

Minutes–April 19, 2017, Board Meeting

Condominium Corporation No. 882 0814

www.birchwoodcountrycondo.com

(Draft for review & approval)

Attending: Don Welsh, Jan Wells, Sueanne Rehill Holt, Glenn Gallant, Lana Southorn, and Crystal Heck, (Accountant/Recording Secretary).

Guests: Jerry Wells, Lot 99; Gary Holt, Lot 45; Clarence Wastle, Lot 84; Randy Finnamore and Beverly Baltesson, Lot 75; Dianne Gallant, Lot 5; Bruce Swanston, Lot 90; Betty MacRae, Lot 21; Karen LeDrew, Lot 149; and, Rod Yakubow, Lot 133.

Agenda

Don Welsh called the meeting to order at 7:00 p.m. at Birchwood Center.

Open Forum

Don Welsh thanked all the owners in attendance for coming to the first scheduled meeting for 2017, and asked for everyone to introduce themselves and note any concerns they may have.

Jerry Wells, Lot 99; Gary Holt, Lot 45; and, Beverly Baltesson, Lot 75; were in attendance as observers. Rod Yakubow, Lot 133, was in attendance to provide the winter water report; and Bruce Swanston, Lot 90, was in attendance to provide his winter report for maintenance and security.

Betty MacRae, Lot 21, expressed her appreciation to the Board for all the volunteer time put in on behalf of herself and all the owners in the community. Don Welsh thanked her for her kind words and reassured her that while it may be a bit frustrating at times it is very rewarding. Betty MacRae expressed her desire to join the Board and asked if the Board has job descriptions for review in order to give her a sense of the requirements of Board members. Jan Wells stated that Betty could get in touch with her and she would assist Betty with some information. Don Welsh explained that there are currently five vacancies to be filled on the Board, and if she or any other owners wished to let their name stand for a Board position, they should bring their names forward for nomination at the June 3rd, 2017 AGM. Betty MacRae also wanted to thank the Social Club for all the activities that they provide the owners. Betty also asked if the Board would consider possibly hosting a volunteer appreciation party.

Betty Mac-Rae also wanted to make owners aware that the Alberta Government recently announced an “Energy Efficient Alberta Program;” which offers no-charge installation of certain energy efficient products, to residents across the province. For further information go to website: <https://www.encyalberta.ca/#programming>

Dianne Gallant, Lot 5; thanked the Board for their great job over the winter with snow removal.

Karen LeDrew, Lot 149, wanted to let the Board know that she received a response from Brazeau County regarding her August 2016 development permit application. Karen came to the open forum to see if she could get some information on names of contractors and some advice on how to proceed with the conditions she is required to provide Brazeau County. Clarence Wastle, Lot 84, volunteered to meet with her after the open forum in this regard.

Randy Finnamore, Lot 75, wanted to inform the Board that he will be ready to start mowing the first of May weather permitting with all the moisture in the ground.

Gary Holt, Lot 45, wanted to thank Bruce Swanston for his work with the snow removal and dealing with the moisture this spring on the community roads.

Clarence Wastle, Lot 84, wanted to inform the Board of the Fire Smart Canada grants that are available to remove fallen trees in the community. There is a \$500 starting grant to clean up any dead and fallen brush in the area. Clarence Wastle volunteered to continue to be the liaison with the County and the Board regarding the information available on this project. Clarence Wastle also stated that at the last County meeting a gentleman from Energy Alberta was present and addressed the government's carbon tax incentive.

The open forum was completed at 7:25 p.m.

Board Portion of Meeting

Don Welsh called the Board portion of the meeting to order at 7:30 p.m.

Approval of Minutes

Jan Wells moved that the October 5, 2016 meeting minutes be accepted as presented, seconded by Don Welsh, carried unanimously.

Water Report

Rod Yakubow submitted the February and March reports including water usage for filing. The previous month's reports were handed in for filing at the two open forums held in December 2016 and February 2017. Rod Yakubow reported the water wells are working efficiently. March usage was 108,259 gallons - #6 Aspen Grove - 20,493 gallons; #2 Cedar Glen - 10,280 gallons; #3 & #4 Willow Ridge - 77,486 gallons; and three gallons of Chlorine were used for the month.

Aspen Grove Wellhouse – the water table is very high due to water saturation, and Rod Yakubow has been pumping the water out manually. The Board suggested that Rod Yakubow obtain a price on a sump pump that would eliminate the need for Rod to pump-out manually when the levels get high in the well house.

Rod Yakubow advised the Board of the necessity of preparing a drinking water safety plan to comply with the Alberta Government. The Board will assist both him and Jerry Wells to get one prepared.

Site Services Report

Bruce Swanston was in attendance and handed in his winter reports. Bruce Swanston has been working to get the roads back into shape due to the water saturation this spring, especially the road by the pump jack which is very soft. To date six days have been spent on clearing frozen culverts. Glenn Gallant also stated that work will be conducted on the drainage issues that this spring thaw has brought to the surface. Bruce Swanston will also work on cleaning out the ditches in the community this spring, as well as bridge repairs including changing some planks, and preparing the bridge for welding repairs. Bruce Swanston asked if the Board would apply for an account at Keyag Ventures in Leduc for purchase of parts for the Kubota. Bruce Swanston said that the application is on line, Jan Wells will follow-up.

Financial Report

Crystal Heck submitted the revised July and August financial reports with auditors opening balances updated. Crystal Heck also submitted the September to February financial reports. Books are currently showing a loss. Crystal Heck also provided an accounts receivable report - the winter has proven to be productive in getting the receivables at a manageable level.

The Board reviewed the expenditures incurred in the fall of 2016, to repair water distribution lines in the Cedar Glen area. The final cost being \$57,501.27, not including road repairs, landscaping and reseeding which will take place in the spring. After some discussion, the Board determined that this expenditure clearly falls into a reserve fund expenditure. Sueanne Rehill Holt moved that the costs to repair the water distribution lines, in the amount of \$57,501.27, be charged to the reserve fund rather than to operating funds, seconded by Glenn Gallant, carried unanimously.

Audited financial statements were received from the auditor and reviewed. Jan Wells signed off the draft statements in April 2017 at the accountant's office. Jan Wells advised that Gary Ruhl has retired and his assistant Heather Zeniuk has purchased his practice and will be working with the Board going forward. Heather Zeniuk has been the accountant that has assisted Gary with our audit for the last few years and is very familiar with the file.

Old Business

Reserve Plan Study

Glenn Gallant moved that the Board approve the Capital Replacement Reserve Fund Study prepared by Keystone Field Engineering Inc., April, 2017, seconded by Lana Southorn, carried unanimously. The maintenance items identified will be considered into the 2017/2018 budget.

Electrical Box Replacement

The Board has ordered five more boxes that will be painted and installed as early as possible.

Safety Sign

The safety signs will be installed as soon as possible.

Drainage & Culverts

The Board recognizes the need to do further work on the drainage ditches and culverts as identified through the spring thaw.

The Board will be writing a letter to the owner of Lot 104 regarding the drainage from their driveway.

Water Safety Plan

The Board will assist Rod Yakubow with completion of this plan.

New Business

There were no action items arising from the open forum.

Brazeau County Liaison

Due to the resignation from the Board of Cory Horton, Jan Wells and Don Wells will provide liaison with Brazeau County. The Board wishes to thank Cory for his enthusiasm and support.

AGM mail out and Budget preparation

A closed meeting is scheduled for May 1, 2017 at 7:00 p.m., to prepare for the AGM mail out and Budget preparation. Crystal Heck has prepared a budget worksheet with costs to date to help with preparing the 2017/18 budget.

Donation

Brizco Construction gave the community a \$300.00 cash donation at Christmas. This money will be used to cover the expenses for the barbecue following the AGM.

Windy Ridge

A mail out was prepared and paid by Windy Ridge Septic Vacuum Services, and sent out to owners to advise that pump out services will be extended to include Mondays, and that the method of payment will now include Visa and MasterCard.

Forms

Lana Southorn provided the Board members with a copy of the revised Development Application, and noted that this document has been uploaded to the website. Lana also reminded the Board members that an updated form is available for noting non-compliance.

First Aid Kits and Fire Extinguisher Study Requirements.

Glenn Gallant expressed the need for First Aid Kits at the Center, as well as determining Fire Extinguisher requirements.

Condolences

The Board of Directors wish to extend their sincere condolences to the family and friends of Jim Jansen for Val Jansen who passed away on February 28, 2017; and to the family and friends of Bruce Swanston for Sharon Swanston who passed away on March 1, 2017.

New Owners

There were no new owners since the fall meeting.

Correspondence

Adjournment

Meeting adjourned at 10:00 p.m.

The next meeting which will be a closed meeting will be at 7:00 p.m., Monday, May 1, 2017.

The following meeting will be the Annual General Meeting at 10:00 a.m. at the Birchwood Center