

Minutes–Annual General Meeting Saturday, June 2, 2018, Birchwood Center

Condominium Corporation No. 882 0814

www.birchwoodcountrycondo.com

(Draft for review & approval at the June 1, 2019, Annual General Meeting.)

Board Members Attending

Bev Baltesson, Lana Southorn, Janice Wells, Sueanne Rehill Holt, Paul Mah, and Crystal Heck, accountant/recording secretary.

Agenda

Jan Wells welcomed all owners and called the meeting to order at 10:05 a.m. at Birchwood Center. Jan Wells introduced the three scrutineers for the meeting: Chair, Crystal Heck; Peter Tadman and Judy Seaman. Jan Wells noted an amendment on the agenda that there will be five vacancies on the Board as Cory Horton resigned due to personal commitments.

Calling of the Role/Certifying the Proxies/Issuing Voting Cards

Crystal Heck confirmed a quorum with 48 owners present and an additional 10 proxies satisfying the 25% requirement for quorum.

Motion of Proof of Meeting Notice

Rick Cummings, Lot 92, moved that there was adequate notice provided for the AGM. Jessica Christian, Lot 102, seconded the motion. All in favor, carried unanimously.

Minutes of the June 3, 2017, AGM

Jan Wells asked if there were any errors or omissions. Bob Clark, Lot 155, moved that the minutes of the June 3, 2017 Annual General Meeting be accepted as circulated. Freda Kyler, Lot 164, seconded the motion. All in favor, carried unanimously.

President Report

Jan Wells thanked the 2017/2018 Board members for their hard work and dedication to the community. Jan Wells also wished to thank Marilyn Osaka, Lot 50, who generously donated office furniture and supplies to the community.

Jan Wells noted that the Rules and Regulations have been updated reminded owners to familiarize themselves with the changes.

Jan Wells commented that we have persevered another year of challenges of aged infrastructure, struggling economy and mother nature that our officers will now expand upon.

Site Services

Paul Mah and the Site Services, Water, and Grass Cutting contractors were very busy during the past year. There were countless hours spent with Board meetings, subcommittee meetings, water repair issues, and resident's concerns. Highlights for the last year are as follows:

- 1 Nine site visits were conducted regarding development permits.

2. The Bridge Repair Project: There was an onsite meeting with an engineering firm. The estimate for repairs are \$2,000. for welder services, \$300. for wood planks and a donation of steel.
3. The community dumpster is being abused and we are running the risk of losing privileges. If that would be the case all trash would need to be taken to the transfer station in Lindale. A reminder to all owners that only household refuse is allowed in the on-site dumpster, and larger items need to be taken to the transfer station in Lindale.
4. The front entry gate had several repairs this year:
 - a. There was an accidental break on the control arm by a resident. Repairs were completed, and costs recovered.
 - b. Line repair on the gate, outgoing underground line sensor was replaced at our cost.
5. Paul Mah again thanked the contractors for the hard work on the roads in the community. Dust control continues to be an issue and the Board is trying to balance the high costs of dust control and other seasonal road operations working with the high demand traffic areas only.
6. This year there was several water service repairs. Most were done in house by our resident contractors namely Rod Yakubow, Jerry Wells, and Bruce Swanston, but there was one major repair in Willow Ridge where a contractor was brought in. Service was interrupted from mid March until Mar 28th, when contractors were able to repair the frozen main line. Thanks go out to the residents for their patience.
7. Action Items completed included:
 - a. Installation of speed and golf cart usage signs.
 - b. Culvert and ditch repairs.
 - c. Electric box replacements.
 - d. Contract review.
 - e. Lot 71, CC valve replacement.
 - f. Tree trimming, dead and hazardous tree removal.
 - g. Monthly approval and review of contractor invoices.
8. Site Services conducted weekly site inspections throughout the community to ensure lot compliance. The Board sent out 32 noncompliance letters in which 29 lots were subsequently cleaned. The other three lots were fined, and monies collected and have since been resolved.

Brazeau County Liaison

Sueanne Rehill Holt provided a brief report on her communication with Brazeau County and wanted to update owners of her findings.

1. Animal Control - all domestic animal control in Birchwood is controlled under the Brazeau County Animal Control Bylaw No: 948-17. Any additional information can be found on the Brazeau County website. She wanted to remind owners that if there are concerns with other wild life, owners need to contact Alberta Fish and Wildlife. The Board is not responsible for animal control in the community unless there is a wild animal that may be harmful to personal safety then Site Services should be notified.
2. The Brazeau County has a Municipal Energy Efficiency Rebate program currently in effect and if there is interest in the program, further information is available on the Brazeau County website.

3. The Board, to date, has not received a response from the County on the funding and assistance for road improvement on the Emergency Access Road south of the community. The Board will follow up with another letter to Brazeau County.
4. Sueanne Rehill Holt brought to the attention of the owners, the Brazeau County "Community Standards Bylaw". This bylaw allows a municipality to make bylaws respecting maintenance standards for buildings and structures and unsightly or derelict buildings or structures. Birchwood community falls under this land use district identified in their bylaw under Section 1.2 (u) (l); as well as their weed control policy.
5. Sueanne Rehill Holt reminded the owners of the requirement to complete a development application if they wish to build structures or undertake work that will affect the slope of the land or require a first call to locate services. This also includes landscaping and/or leveling, as well as construction or changes for driveways and culverts. The Condominium development application can be found on the birchwoodcountrycondo.com website. Owners are also required to take the approved application to Brazeau County to obtain a Brazeau County development permit. For information, the Brazeau County development application can be found on www.brazeau.ab.ca website.
6. A brochure was included in the AGM package entitled: "Welcome Home - Brazeau County Waste Management & Recycling Information". This will assist owners identify what items should not be placed in the dumpster on site, and where other items can be disposed of. Only regular household garbage is allowed in the dumpster on site. *If it doesn't fit under your kitchen sink, then it does not go into the dumpster.*

Financial Report

Bev Baltesson noted to the owners in attendance that the financial report was included in the AGM package. Any questions regarding the financial reports may be presented in the Members Forum.

Social Club

Bev Baltesson gave a report on behalf of the Social Club for the period of June 1, 2017 to May 31, 2018. The Social Club was put into place to encourage social interaction and comradery in our community. It is also intended to make Birchwood a better place to live and to enhance the neighborhood by various ways including improving social areas. The Social Club is run by a volunteer committee and we want to encourage anyone who wants to help with any event to come forward. Any volunteering is welcome, whether it is for an event, for an hour, or to be a part of the committee.

Bev Baltesson reminded the owners that the Social Club, and events that are run by the committee, do not have access to Birchwood Center without costs. The Social Club, with help of the monies from functions, allows the committee to purchase all cleaning/paper products for the Center. Volunteers also take responsibility for cleaning of the Center. Each year the Club makes donations to the Condominium Board in lieu of using the Center for various social events. The committee feels very strongly that costs for social events at the Center should not be a cost that all lot owners should be responsible for, since not all owners attend the social functions at the Center. Improvements that were provided by the Social Club to the Center for this past year include the Canada Flag, flag pole, and office walls. The current bank balance is \$2,970.85.

Bev Baltesson invited everyone attending to enjoy hamburgers and cookies after the meeting. The committee thanks everyone who helps do clean up of the Center after the functions.

FireSmart Program

Clarence Wastle, Lot 84, gave an update on the Fire Smart program that the community have in place. Last year the \$500 grant was used to host a breakfast meeting. There were 35 lots

represented. In October 2017 volunteers from Brazeau County Fire Department came into the community and provided some inspections in the community. Clarence Wastle received a report which included recommendations for the area, and Clarence Wastle will provide these to the new Board. Recommendations included items as follows: all the lots should have signage; maps at the of entry point for each area; area maps must be maintained and up to date; the road access, i.e., dead end roads need to have signage; oil field road access agreements; muster station outside the community; investigate if there should be fire wardens in place to conduct sweep a of areas during an emergency; and, an up to date list available to ensure all residents have been accounted for in an emergency.

There is an additional \$500 grant provided to the community for 2018. Clarence Wastle will work with the new Board to arrange another event to use the grant money and to give the owners another update of the Fire Smart program. Currently, on June 23, 2018, Brazeau County Fire Department as well as a Fire Smart representative will be on site and will provide assessments to owners who would be interested in getting Fire Smart approval. Clarence Wastle asked for volunteer home owners who would be interested in having their area assessed.

Clarence Wastle also said that there will be a prepare and clean up day, to remove dead and fallen trees and fire fuel in the fall 2018 - keep a look out for information on the board at the front gate. Clarence Wastle also would like to ask for any owners that would be interested in volunteering to be part of this fire smart committee. Clarence Wastle thanked everyone for all the volunteer help to date.

Approval of 2017 Audited Financial Statement

Richard Cummings, Lot 92, moved that the financial report, distributed in advance of the meeting, be accepted as circulated. John Budd, Lot 1, seconded the motion. All in favor, carried unanimously.

Appointment of Auditor

Shawn Little, Lot 161, moved that we use Heather Zeniak Professional Corp. to audit the 2017-2018 finances, seconded by Peter Tadman, Lot 157. All in favor, carried unanimously.

Approval of the 2018/2019 Budget

Jan Wells asked if there were any questions regarding the budget information supplied to all owners in the AGM package. Clarence Wastle, Lot 82 asked about the allocation of 10% of revenue to a reserve fund. This was informally discussed by the Board and the budget was revised by reducing the ground maintenance budget to \$34,475.00 and increasing the reserve contingency fund budget to \$17,125.00 and therefore not changing the overall budget numbers.

Jan Wells asked if she could have a motion to accept the 2018-2019 Budget as amended. Clarence Wastle, Lot 84, moved that the budget, distributed in advance of the meeting, be accepted as amended. Wally MacNeil, Lot 7, seconded the motion. All in favor, carried unanimously.

Letter to Owners – Water Upgrade

Jan Wells talked about the water upgrade information included in the AGM package. The past Board wanted this information to go to all the owners because this necessary upgrade will affect every owner financially. The safety of our water systems is something that affects all lot owners and is the overall importance to the Board. As explained in the letter, Alberta Environment has advised the Board that this upgrade may not be the final upgrade and to expect future required enhancements in the upcoming years.

The 2018/2019 Board will need to begin this project once there is an updated approved engineer study in place, and it will involve modifications and additions to the current well houses

both the building structures and the systems pumps and water tanks. This project will attract a special assessment whereby the owners, in all likelihood, would be billed a fixed amount. We feel that this undertaking needs to be done once and it needs to be done right. We are hoping to get a sense from you today to guide and/or assist the upcoming Board with knowledge and research to aide us to make the decisions. The new Board will be prepared to advise the owners as they proceed through this process through information sessions and through mail outs.

Members Forum:

Jessica Christian, Lot 102, has concerns regarding the dangerous cottonwood trees that are near her property. Sueanne Rehill Holt stated that she knows of an owner who recently had trees removed and who may be able to provide contact information. Jessica Christian also asked if the Board would consider putting up dog waste disposal stations on community property to help curb the lack of owners picking up waste if they have forgotten bags. The Board will review this item at the next regular meeting.

Betty MacRae, Lot 21, asked the owners if anyone could understand the financial statements that were included in the AGM package. She explained that she is very knowledgeable with regards to accounting and there is something wrong with the books. She is unable to make any sense of the numbers provided and feels that there is money missing. She has asked that a meeting be called to explain to everyone how the books are done and to explain the statements so that everyone can understand the information presented. Betty explained that she has concerns that our bookkeeping & accounting is not being done correctly. She apologized to Crystal Heck indicating that it was nothing personal, but something is wrong with the books. Betty MacRae also asked if the Board signed a new contract this year with the Auditor we have used in past years as the Auditor's rates sound real expensive. She asked if we normally get 3 quotes for contractors, could we do that for next year for the Auditor as she is certain that we are paying too much for this service. Betty MacRae explained that she is still not sure that the Corporation has WCB coverage and asked if the Board has in place liability insurance for volunteers and WCB protection for contractors. Jan Wells reassured the owners that these items are in place and are renewed yearly. Betty MacRae then asked if there were job descriptions for each position on the Board. She asked if there is a list of duties or responsibilities for each Board position. Betty MacRae also indicated that the Treasurer or a member of the Board should be doing entries into the accounting system as they are simple in and out entries and we could save money on this task. Betty MacRae also asked about posting answers to owner questions and receiving a hard copy of the meeting minutes as not all owners read their email or have access to a computer and the website. Betty MacRae also advised that the Alberta Condominium Act was revised this year and it states that the Board must now appoint a FOIP Officer or a Board member could be appointed as a FOIP Officer.

Sueanne Rehill Holt felt that the financial statements are a standard form provided by the auditor. She doesn't feel that any other accounting firm would change the statements for owners to better understand them. She also let the owners know that the auditor is provided all the information that Crystal Heck has recorded into the accounting file. If there were any discrepancies, they would be identified by the auditor.

Bob Clarke, Lot 155, asked Paul Mah how many fines were made last year. Paul Mah said that there were three letters with fines mailed to owners and subsequently the yards were cleaned up. Bob Clarke also expressed his concerns in the area where he lives, that the gate is locked and no one in the area has a key. All the Board members have access to this key and currently Paul Mah has one.

Clarence Wastle, Lot 84, stated that the Condominium Corporation is under the Personal Information Protection Act (PIPA) that covers provincial private sector organizations and does not fall under the FOIPP (Freedom of Information and Privacy Protection Act) which applies to all provincial municipalities and other government entities.

Joan Allen, Lot 14, thanked all the volunteers who spend time in the community including the Board members. She wanted to let the Board know that she really wants the Board to work hard to deal with the water issue without having become part of Brazeau County. She loves that this community is gated and is very distinctive to any other area in Brazeau County. Joan Allen is hopeful that the County will work with the Board to get the south entrance access road repaired as per the Fire Smart recommendations. Joan Allen also suggested to anyone with questions regarding the accounting that Crystal Heck would probably work with owners to help them understand.

Jan Wells stated that it is the Board's hope that it can work hard to get the water upgrade completed with the best options for the owners. If the Board and owners cannot take on this task, the only viable option would be to become part of the Brazeau County.

Bev Baltesson, Lot 74, stated she also attended the meeting with Alberta Environment. This upgrade is going to be expensive. The Board has included funds in the budget to spend on an engineering report for this upgrade. She suggested that the Board is open to any suggestions, or if there are resources that someone may know of. Because the community is privately owned there currently is no access to grant money for these repairs.

Wally MacNeil, Lot 7, asked if there was a time frame for the upgrades to be completed. Jan Wells indicated that an engineering report needs to be completed as soon as possible. The new Board will need to work on this right away. Jan Wells said that this upgrade should have been discussed with the Board in place six years ago. Our community has fallen through the cracks and was only recently notified of the upgrades required.

Bob Clarke, Lot 155, asked if the Board has gone to a lawyer to see if there is legal action that can be taken. Jan Wells stated that there has been no discussion about legal action, and the Board wishes to avoid this type of action. Alberta Environment has not contacted the Board since the meeting as they are giving us some time.

Jessica Christian, Lot 102, asked about the grants and why the community would not qualify, and Jan Wells explained that it is because we are private and other communities that received grant funding were in the public sectors (all government municipalities such as towns, cities, counties, etc.).

Marc Girard, Lot 58A, has been in the community for five years and even with the rising condominium fees over the years, there is a community pride here that he doesn't want to lose. He felt that even if the costs become more than living in a city or town he would like to see the community try to rectify this upgrade without the help of the Brazeau County. Marc Girard would like the Board to find the best option for the owners.

Sueanne Rehill Holt commented on the hiring of a property management team as brought up at the April meeting by Mr. Zyda, Lot 6. She thanked Mr. Zyda for giving the Board the quote from a management firm that he had solicited. She wanted to reassure owners that this option is not something that the Board can entertain, as the costs would be significantly higher if the volunteer Board contracted a property manager company.

Doug Milner, Lot 134, expressed his concerns regarding the abuse with the dumpster which is costing owners more due to additional dumpster pick-ups. He felt that it should be removed.

Clarence Wastle, Lot 84, asked that the Board be transparent with all the options for the water upgrade. He suggested that maybe a committee could be formed to help the Board with the options.

Wayne Irvine, Lot 76, likes the closed gated community and if the water upgrade causes the Brazeau County to take over the community, he would be disappointed to lose the gate.

Election of the Board of Directors

Jan Wells called for nominations for the Board. Jan Wells asked that all nominated owners come up to the front to introduce themselves to the audience. Jan Wells and Bev Baltesson have one year left on their terms. Paul Mah and Cory Horton submitted their resignations and will not be able to finish out their terms. Based on this information there will be five vacancies on the Board for the current year. After discussion from the audience Paul Mah agreed to complete his two-year term. Election will be for three members to serve two-year terms and one member to serve the remaining one-year term.

Jan Wells called for nominations from the floor.

- Jerry Wells, Lot 99, nominated John Budd, Lot 1, who accepted the nomination.
- Barb Boire, Lot 150 nominated Sueanne Rehill Holt, Lot 45, who accepted the nomination.
- Wally MacNeil, Lot 7, nominated Frazer House, Lot 60, who accepted the nomination.
- Kathy Budd, Lot 1, nominated Lana Southorn, Lot 82, who accepted the nomination.
- Bob Clark, Lot 155, nominated Betty MacRae, Lot 21, who declined the nomination.
- John Budd, Lot 1, nominated Bob Clark, Lot 155, who declined the nomination.
- Josephine MacNeil, Lot 7, nominated Clarence Wastle, Lot 84, who declined the nomination.
- Josephine MacNeil, Lot 7, nominated Marc Girard, Lot 58, who declined the nomination.
- Frazer House, Lot 60, nominated Joan Allen, Lot 14, who accepted the nomination.

Dave Southorn, Lot 82, moved that nominations cease. Wally MacNeil, Lot 7, seconded the motion. All in favor, carried unanimously.

John Budd, Lana Southorn, Sueanne Rehill Holt, and Frazer House were voted to join the Board. In the organization meeting, it will be decided who will take over the two-year terms and the remaining one-year term.

The new Board has scheduled an organizational meeting immediately following the AGM.

Kathy Budd, Lot 1, moved that Crystal Heck destroy the voting list and proxies.

Bob Clark, Lot 155, seconded the motion All in favor, carried unanimously.

Reminder to all owners to stay for the BBQ sponsored by the Birchwood Social Club immediately after the AGM.

Motion to Adjourn

Margaret Oleskiw, Lot 97 moved to adjourn the meeting at 12:20 p.m.