown, it was discovered that the bladder in the pressure tank is blown and the pressure tank should be replaced.

Motion: Lyle Banack moved to purchase two pressure tanks for the Aspen Grove wellhouse, one tank for replacement of the current tank and one tank for a spare. Seconded by Kevin Souther. **Carried Unanimously**

Frazer House will arrange for the two tanks to be ordered and installed by plumbing contractor, Bald Eagle Plumbing.

The above repair, adjustment and tank replacement will require a water shutdown. The length and date of shutdown to be determined.

Cedar Glen Wellhouse - This wellhouse is scheduled to be worked on April 13, 2021 from 8 a.m. to 8 p.m. The wellhouse requires all the piping be replaced. The building contractor will also be on site to install drywall and other necessary carpentry work. Work to repair the floor of the wellhouse will be completed at a future date.

Water Report

Rod Yakubow provided the February and March 2021 reports prior to the meeting.

The water report for the month of February 2021 is as follows:

6 Aspen Grove – 18,822 gals
2 Cedar Glen – 10,347 gal
3 & # 4 Willow Ridge – 75,035 gals

TOTAL FOR ALL WELLS – 104,204 gals
Chlorine Used 11.25 gals

The water report for the month of March 2021 is as follows:

6 Aspen Grove – 23,656 gals
2 Cedar Glen – 11,922 gal
3 & # 4 Willow Ridge – 97,967 gals

TOTAL FOR ALL WELLS – 133,545 gals
Chlorine Used 11.75 gals

Approval of Previous Minutes

Minutes of the March 1, 2021 meeting were previously circulated.

Motion: Lyle Banack moved that the minutes be accepted as presented. Meagan McAleese seconded the motion. **Carried Unanimously**

Financial Report

Crystal Heck provided financial statements for February and March 2021 via email prior to the meeting for the directors to review. Lyle Banack inquired about the tower rental. Bev Baltesson explained that the Corporation is paid \$200.00 monthly to cover costs of electricity and \$1,200.00 annually. The annual payment is received on May 1st.

Bev Baltesson provided the report on the accounts receivable balance. The arrears balance is currently at \$19,762. Arrears relating to the Special Levy are \$10,176 and

approximately \$2,000.00 in interest and surcharge fees. Condo yearly assessment fee arrears are approximately \$7,000.

We currently have one lot being handled with the Corporation's lawyer. We are working with 2 lot owners to get their arrears up to date. We have postdated cheques for the special levy fee for 3 owners. There are currently 3 lots that will need further action as the owners have not made any contact or attempt at clearing up the arrears.

Bev Baltesson reminded the board members that any items identified in the Action Register or Reserve Fund should proceed as soon as possible as the funds have been allotted for in the budget and are available.

Discussion identified the following projects to be completed before June 30, 2021.

- Replace roof on old Willow Ridge Wellhouse (identified in Reserve Fund Study) – Kevin Souther to action.
- Replace siding on Willow Ridge & Aspen Grove Wellhouses – Kevin Souther to action.
- Replace wooden electrical boxes with new metal boxes (ongoing Action Item) – Kevin Souther to action.
- Aspen Grove Wellhouse flooding (Action Item) – Kevin Souther to action.
- Sand/Grit Box on Hill (Action Item) – Lyle Banack to action.

Site Services

Kevin Souther and Meagan McAleese advised that there is no new information to report.

Brazeau County Liaison

Lyle Banack advised that there is no new information to report.

Old Business

Action items as per list

- Community Lot signs and Corner markers – The County has ordered the signs. Lyle Banack advised that he will work with a contractor or employees hired to install the sign posts and signs. Bev Baltesson advised that we likely need to have facilities located through Alberta One Call. Kevin Souther advised that ground disturbance greater than one foot requires an Alberta One Call ticket.
- Electrical boxes – Kevin Souther will check with Jerry Wells to see if there are any that need replacing this year.
- CC Valve and Water Hydrant Locations – Bev Baltesson has a list of the lots that we do not have pictures of the cc valves. Bev Baltesson will check with Rod Yakubow to arrange for the pictures to be taken.
- Lead Management Plan for Water – Kevin Souther and Meagan McAleese will have this completed before the September 2021 deadline.

- Owner Communication and internet – Internet has been installed at the centre and the new laptop has been received. Files have to be transferred from the old laptop to the new laptop. Bev Baltesson advised that two people in the neighborhood expressed interest in the administration role. Bev Baltesson will contact the applicants to discuss the scope of work.
- Lights at TWP road 494 entrance –. Nothing new to report.
- Water Upgrade Project – In progress as noted above.
- Aspen Grove Wellhouse Flooding – Kevin Souther has started working on putting in a drain to help alleviate the flooding in the rainy season. Kevin indicated that he would need to hire a Hydro Vac contractor to complete the work.
- Contractor review

Grass Maintenance: Bev Baltesson advised that we received interest from three applicants for the Grass Maintenance position. Two applicants were owners and the third works out of Drayton Valley. One of the interested owners withdrew his interest after the April 5th deadline. Discussion was held regarding the remaining two applicants.

Motion: Lyle Banack moved to offer Paul Mah the Grass Maintenance contract effective May 1, 2021. Kevin Souther seconded the motion.

Carried Unanimously

Kevin Souther and Bev Baltesson will set up a meeting with Paul Mah to review, revise and sign an agreement.

Site Services and Kubota: Bruce Swanston (Primary Contractor) and Larry Kuzio (Back-Up Contractor) have agreed to continue in their positions.

Water Services: Bev Baltesson indicated that the Corporation has received a resume from an owner who may be interested in this position that will be vacant December 31, 2021. The owner has the necessary training required for the position. The owner has expressed interest in riding along with our current Water Services contractor, Rod Yakubow, to view the facilities and to discuss job requirements.

Accounting: Discussion regarding this contract was moved to the end of the meeting to allow Crystal Heck to sign off from the Zoom meeting due to conflict of interest. Crystal Heck left the Zoom meeting at 8:30 p.m. Bev Baltesson provided the Directors a copy of the revised Accounting Services Contract prior to the meeting. Brief discussion was held.

Motion: Bev Baltesson moved to award Crystal Heck's Accounting Service Inc the Accounting Services Contract as revised April 1, 2021. Meagan McAleese seconded the motion.

Carried Unanimously

- 2021 AGM and Budget meeting – Discussion was held resulting in agreement that the Board could not plan or confirm a date for the 2021 Annual General

Meeting due to the current situation and restrictions surrounding COVID-19. On hold until the next Board of Director meeting.

- Reserve Fund Study - Meagan McAleese contacted Keystone Field Engineering Inc for the purpose of obtaining a quote for updating the 2017 Reserve Fund Study. Keystone Engineering no longer provides this service, however, did provide contact information for Karrie Jones, C. Tech. who completed the 2017 study. Prior to the meeting, Meagan provided the Directors a quote from Karrie Jones, C. Tech. & Director of Archi Worx Consulting Inc to upgrade/revise the 2017 Reserve Fund Study in accordance with the current Condominium Property Act. Discussions were held.

Motion: Lyle Banack moved to accept the March 31, 2021 quote from Archi Worx Consulting Inc to upgrade/revise the 2017 Reserve Fund Study in accordance with the current Condominium Property Act. Seconded by Meagan McAleese.

Carried Unanimously

Meagan McAleese will contact Karrie Jones to confirm the quote is accepted and request invoice for the commencement fee. Meagan will also advise Karrie that work on the study should not start until the three water wellhouse upgrades are near completion, probably sometime in May of 2021.

- Sand/Grit Box on Hill - Lyle Banack will work on this project over the summer 2021 so that it can be in place before winter 2021.
- Non-compliance letter – Letter of Non-Compliance sent to owner with May 15, 2021 deadline to bring lot into compliance. Item Closed

New Business

No new business.

New owners

No new owners to report.

Correspondence for Review and filing

Alberta Health Services – Food Handling Permit (Nelson Brothers required for water for flushing wellhouses)

Letter to Owners x 3

Title x 6

Brazeau Development Permit x 1

Arrears Notice x 14

Letter to Mortgage Holder x 5

Motions By Email:

April 3, 2021

Motion: Bev Baltesson moved that the Board of Directors meeting scheduled for April 12, 2021 at 7 p.m. be moved from the Birchwood Center to a virtual Zoom meeting due to COVID-19 restrictions. Seconded by Meagan McAleese.

Carried Unanimously

Adjournment

Meeting adjourned at 8:36 p.m.

The next meeting will be held on May 10, 2021 at 7:00 p.m. at Birchwood Center. If COVID-19 restrictions are still in place on May 10th, the meeting will be held via Zoom invite.