

Minutes – December 6, 2021 Board Meeting

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

(Draft for review & approval at the January 24, 2022, Board Meeting)

Attending: Greg Jansen; Bev Baltesson; Lyle Banack; Kevin Souther; and Crystal Heck, (Accountant/Recording Secretary). Meagan McAleese and John Zyda were available via Zoom. Betty McCabe was absent.

Bev Baltesson did meet briefly with Betty; however, no further update was available on attendance or participation in Board meetings or business. Greg Jansen will contact Betty for an update.

Contractors attending: Jerry Wells, Lot 99 and Russ Smith, Lot 101 attended as Water Services contractors and Bruce Swanston, Lot 90 attended as Site Services contractor.

Agenda

Greg Jansen called the meeting to order at 7:01 p.m.

Water Services

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

6 Aspen Grove – 21,528 gals
2 Cedar Glen – 18,495 gal
#3 & # 4 Willow Ridge – 81,505 gals
TOTAL FOR ALL WELLS – 121,528 gals
Chlorine Used 9 gallons

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

6 Aspen Grove – 20,236 gals
2 Cedar Glen – 12,228 gal
#3 & # 4 Willow Ridge – 79,040 gals
TOTAL FOR ALL WELLS – 111,504 gals
Chlorine Used 8 gallons

Russ Smith reported that both months showed normal operations. Jerry Wells did not have any information to add. Greg Jansen reported that he has not received information from Pat Fisher regarding the next step in finalizing the water upgrade project. Greg Jansen will contact him again so that the testing can be finalized, and the project completed with Alberta Environment.

Site Services

Bruce Swanston, Lot 90 reported that snow removal was going well but dealing with the freezing rain and icy roads can be a challenge. Greg Jansen explained that the Board did receive an inquiry about using the Kubota for snow clearing on owner property. Bruce confirmed that he did pull an owner out of a private driveway while he was in the area maintaining the common property. Bruce Swanston reported that it was a one-time incident as he was helping another owner who was stuck near the private driveway.

There was an electrical break and loss of power between Lots 35 and 36 in November. Further discussion was held during the New Business section of the minutes.

Greg Jansen thanked the contractors for their attendance, and they were excused.

Approval of Previous Minutes

Minutes of the October 25, 2021, Organization meeting were previously circulated.

Motion: Kevin Souther moved that the minutes be accepted as presented. Lyle Banack seconded the motion. **Carried unanimously**

Minutes of the October 25, 2021, Board 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 circulated via email the August, September, and October 2021 financial statements. Bev Baltesson provided the report on overdue fees as of December 3, 2021. There is currently \$8,631 in arrears of which there are 3 lots owing a total of \$2,250 on the Special Levy for the Water Upgrade. Bev also noted that a portion of the total overdue amounts are a result of interest and surcharges that have been applied to the overdue Special Levy.

Bev advised that there are 3 lots that have not provided any payment towards the July to December 2021 Assessment. Bev will work with Crystal to further manage these arrears, including pulling titles and registering caveats, if necessary.

Secretary Report

Bev Baltesson reported that, with the assistance of Shirley Weslosky, 2022 Assessments were mailed the first week of November.

Bev advised that she did meet briefly with Betty McCabe regarding Secretarial work, however, Betty advised that she would be unavailable for any assistance in the office until further notice.

Bev will continue to manage the Secretary/Treasurer work with the assistance of Shirley.

Brazeau County Liaison

Lyle Banack did not have anything to report.

Old Business

Action items as per list

- Electrical boxes – On hold until Spring 2022
- CC Valve and Water Hydrant Locations – On hold until Spring 2022
- Lights at Township Road 494 entrance – On hold to Spring 2022

- Water Upgrade Project – Greg Jansen will contact Pat Fisher to finalize the required testing and reporting.
- Aspen Grove Wellhouse Flooding – On hold to Spring 2022 to determine if there is still a problem.
- Reserve Fund Study – Meagan McAleese advised that Archi Worx Consulting Inc have advised that they are able to resume work on our Reserve Fund Study. Meagan advised that they could provide a timeline for the project completion or refund our deposit if we would prefer to source an alternate Engineer.

Lyle Banack commented that he would like to continue with the agreement in place and remarked that the Board entered into this agreement with plenty of time to be completed. Bev Baltesson commented that the Reserve Study does not have to be completed until the end of 2022 and would also like to continue with the current agreement. No objections were raised during further discussion, so Meagan was asked to contact Archi Worx Consulting Inc and ask them to proceed and provide a timeline for project completion.

- Willow Ridge Wellhouse Shingles – Kevin Souther advised that he has no update from the contractor and work may not be completed until Spring 2022.
- Willow Ridge and Aspen Grove Siding – Kevin Souther advised that he has no update from the contractor and work may not be completed until Spring 2022.
- Tree trimming and removal – Kevin Souther advised that this work has started with some trees removed near Birchwood Center and in front of Lot 92. Kevin confirmed that the contractor has been asked to trim the brush back along the north side of the entrance to Cedar Glen. Project is in progress.
- Window Repair Cedar Glen – Kevin Souther advised that the window has been received and installed. No further action required; item is complete.
- Relocate Security Camera – Kevin Souther advised that additional SD cards have been purchased for the cameras. Kevin reported that he adjusted the settings on the cameras, and they remain in the same locations. Further review will be done to determine if any more action will be needed.
- Revised backup water services contract – Bev Baltesson provided the revised Back-Up Water Services contract that mirrored the wording in the new Water Services contract awarded to Russ Smith, October 1, 2021. Bev advised that the revision only needs to be approved by the Board, the Back-Up Water Services Contractor is already in place. John Zyda asked that, if approved, could the contract be cancelled with 60 days notice. All contracts include a 60-day notice to cancel by either party.

Motion: Kevin Souther moved to accept the revised Back-Up Water Services contract. Meagan McAleese seconded the motion.

Carried, 5 in Favor & 1 Abstainer

New Business

Small Business Contractor and Local Assistance List

Meagan McAleese would like to compile a list of small business contractors, local owners or nearby neighbors that may be able to offer assistance to other owners. Lyle Banack remarked that Brazeau County may have contractors or people interested in this kind of assistance. Lyle suggested that the County switchboard operator or councilor Anthony Heinrichs may know if the County has this kind of information.

Lyle Banack also advised that G&C Steamer advised that they will no longer be providing residential sewage removal. Lyle suggested that companies for sewage removal may want to be included on the list.

Any owner that would like their name and type of service included in the list should contact Meagan McAleese at 403-318-1228.

Cost Savings & Board Focus

John Zyda expressed his concern about costs and contracts awarded by the Board of Directors. John remarked that he is representing elderly owners, on fixed incomes and the Corporation can no longer award lucrative contracts awarded by nepotism and cronyism. John also commented that he wants to ensure that the focus of the Board is to lower condominium fees and all contracts should be reviewed.

A discussion was held on the history of contract reviews and how the most recent contracts were advertised and awarded. John expressed concern that contracted work was not advertised in the newspaper or on Facebook. Bev Baltesson explained that owners were advised and asked to notify any business or person who may be interested in the contracted positions. Lyle Banack commented that it benefits all owners if contractors are near or living in the neighborhood.

John Zyda asked Bev Baltesson to confirm if Jerry Wells is her brother-in-law. Bev confirmed that Jerry is a relative and that he was a contractor for the Corporation prior to her being elected to the Board and that she leaves any meeting if there are discussions regarding awarding, renewing, etc. of the contract and abstains from any vote. Lyle Banack commented that Bev has not acted inappropriately in any way. Greg Jansen remarked that, Jerry Wells is a paid contractor for Water Services in a back-up or supervisory role, however, he provides countless hours of volunteer hours for electrical, plumbing, and other work for the Corporation that benefits all owners.

Lyle Banack expressed that he disagreed with John's assessment of how contracts are awarded, and the past Board of Directors worked very hard over that past 18 months to ensure qualified contractors were awarded contracts while keeping the owner's best interest and costs in mind. Lyle reported that the Board started with a Water Upgrade project cost estimate of over one million dollars. Through work done by the Board, the project engineer and volunteers, costs were reduced to approximately \$200,000. Volunteer work done by Jerry Wells, Frazer House, Rod Yakubow, John Budd and the Board of Directors saved owners thousands of dollars.

John Zyda suggested that existing contracts should be cancelled as some duties are duplicated on multiple contracts. Lyle Banack commented that history shows that may not be in the best interest of all owners. If one contractor is responsible for several jobs,

replacing that contractor may be difficult to replace as they may not be experienced in all tasks. Bev Baltesson also advised that some contractors must be adequately certified for the work they are contracted for.

Motion: Lyle Banack moved to continue with all contractors currently employed by the Corporation with no contract reviews scheduled until a vacancy occurs. Kevin Souther seconded the motion. **Carried, 4 in favor, 1 opposed, 1 abstainer**

Electrical Line Break Lots 35 & 36

Kevin Souther provided an update on the electrical outage near Lots 35 & 36. Kevin Souther advised that Fortis is looking for a map of electrical lines owned by the Corporation. Fortis needs this information to ensure that the transformer put in place is large enough to supply all users. Bev Baltesson will arrange to get the map that Kevin needs.

Bev Baltesson advised that we have received invoices from Tri-Electric, HVO and Jones Trucking & Gravel for work done on the repair. Additional invoicing is expected from Fortis and for owner equipment used. Kevin Souther indicated that the invoicing was within reason for an emergency situation.

Kevin advised that a crack in a breaker was also found in the electrical box by Birchwood Center. Kevin contacted Jerry Wells to determine if the corporation had a spare in inventory. Jerry was able to pull a spare breaker from the inventory and the breaker was replaced. Jerry reached out to Lyle Banack to purchase a breaker to put back in the inventory. Lyle was able to find both new and used breakers and purchased 2 refurbished breakers for spare inventory.

Kevin reported that the emergency spool of underground concentric cable that the corporation had in inventory was used for the electrical emergency repair and may remain buried. Bev did ask Jerry to get a quote from the wholesaler for this cable if the Board wanted to replace it to inventory for emergency use. The wholesaler advised that their supplier is not taking any purchase orders at this time as they cannot fill any orders. John Zyda asked for the specifications of the cable and will arrange to provide a quote. Bev will forward details of the cable and previous quote to John.

Lyle Banack suggested that the Corporation should trouble shoot more electrical lines using the thumper to determine deficiencies to enable repairs to be done proactively. A discussion was held and there was agreement that it may be beneficial to look into using the thumper equipment on other lines in the community. This item will be tabled until the Spring of 2022.

Estoppel Wording Review

Bev Baltesson previously emailed the wording regarding the costs of the water upgrade that was included on all Estoppels. A brief discussion was held, and, because the water upgrade is near completion and well under budget, the wording is no longer necessary.

Motion: Lyle Banack moved to remove the water upgrade wording (paragraph G) from the estoppels. Meagan McAleese seconded the motion. **Carried, Unanimously**

Crystal Heck will revise any estoppels in the future.

Email and Board Discussions

Greg Jansen reminded all the directors the importance of including all directors on emails regarding Board or Corporation business. Emails are used for information sharing and, if necessary, emergency decisions. Discussion through emails can be difficult and should be held during scheduled Board Meetings. Items for discussion can be identified and included in the meeting agenda anytime prior to the next meeting.

Security Gate

Lyle Banack inquired about the operational status of the security gate and asked if the gate could be closed. Kevin Souther will check with Bruce Swanston and ensure the gate is closed, if operational.

Administration Expenses

John Zyda had recently asked for a breakdown on expenses for administration. Bev Baltesson confirmed what information John was looking for. Crystal Heck will provide a breakdown of the administration account and Bev will forward to John.

New owners

None

Welcome packages are sent out to Lots 38 & 68.

Sale pending on 1 lot

Correspondence for Review and filing

Arrears Letters x 5

Board of Director Code of Conduct & Confidentiality Form x 2

Correspondence from Owners x 3

Invoice to Owner x 1

Letter to CMB Insurance – Update to Named Individuals

Titles x 2

Adjournment

Meeting adjourned at 8:30 p.m.

The next meeting is scheduled at the Birchwood Centre on Monday, January 24, 2022, at 7 p.m. at the Birchwood Centre.