

Minutes–April 18, 2018, Board Meeting

Condominium Corporation No. 882 0814

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

Guests:

John Zyda, Lot 6; Rod Yakubow, Lot 133; Clarence Wastle, Lot 84; Bruce Swanston, Lot 90; Betty Baskey, Lot 21; Frazer House, Lot 60 & 61; Brenda Toth, Lot 168; and Kim Ginther, Lot 47.

OPEN FORUM (Closed Meeting to Follow)

Sueanne Rehill Holt called the Open Forum portion of the April 18, 2018 meeting to order at 7:00 p.m. at Birchwood Center.

Sueanne Rehill Holt thanked all the owners in attendance for coming and asked for everyone attending the Open Forum to introduce themselves and note any concerns they may have.

Kim Ginther, Lot 47, was in attendance as an observer. Bruce Swanston, Lot 90, and Rod Yakubow, Lot 133, were in attendance to present their monthly reports.

Frazer House, Lot 60 & 61, expressed some concerns regarding the winter roads. He stated that he experienced problems when he tried entering the area pulling his trailer. He noted that it was not any reflection on the Board but with it being his first winter spent in Birchwood he would have liked to see the roads better maintained. His concerns were the reasoning behind purchasing the Kubota and not a grader which he felt would work better for the area. Frazer House would like the Board to explore better options on keeping the roads clear for the residents.

John Zyda, Lot 6 also felt that the roads may need a heavier piece of equipment going over the roads. Bruce Swanston explained that they do the best that they can, if the roads are bad he requests a sanding truck from Brazeau County, but when the roads are bad here they are usually bad throughout the County and Birchwood is not high on the response list. Regarding sand and gravel there is no area on site to keep a pile of sand and gravel dry, which limits what Bruce Swanston, can do to alleviate the icy road conditions. Clarence Wastle, Lot 84, reminded owners that this has been an ongoing problem at Birchwood because of the hilly landscape. Clarence Wastle expressed that he feels that the roads are no different with the Kubota compared to the small grader that was here years ago. There was also a concern regarding emergency vehicles getting into the community. Cory Horton assured the owners in attendance that emergency vehicles are well equipped to negotiate any conditions of the roads.

Paul Mah thanked Bruce Swanston for the great job he did over the winter and felt that the slippery conditions that Frazer House experienced was a problem with timing. Sueanne Rehill Holt stated that the Board will address this concern.

Frazer House, Lot 60 & 61, also wanted to let the Board know that he is currently in conversation with Fortis regarding building a small shed on Lot 61, near one of the Fortis

power lines. Frazer House advised that he has been in touch with the County and the shed does not need a development permit. Sueanne Rehill Holt stated that even if the building doesn't require a development permit from the County, the Board appreciates being made aware of the development, and requested that a development application be completed, for information and file purposes. Frazer House agreed to complete a development application and submit to the Board for filing.

Frazer House, Lot 60 & 61, also expressed concerns regarding properties that do not meet the standards of the By-Laws. Sueanne Rehill Holt stated that, for confidentiality, concerns of this nature be submitted in writing, and placed in the Center mailbox, for follow up by the Board.

Brenda Toth, Lot 168, wants the Board to be aware of the persistent problem with the runoff near her lot. She would like Site Services to check to see if there is a way that the water can be rerouted to the ditch instead of her yard. She is currently working towards getting an extension on her septic tank because the runoff fills the tank. Bruce Swanston and Paul Mah will follow up. Cory Horton would like the Board to discuss it in further detail since this is a community wide problem. Brenda Toth also asked about the use of the "dirt" that is piled behind the Center. Sueanne Rehill Holt referred this matter to Site Services.

Betty Baskey, Lot 21, asked if the Board has thought about having an additional Board member to cover the FOIPP (Freedom of Information and Privacy Protection) Act. The Board will discuss in the closed portion of the meeting. Betty Baskey also reminded the Board the 2018 is the 30th Anniversary of Birchwood, and wondered if there was any thought to a celebration. The Board referred this matter to the Social Committee for consideration.

Clarence Wastle, Lot 84, informed the Board that there have been many changes in administration for Brazeau County. Clarence Wastle mentioned that with all those changes, there is no longer a Fire Smart delegate from the County and there will be no County backing for the program. Clarence Wastle is going to try to meet with his committee to plan an information day for the community and to use the \$500.00 grant that the community received from the Fire Smart program. Clarence Wastle is also considering asking the girl guides, boy scouts and other organizations to see if it would be something that they would consider volunteering for.

John Zyda, Lot 6, asked the Board how the approval for purchasing the Kubota came to be. His concerns were that it should have gone to the ownership for a 75% vote approval. He also asked about using a property management team to operate the community business. He provided the Board with a quote from a management team that he called earlier. He would really like the Board to pursue this to maybe save some costs in the operating budget.

John Zyda, Lot 6, also asked the Board how the monopoly of using Windy Ridge for septic pump outs came to be. Cory Horton explained that Windy Ridge has a contract with the Board to provide septic pump outs in the community, but any company providing septic pump outs can provide services in the community. He explained that Windy Ridge currently is the only one that has a contract that allows them to dump in the Brazeau County Lagoon. Any septic pump out provider can request privileges to dump with the Brazeau County Lagoon, but it is up to them to make arrangements, since the County makes those decisions.

The Board reminded the owners in attendance that the Board has no control over the lagoon. Brazeau County took the operation of the lagoon and made numerous upgrades to the lifetime of the lagoon.

Sueanne Rehill Holt stated that the Board has not received any complaints on the service provided by Windy Ridge, but encouraged owners to submit letters in writing to the Board if there are concerns.

John Zyda, Lot 6, also expressed some concerns on the rising costs to the operation of the community over the last three years. He inquired about the insurance budget line, and why the premiums have gone down from previous years. Crystal Heck explained that the broker was able to find a better price on the same insurance with another company.

Betty Baskey asked about whether WCB insurance is in place and if it included the volunteers. Crystal Heck explained that the WCB insurance was only for the subcontractors currently hired to provide work in the community. The Board and volunteers should be covered by the liability insurance carried.

Cory Horton thanked Bruce Swanston again for the good job on the snow removal over the past winter.

The Open Forum was completed at 7:53 p.m.

Board Portion of Meeting

Sueanne Rehill Holt called the Board portion of the meeting to order at 7:55 p.m.

Water Report - Rod Yakubow submitted the February and March reports including water usage for filing. Rod mentioned that during the winter some problems occurred with frozen water lines, and that the lines have been thawed and water is flowing again.

Site Services - Bruce Swanston handed in his reports to Paul Mah. There were no concerns over the winter to note. Sueanne Rehill Holt asked Bruce Swanston if he would clear the driveway at the playground next time he is out with the Kubota; as with weather warming up, the children want to use the playground.

Roll Call of Members: Sueanne Rehill Holt; Lana Southorn; Cory Horton; Paul Mah; and, Crystal Heck, (Accountant/Recording Secretary). Regrets: Jan Wells and Bev Baltesson.

Approval of the August 16, 2017 Minutes

Minutes of the October 4, 2017 meeting minutes were previously circulated. Paul Mah requested an amendment be made to the minutes - Page 2, line 2 and 3 should read: "the gate **cannot** be lifted by hand". Paul Mah moved that the minutes be accepted as amended. Cory Horton seconded the motion, carried unanimously.

Financial Report - Crystal Heck handed out copies of the October 2017 to February 2018 financial reports. There has been a good response over the winter for owners to get their accounts current. Currently there are six owners that are in arrears but two of the owners have provided post dated cheques. Crystal Heck will send out reminders to the owners that have just become in arrears with this month's condominium fees.

Site Services - Paul Mah provided a brief report on the site services over the winter. There were problems with owners pushing snow onto common areas and on other owner's properties. He requested that this be included in the Rules and Regulations

update. There were more costs associated with frozen water lines. He submitted a diagram for filing of the latest work provided to clear the water lines. Sueanne Rehill Holt and Lana Southorn thanked the Board for the awesome job they provided the owners over the winter months.

Secretarial - Lana Southorn reported that Jan Wells has provided information on the dust control, water diversion, and Xplornet, and this information is available in the office for review by Board members.

Brazeau County Liaison - Nothing to report

Old Business

Action items as per list

- South Gate Emergency Access - there has been no reply from the County and a reminder will be sent.
- Dust Control - Jan Wells has made all the applications with Brazeau County to get the roads in the community sprayed with dust control. The Board plans to use the same product that the Brazeau County is recommending for the roads. Sueanne Rehill Holt reminded the Board that it is in the best interest of the owners to work with the Brazeau County.
- Xplornet – a follow-up letter, to the January 23, 2018 correspondence, was received from Xplornet on March 23, 2018; and correspondence has been received from Brazeau County.
- Rural Crime Watch - nothing to report.
- Culvert repair and replacement policy - Sueanne Rehill Holt will be working with the Brazeau County to come up with a policy.
- Methane Monitors - currently on hold.
- Camera at gate and dumpster - Cory Horton would like to see another two cameras purchased at approximately \$100.00 each to get a better picture of the owners who are disposing of items that are not allowed. Owners need to be reminded that the dumpster is a privilege and can be removed in the case of abuse. Cory Horton asked that a reminder be placed in the AGM package.
- Reserve Plan Maintenance action items - this will be completed spring 2018.
- Rules and Regulation review and update – For discussion at the AGM preparation meeting on May 2nd.

New Business

Items Arising from the Open Forum

- Non-compliant properties - There was some discussion on the concerns regarding the properties that are currently not in compliance with the Rules and Regulations. Sueanne Rehill Holt reminded the Board that Brazeau County also takes complaints from owners if there is a concern.
- Lot 168 - Paul Mah will work with Bruce Swanston regarding Lot 168 to see if the water can be diverted.

- Winter Road Conditions – The Board will try to have more discussions with Brazeau County regarding having a grader come into the community to help with the road maintenance.
- Birchwood 30th Anniversary – referred to the Social Committee for discussion at the next Social Club meeting.
- FOIPP – Tabled.
- Property Management - the Board will read the proposal dropped off from the owner and do some investigating and respond at a later date.

Other

- The Board received a letter from an owner in which numerous concerns were expressed. The Board will take some additional time to respond to these concerns.
- Water diversion license has been approved; and a notice will be prepared and posted at the Community Notice Board near the dumpster.

Correspondence for Review and Filing

Correspondence for Lot Files (26), includes 6 arrears notices; Development Permits (4); Certificate of title (1); Certificate of Qualification (1); BMO correspondence (1); and WCB correspondence (1).

New owners - Lot 9, Lot 126 and Lot 65

Adjournment

Meeting adjourned at 9:30 p.m.

Meeting Dates:

AGM – Saturday, June 2, 2018, 10:00 a.m., Birchwood Center.

AGM preparation (Closed meetings; No Open Forum)

- May 2, 2018, at 7:00 p.m., Birchwood Center, 7:00 p.m., and
- May 7th or 8th, time to be determined, (a mail out “work bee” will be scheduled as soon as possible following AGM preparation meetings).