

Minutes–June 2, 2018, Organizational Meeting

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

(Draft for review & approval at the next Board Meeting)

Present: Janice Wells, Sueanne Rehill Holt, Paul Mah, Bev Baltesson, Lana Southorn, John Budd, Frazer House, and Crystal Heck (Accountant/Recording Secretary).

Agenda

The meeting was called to order at 12:35 p.m. at Birchwood Center.

Elections

At the 2018 Annual General Meeting the following were elected by the owners to fill three – two-year positions, and one – one-year position.

Re-elected: Lana Southorn, Sueanne Rehill Holt.

Newly elected: Frazer House, John Budd.

Lana Southorn volunteered to fill the one-year position.

Sueanne Rehill Holt, Frazer House, and John Budd will continue in the two-year positions.

Director Positions

Each Director position was discussed at length with regard to time commitment, responsibilities, and duration of term.

Jan Wells moved that the Directors be assigned as follows:

President – Sueanne Rehill Holt

Vice President – John Budd

Secretary – Lana Southorn with additional help of Jan Wells

Treasurer – Bev Baltesson

Site Services Officer – Paul Mah

Assistant Site Services Officer – Frazer House

Brazeau County Liaison Officer – Jan Wells

The motion was seconded by Paul Mah, carried unanimously.

Contract Services Committee

The Contract Services Committee will consist of Board members: Paul Mah, John Budd, and Frazer House. This committee will continue to review the contracts; and be the liaison for owners if they have any concerns. The Board will enforce that all complaints need to be in writing and either mailed or dropped in the mail slot at the Center.

Recording Secretary/Signing Authority

John Budd moved that Crystal Heck remain as the recording secretary, as well as one of the five signing officers. Frazer House seconded the motion, carried unanimously. Past Board director Cory Horton will be removed as signing officer with Sueanne Rehill Holt and Paul Mah being the new directors with signing authority. Lana Southorn moved that we notify the bank of the new changes to the signing officers. Paul Mah seconded the motion, carried unanimously.

Signing officers for the 2018/2019 term will be as follows: Jan Wells, Bev Baltesson, Crystal Heck, Sueanne Rehill Holt and Paul Mah. Crystal Heck will inform the Bank of Montreal, with a copy of the meeting minutes, of the changes to signing officers.

Notifications

Crystal Heck will notify the Alberta Government and the Bank of Montreal of the change in directors for the current year 2018-2019.

Jan Wells will notify the CMB Insurance Brokers and Brazeau County of the new 2018-2019 Board of Directors.

Meetings

The Board scheduled a water upgrade meeting on June 6, 2018 at 7:00 p.m. at Birchwood Center. Sueanne Rehill Holt has a few contacts regarding the water issue and has sent the information via e-mail to the Directors review before the June 6th meeting.

Future Board 2018-2019 meeting dates were set for 7:00 p.m. at the Birchwood Center:

2018: June 13, July 18, August 15, September 19, October 3.

2019: April 17, May 1.

The 2019 Annual General Meeting AGM will be held June 1, 2019 at 10:00 a.m. at the Birchwood Center.

Adjournment

Sueanne Rehill-Holt moved that the meeting be adjourned at 2:05 p.m.