

# Minutes–April 17, 2019, Board Meeting

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## **Condominium Corporation No. 882 0814** **[www.birchwoodcountrycondo.com](http://www.birchwoodcountrycondo.com)**

*(Draft for review and approval at the next Board meeting.)*

### **Call to Order**

Sueanne Rehill Holt called the meeting order at 7:00 p.m. at Birchwood Center.

### **Contractor's Reports**

**Site Services** - Bruce Swanston was in attendance, his Site Services Logs are handed in weekly. Bruce Swanston had a few requests for the Board. The roads need gravel and Bruce would like permission to order at least 4 loads. Sueanne Rehill Holt asked if Bruce could contact a few companies for quotes and order from the provider with the best price. Over the winter Associated Aggregate supplied the majority of sanding chips for the roads. Jones Trucking was also used later in the winter season with rates significantly lower than other suppliers.

The Village Golf Course has asked Bruce Swanston about cleaning up the sand and gravel that resulted from grading and sanding chips used on the roads during the winter. The sanding chips & gravel have accumulated on the fairways along the road through holes 8 and 9. Bruce Swanston will price out rental equipment to perform this work and will also check with Randy Finnamore to see if his sweeper can do this job.

Bruce Swanston also asked permission to get the liner rebuilt on the snow blower. The liner is currently very thin and will need to be repaired before the 2019/2020 winter season. Bruce Swanston felt that United Truck would be able to provide this service. There are some repairs needed for the blade as well, but Bruce Swanston will wait until after the roads have been repaired after spring breakup, to have this repair completed.

Bruce Swanston also informed the Board that there is still some misuse of the dumpster. This week a BBQ and patio chairs were dropped off at the dumpster. Owners may believe that placing items by the dumpster is a good way to let others know that the items are free for the taking in the event that someone else may find the abandoned items useful. If these items are not taken, however, the cost to take the items to the dump is borne by all owners. John Budd suggested that a note regarding misuse of the dumpster be included in the AGM package. Basically, there is to be no placing or dumping of any materials at the dumpster or any other common property within Birchwood. It is recommended that if owners have items that they can no longer use, they can place them in their driveway indicating the items are free.

Frazer House asked about the dust control and what has been done regarding the possibility of having dust control done this year. Bev Baltesson had a notice that Brazeau would provide the service for \$100 per 100 meters. Quotes were requested from Brazeau County last year to do the whole community (\$20,280 plus \$4,200 for gravel was the 2018 quote). Bruce Swanston will try to keep the dust under control with the equipment that he has at his disposal.

### **Water Report**

Rod Yakubow was not able to attend the meeting as he was tending to a frozen water line in the community.

Rod Yakubow submitted a 10-year Membership Award that he received from the Alberta Water and Wastewater Operators Association.

Jan Wells reported on behalf of Rod Yakubow that all weekly reports are now being submitted electronically and he is currently saving them to a flash drive. Jan Wells asked the members of the Board if it is necessary to print these reports for filing. After some discussion it was decided that the reports will be saved on the Board's computer, with flash drive backup; with copies printed as needed.

Frazer House reported there was a leak discovered on the Willow Ridge water tank up near the top level and it was patched up successfully. Rod Yakubow will keep an eye on it going forward.

March water usage was as follows: Aspen – 24,726 gallons, Cedar Glen – 11,155 gallons, and Willow Ridge – 66,568 gallons for a total of 102,449 gallons with 8.5 gallons of chlorine.

### **Roll Call of Members**

Attending: Sueanne Rehill Holt; Jan Wells; Lana Southorn; Bev Baltesson; Frazer House; John Budd, Joan Allen and, Crystal Heck, (Accountant/Recording Secretary).

### **Approval of the October 3, 2018 Minutes**

Minutes of the October 3, 2018 meeting minutes were previously circulated. Jan Wells moved that the minutes be accepted; Frazer House seconded the motion, carried.

### **Financial Report**

Crystal Heck handed out copies of the July 2018 – February 2019 financial reports for the Boards review. The reports included the information supplied from the auditor's year end entries. Bev Baltesson provided a breakdown of costs to the Board showing what to date the costs have been. Joan Allen asked Crystal Heck to also include in the statements the monthly and YTD amounts for the Kubota payment and the reserve transfer. Crystal Heck will update the forms and include this in information going forward. Frazer House asked for more clarification of the ground maintenance budget and expenses. Bev and or Crystal will provide Frazer with more details, if he needs them.

Bev Baltesson reported that we currently are in pretty good shape with receivables. There are only two owners that are close to receiving the foreclosure paperwork regarding outstanding fees. The information on these lots for legal action will be sent to the lawyers first week of May if condo fees are not received.

Bev Baltesson stated that we have not yet received any invoices from Minnow Engineering regarding the water upgrades.

Bev Baltesson also discussed an invoice received from the lawyer for the work done on the Xplornet contract, Minnow Engineering contract and a letter received from an owner accusing the current Board, past Boards and contractors of the corporation of acting in contravention of the Alberta Condo Property Act. The Board was also accused of 'continually breaking the law', 'obstruction of justice' and was threatened with legal action. Xplornet will be providing reimbursement for their portion of the lawyer fees. Bev Baltesson suggested that we should attempt to recover the lawyer fees paid for the Minnow Engineering contract as well.

### **Site Services**

Frazer House has completed his first drive around the complex and there are numerous yards that are either still in disarray or are new to his list. He will be sending out more notices to the owners with yards that require cleanup. The Board thanked Frazer House for doing a great job last year and the Board will support him again in his endeavors this year.

Frazer House asked about the policy of the Board regarding the possibility of offering to help owners remove items that are causing an eyesore in the community. There was some discussion about offering to help owners.

Frazer House talked about the development permit received from Lot 125 – he suggested that most of the items have been completed that are listed on the permit except for the fence construction. Frazer House will work with the owner and Brazeau County regarding this application. He will also reach out to other Board members if assistance is required.

Frazer House brought forward an email that was received from Lot 173. Recently trees were removed from the property without prior notification to the Board and the owner has asked for two trees be removed from common property west of their lot. Included in the email was a quote to have these two trees cut down and removed. Frazer House will ask for assistance from Randy Finnamore, Bruce Swanston, and John Budd. He will also contact the county for recommendation as these trees are near the slope to the creek.

### **Secretarial**

Lana Southorn has nothing to report.

### **Brazeau County Liaison**

Jan Wells brought forward the Brazeau County Road Use and Maintenance Agreements for the south emergency road access for signature. The agreements were signed by The Board and copies filed at the Center.

### **Old Business**

- Xplornet Contract has been updated for the new tower construction. The contract has been signed and a copy filed at the Center.
- Electrical Boxes – installation – the need for replacement electrical boxes will be reviewed by the Board at the upcoming Budget meeting.
- Contract Review Committee – contracts currently have not been reviewed and will be scheduled to take place after the 2019 AGM meeting. The need for annual performance reviews was discussed, and this will also take place after the 2019 AGM.
- CC Valve & Water Hydrant Locations – Project was started in late summer 2018 and was stopped due to early snowfall. Project is currently on going.
- Water upgrade and mail out – Sueanne Rehill Holt is currently in contact with a representative with the Government of Alberta regarding the possibility of any grants available to us to assist us with the water upgrade. She is hoping to have a response as soon as possible.

### **New Business**

- Sueanne Rehill Holt reminded the Board that there will be three board positions open at the upcoming AGM. Board members who have completed their terms are; Jan Wells, Bev

Baltesson, and Lana Southorn. Sueanne Rehill Holt asked the directors if they were interested in letting their names stand for re-election. Jan Wells and Lana Southorn do not wish to let their names stand for re-election; and Bev Baltesson is currently undecided. Board members will approach owners in hopes of getting some interest in owners running for the Board.

- Bev Baltesson has some concerns regarding the cameras. She explained that there is a need to be more diligent in checking the cameras as they are a useful tool in determining who is abusing the dumpster area and damages done at the gate. Bev Baltesson did ask Bruce Swanston to check the camera's more often to insure they continue to operate properly. It was suggested that a schedule should be incorporated in the Site Services Contract to insure the cameras are continuing to be useful. The settings on the camera at the gate have been adjusted to allow longer range of use and, hopefully, more pictures. Recent damage to the gate was reported to the Board and reimbursement was received for the gate repair.
- Jerry Wells replaced an electrical breaker and used the spare that was in storage. He requested that this should be replaced so there is always a spare. The breakers that currently are in place are obsolete. There is a mounting kit, however, that can be purchased to work with the breaker. Jerry Wells requested an estimate, which was approximately \$3,000 for the mounting kit and breaker. The Board approved the purchase of what is needed.
- Fortis has been in contact with the Board asking about getting the electrical service in place at the Xplornet tower. Jerry Wells called Tri-Electric and was informed that Xplornet already has applied for this service to be installed.

#### **New owners**

Lot 7, Lot 52, Lot 110 and Lot 91

#### **Correspondence for Review and Filing**

- Arrears notices December 2018 - 7
- Arrears notices March 2019 - 9
- Certificates of title - 5
- GIC reinvestment certificate - 1
- Letter to RBC and copy of title - Arrears & foreclosure - 1
- Brazeau County Development Permits - 2

#### **Adjournment**

Meeting adjourned at 9:50 p.m.

The next meeting (Budget and AGM preparation) will be at the Birchwood Center on Wednesday, May 1, 2019, at 7:00 p.m.