

Minutes – August 30, 2021 Board Meeting

Condominium Corporation No. 882 0814 **www.birchwoodcountrycondo.com**

(Draft for review & approval at the September 27, 2021, Board Meeting)

Attending: Greg Jansen; Bev Baltesson; Kevin Souther; and Crystal Heck, (Accountant/Recording Secretary). Meagan Krahn and Lyle Banack attended via Zoom.

Owners attending: Clarence Wastle – Lot 84, Paul Mah – Lot 154, Jerry & Jan Wells – Lot 99, and Bruce Swanston – Lot 90

Agenda

Greg Jansen called the meeting to order at 7:00 p.m.

Approval of Previous Minutes

Minutes of the July 26, 2021, meeting were previously circulated.

Motion: Lyle Banack moved that the minutes be accepted as presented; Meagan Krahn seconded the motion. **Carried unanimously**

Financial Report

Crystal Heck provided the financial statements for June 2021. Lyle Banack asked about the interest reported on the financial statements compared to the budgeted interest. Crystal Heck explained that most of the interest income was due to late fees charged on overdue accounts. Crystal also advised that if the Board would like to see the interest and late fees separated that could be done. Lyle indicated that was not necessary and his question was answered.

Crystal Heck reported that the July 2020 – June 2021 files have been sent to the auditor. Crystal will contact the auditor to ask if there is any chance of completing the audit in time to send to owners for the scheduled AGM on October 2nd.

Bev Baltesson reported that we have received payments for 151 out of 171 lots for the July to December 2021 assessment. The total arrears are approximately \$11,000.00 which includes \$3,276.00 in overdue water levy fees and the remaining amounts due are for monthly assessment fees and interest on overdue assessment and water levy fees.

Bev Baltesson advised that Crystal had discovered that the bank had made some errors over the last couple of months. Bev has sent a letter to the branch manager asking for some reimbursement for the time Crystal spent finding the errors and going to the bank to have the errors corrected.

Secretary Report

Bev Baltesson advised that work has been assigned to our Administration Assistant, including updating the owners list to include email addresses, calling owners to advise of a disruption in water services, etc.

Site Services

Kevin Souther reported that several projects are in progress or will be scheduled to be completed by the end of this year. Updates for these projects is shown in the Old Business section of the minutes.

Paul Mah reported that he has not had to mow much in the last couple of months due to the dry weather. Paul advised that he has completed maintenance on an owner property as requested by the Board.

Paul requested that Kevin contact Vicky at Crystal Glass to arrange for the window repair and replacement which was approved at the previous Board meeting.

Brazeau County Liaison

Lyle Banack advised that he discussed the possibility of some assistance from the County for our Water Services. Lyle will investigate further should it be determined that we need additional assistance.

Lyle has extended an invitation for the Brazeau County Reeve and Councilor to attend our Annual General Meeting on October 2, 2021.

Lyle advised that he discussed with the County the possibility of a new product for dust control that was tried by the county in a few different locations. The County has reviewed the trial results and found the cost of this new product was more expensive in the long run than even pavement, so this product is not advised. The County recommend we either continue with the current applications every one to two years, or pave the roads.

Water Report

Jerry Wells advised that he has been working to perform and execute all work identified in the Water Services Contractor contract as our current contractor is unable to perform the work.

Jerry also advised that Russ Smith has expressed interest in the Water Services Contractor position and has been riding with him while he does his daily rounds and testing since August 23, 2021.

Kevin Souther advised that the repairs and revisions to the Cedar Glen well house, including installing a shutoff valve, replacing a faulty pressure switch, and replacing a pressure tank were completed in August.

Old Business

Action items as per list

- Electrical boxes – Jerry Wells has new boxes and will arrange to install. No additional boxes will be ordered at this time.

- CC Valve and Water Hydrant Locations – Bev Baltesson advised that there is still one loop in Willow Ridge that needs to have the photos taken.
- Lead Management Plan for Water – Bev Baltesson advised that the bottles required for testing have been received. Bev also advised that no owners volunteered to have their water tested in the program. A random list of lots was created and Bev will contact owners to ensure we have 10 owners who agree to this testing. Only homes in all three well house areas will be considered for testing, no recreational vehicles, garages, etc. will be considered. Bev will ensure consent forms are created for all homes tested. Meagan Krahn and Jerry Wells will co-ordinate testing for Monday, September 6th. Jerry will ensure water samples collected are delivered to Element on Tuesday, September 7th.
- Lights at TWP road 494 entrance – Currently on hold.
- Water Upgrade Project – Kevin Souther advised that Bald Eagle will be doing the necessary revisions in the Willow Ridge well house. Kevin has not been advised when this work will be completed.
- Aspen Grove Wellhouse Flooding - Kevin Souther asked Meagan Krahn to drop off the weeping tile by the wellhouse that she was going to donate. Kevin will determine if it will be long enough to use or if he will need to purchase a longer length.
- Sand/Grit Boxes on Hills – Lyle Banack advised this has been completed.
- Reserve Fund Study – Meagan Krahn has reached out to the engineer with a couple of emails but hasn't received a response to date. Meagan will call the engineer to get an update.
- Willow Ridge Wellhouse Shingles and Willow Ridge and Aspen Grove Siding – Kevin Souther advised that Core Concrete & Construction will be able to complete this work this fall.
- Security Gate repair – Kevin Souther and Bruce Swanston advised that the contractor has received parts for the gate and will be on site in the following week to, hopefully, complete the repair.
- Tree trimming and removal – Kevin Souther advised that Paul Mah and Bruce Swanston have identified several trees that need to be removed in the area. Kevin will get quotes for this work and provide to Directors for approval.
- Install air intake in Willow Ridge – Jerry Wells advised that he was able to install an air intake vent. Kevin Souther indicated that Bald Eagle will be doing some additional work on this venting when they are on site to complete the Willow Ridge well house revision.

- Grass maintenance, non-compliance lots – Kevin Souther and Paul Mah advised that lots that were identified and notified of non-compliance have been actioned. This item has been completed.

Greg Jansen closed this portion of meeting and the owners in attendance were dismissed. Jerry and Jan Wells were asked to remain at the meeting to further discuss the Water Services Contractor position.

Water Services Contractor Position

With the news that our current Water Services Contractor is unable to provide any services for August 2021 and in the future, discussion was held regarding a replacement. Bev Baltesson provided an explanation of how the Water Services Contractor and the Water Services Backup Contractor were paid for their services. Lyle Banack suggested that Jerry Wells be removed as the Water Services Contractor – Backup and be awarded the Water Services Contractor immediately.

Motion: Lyle Banack moved to award Jerry Wells the Water Services Contractor contract effective August 1, 2021. Meagan Krahn seconded the motion.

Carried. 4 in favor & 1 abstainer

As a result of this motion, Jerry Wells will no longer be under contract as the Water Services Backup Contractor. The Water Services Contractor contract for Jerry Wells was signed and filed.

Jerry Wells, with the assistance of Jan Wells, have ensured that all monthly online and other documentation is completed as required. They are also working with Alberta Environment and the Government of Alberta to ensure all certification, training and testing is in place and completed.

Bev Baltesson advised that we were previously advised that the training certification to Level 1 was inaccurate. Bev advised that, just prior to the meeting, the corporation was advised that certification to Small Water Systems is all that is required for our community. Both our current Water Services contractors are certified to this level and any future Water Services contractors will need to be certified to this level.

Jan Wells advised that her and Jerry are working on a procedure manual for future reference and use. Jan has requested that, where possible, documentation and email notifications be sent to mail@birchwoodcountrycondo.com instead of the Water Contractor's email address to ensure that the corporation is notified of all communications.

Jan and Jerry have determined that additional testing and reporting may be required in the future once the water upgrade project is completed. Bev Baltesson advised that Pat Fisher is to assist the Water Services contractors with these additional testing and reporting requirements. It was identified that this additional work may increase the hours required for the water contractor to perform daily/weekly and monthly tasks.

Greg Jansen along with the Directors, thanked Jerry and Jan Wells for the time and effort they both have spent over the last month regarding water testing, reporting and

certification.

Jerry and Jan Wells were excused from the meeting.

Kevin Souther, Bev Baltesson, and Greg Jansen reported that meetings were completed with two owners that have expressed interest in the Water Services contractor position. Recommendations from these meetings were to offer Russ Smith the Water Services Contract and that Small Water Systems training would be offered to both.

After some discussion, it was agreed that some revisions should be made to the current Water Services contract. Bev Baltesson will send the current contract to all Directors for their input by September 2nd. Bev will revise and resend the contract for approval of all Directors. Once the revised contract is approved, it will be offered to Russ Smith. Motions to approve the revised contract and offer the revised contract to Russ will be carried out through email. Kevin, Bev, and Greg will arrange a meeting to offer Russ the contract once it has been revised and approved.

Television & PA System

Lyle Banack advised that he researched electronic equipment adequate for use in hosting virtual meetings. Lyle recommended a 75" television, TV stand, wired microphone and speaker and 4 wireless microphones. Lyle advised that cost would be approximately \$2,000.00 and, if approved, could be on site within a couple of weeks.

Motion: Kevin Souther moved that Lyle Banack purchase adequate electronics including a television and PA System to be used for virtual meetings. Meagan Krahn seconded the motion. **Carried unanimously**

New Business

Bev Baltesson questioned if a reminder notification for the Annual General Meeting scheduled for Saturday, October 2, 2021, should be sent to all owners. It was discussed and agreed that a reminder should be sent out.

Lyle Banack suggested that a copy of the Agenda could be resent, and possibly, a copy of the 2020-2021 Audited Financials could also be included if they are available. Crystal Heck will check on the status of the financials currently in progress with the auditor.

Bev advised that no owners have requested a link to attend the Annual General Meeting. Bev will create a Zoom link for the meeting in the event any owners wish to attend virtually.

Bev advised that, it seems virtual meetings will most likely continue in the future, and we should change our subscription from monthly to yearly as it would be slightly cheaper. Also, a yearly subscription would only need to be reimbursed once, instead of monthly.

Bev Baltesson will arrange to prepare a mailout that will include a copy of the Agenda with a link to the Zoom meeting, 2020-2021 Audited Financial, if available and covering letter which will include the reminder that there are six director positions available.

New owners

Lots 152, 76, 22, 151 and 97. No Welcome Packages were sent out in August.

Correspondence for Review and filing

Arrears Notice x 23

Application to Rent Birchwood Center x 1

Grass Maintenance for Non-Compliant lots x 2

Owner correspondence x 4

Audit Engagement Letter – Heather Zeniuk Professional Corp

Adjournment

Meeting adjourned at 8:46 p.m.

The next meeting is scheduled at the Birchwood Centre on Monday, September 27, 2021, at 7pm at the Birchwood Centre.