

Minutes – April 20, 2020 Board Meeting

Condominium Corporation No. 882 0814

www.birchwoodcountrycondo.com

(Draft for review & at the next Board Meeting)

Attending: Greg Jansen; Lyle Banack; Bev Baltesson; Frazer House; John Budd; Kevin Souther; Marilyn Osaka & Crystal Heck, (Accountant/Recording Secretary).

Agenda

Greg Jansen called the meeting to order at 6:58 p.m. via Webex video conference.

Site Services

Bruce Swanston supplied a Site Services report to Frazer House. Frazer reported the following:

- The ditch & culvert cleaning near Lot 15 was completed by CK Contracting.
- Some culverts that should be replaced this year including ones in front of Lots 15, 79 and 105.
- Gravel has been delivered and Bruce will work on the roads and potholes.
- There is some maintenance & repair that needs to be done on the Kubota, including repairing the snowblower attachment and the rear blade.
- Bruce will clean off the bridge once things have dried up a bit more. Bev Baltesson commented that Bruce has done a good job of keeping the bridge clean.

Water Report

Rod Yakubow supplied a Water report to Frazer House. Frazer reported that Rod advised that there was nothing out of the ordinary, no leaks, repairs or issues during February and March.

Rod Yakubow emailed the following reports prior to the meeting for submission to the minutes.

The water report for the month of February 2020 is as follows:

6 Aspen Grove –20,934 gals
2 Cedar Glen – 10,200 gals
3 & # 4 Willow Ridge – 64,119 gals

TOTAL FOR ALL WELLS – 95,253 gals
Chlorine Used 12.5 gals

The water report for the month of March 2020 is as follows:

6 Aspen Grove –26,779 gals
2 Cedar Glen – 23,044 gals
3 & # 4 Willow Ridge – 72,200 gals

TOTAL FOR ALL WELLS – 125,023 gals
Chlorine Used 9.9 gals

Rod Yakubow also provided a water monthly usage listing for the years 2015 to 2019 inclusive

Approval of Previous Minutes

Minutes of the February 24, 2020 meeting were previously circulated.

Motion: Lyle Banack moved that the minutes be accepted as presented; Marilyn Osaka seconded the motion.

Carried unanimously

Minutes of the March 2, 2020 meeting were previously circulated.

Motion: Lyle Banack moved that the minutes be accepted as presented; Bev Baltesson seconded the motion.

Carried unanimously

Financial Report

Crystal Heck emailed reports for January, February, & March 2020 prior to the meeting.

Bev Baltesson emailed the above reports as well as a Treasurer's report prior to the meeting for the Board's review. Bev reported the following:

- Currently there are 11 lots in arrears of the 2019-2020 Assessment. Total arrears are approximately \$2,800.00.
- Payments for the Water Upgrade Special Levy have been made by 25 lots and 5 lots have sent post date payments. A new bank account has been set up and all money from the Special Levy will be deposited in that account.
- Bev advised the directors that the association has been receiving emails and phone calls from owners that have lost all income and will have trouble paying yearly assessments and special levies. A discussion followed with all directors and there was a consensus that we can work with owners & offer some flexibility to owners who are having difficulty at this time. Currently there is a motion to cease all interest & surcharges on any overdue assessment fees & special levy fees until July 1, 2020. It was also noted that the association must have the money in place in order to provide services, pay contractors, etc. so it is not in a position to be able to waive fees. Owners unable to pay may also have options with their banks working with them. The Board will further discuss this issue near the end of May 2020.

We need to work with owners to allow flexibility in payments, as Special Levy fees cannot be waived.

Frazer House suggested that maybe payment could be extended to December 31, 2020. Lyle Banack suggested that they could have their bank add it to their mortgage or maybe to a line of credit.

Past motion has waived interest charges to July 1, 2020.

Bev Baltesson would like to revisit this motion near the end of June and see where the economy is and the COVID-19 to make a decision at that time.

Frazer House is wondering if we could postpone the water upgrade. After some discussion it was decided that the water upgrade needs to continue as scheduled.

Kevin Souther would like to see drawings so that we can go out to contractors for tender.

Frazer House will get in touch with Pat from Minnow Engineering to get the specs for the drawings.

Bev wondered if we could set up a water upgrade committee to go forward. Suggestions were Frazer House, Lyle Banack, Kevin Souther, John Budd, Rod Yakubow and Jerry Wells. Frazer House will reach out to Rod Yakubow and Jerry Wells. Jerry Wells has some sketches prepared and Bev will send out to the committee.

Site Services

Frazer House had no new information other than what was supplied by Bruce Swanston.

Brazeau County Liaison

Lyle Banack confirmed that there were no grants available, federally or provincially, for the water upgrade project prior to the Special Levy that was sent to owners in March of 2020.

The Board did not further pursue borrowing options available through the Government of Alberta as there would have to be a 75% approval from owners to borrow the amount of money required for the water upgrade project. This option was closed at the March 2, 2020 meeting.

Lyle Banack advised that he has discussed signage with Brazeau County and indicated that they would also like to see better signage as well as directional signage. The County is looking into the feasibility of these signs.

Lyle Banack inquired about having Brazeau County place a cardboard recycle bin at Birchwood. Item is still pending.

Lyle Banack and Brazeau County discussed having a couple of street lights installed near the entrance along Township Road 494. Item is still pending.

Lyle Banack also discussed dust control options with Brazeau County. Frazer House indicated the dust control that was applied in 2019 is supposed to last through the 2020 season as long as the roads don't have any heavy grader work done to them. This item is closed.

Old Business

Action items as per list

- Community Map – this item will be removed from the Action Log as it was discussed Lot signs and Directional Corner Markers would be more useful.
- Lot signs & Directional Corner Markers – Pending as shown above
- Electrical boxes – replacement and installation – Frazer House indicated that he would like to continue with this project and replace 4 or 5 of the boxes in the worst condition. Bev Baltesson confirmed there was money in the budget and perhaps Jerry Wells could advise which boxes should be replaced. Frazer House will contact Jerry Wells to determine what boxes to be replaced.
- CC Valve & Water Hydrant Location – Pending
- Frozen Water Line – Weekly flushes continued through the winter and no issues occurred. We will continue with this in the foreseeable future. Action item closed.

- Drainage by Lots 78-80 – Lyle Banack advised he will discuss with his neighbor to determine a solution and agreement
- Security gate & codes – A new code will be programmed, and owners will be advised on the next mailout.
- Recycle Dumpster – Pending as shown above
- Annual meeting date & fiscal budget – Closed on Action Log. Will be discussed in New Business.
- Culvert & Ditch Lot 15 – Bruce Swanston advised Frazer House this work has been completed.
- Lead Management Plan for Water – Brief discussion, however, tabled to the next meeting.
- Temporary Electric Service Cable – Pending
- Water upgrade – There was some discussion around delaying this project, however, it was agreed that the project needs to continue. Pat Fisher from Minnow Engineering continues to work with the GOA insuring they have what they need. Frazer House, Pat Fisher and Jerry Wells recently met, and Jerry submitted proposed well house sketches that might be able to be used. Pat indicated the sketches needed a few small changes and Jerry has resubmitted them to the Board. Bev Baltesson will make copies of these changes and provide to directors, as necessary. Bev Baltesson suggested that a Water Upgrade Committee be created with a combination of owners, contractors and directors. The following group has been suggested, Frazer House, Kevin Souther, Lyle Banack, John Budd, Jerry Wells and Rod Yakubow. Frazer, Kevin, Lyle & John agreed to sit on the committee. Frazer House will contact Jerry & Rod to confirm their participation. Bev Baltesson advised that an owner has expressed interest in knowing when the project goes to tender. Bev will forward owner details to the committee.
- Epcor Billing – Pending
- Xplornet Tower Replacement – The new Xplornet tower has been installed and the old tower removed. Bev Baltesson advised that the yearly compensation and monthly compensation has not been updated, however, Xplornet has advised that the new compensation should be reflected on the May 2020 payment, backdated to March 1, 2020. Baywest Tower has been invoiced for gravel & Bruce Swanston's time while using the Kubota to clear and spread the gravel. Bev Baltesson indicated that the road into the common property is not very good shape. It was agreed that the area will be reassessed once the area dries out a bit. If additional work or material is required to repair the road, Baywest Tower must be invoiced. Bev Baltesson also indicated that check meter be installed at the tower to track the amount of electricity used. Bev will confirm if this has been done by Xplornet.
- Owner Communication – A brief discussion was held regarding using a contractor to fan out communications to owners via email or texts. Bev Baltesson advised that an up to date list of contacts needs to be created with owner preference of contact. It was suggested this information could be obtained when the next mailout is sent to owners.

New Business

Franklin Pump Controller & capacitors – Jerry Wells provided the Board with a list of spare pump controllers and capacitors that we should have on hand. Kevin Souther will contact Jerry Wells to arrange the ordering of these parts.

Rules and Regulations – These became invalid as of March 31, 2020 per the new Condo Property Act legislation. Bev Baltesson & Marilyn Osaka will review current Non-Compliance Letters to ensure Bylaw infraction is referenced, not Rule & Regulation. Rules & Regulations will have to be redone. Pending

Non-Compliance Letters – Frazer House indicated that the Non-Compliance Letters should be reviewed to be sure bylaws are referenced, not the Rules & Regulations. Frazer also indicated that he would like the opportunity to meet face-to-face with an owner to discuss infractions. A letter would be sent to document the infractions, resolutions and timing. Discussion was held around going on owner's property, uninvited, and it was suggested that a Board member should ask for permission before entering an owner's lot. Bev Baltesson shared an encounter with an owner who came on her property, uninvited on Sunday, April 19th. While the conversation started pleasant, it quickly turned into an avenue for the uninvited owner to swear & express his displeasure with everything including, contractors, Board members (some of which have not served on the Board for 10 years), policies, processes, etc. Bev Baltesson & Marilyn Osaka will review and revise the letters for director's review.

Bylaws – Bev Baltesson advised that the Association has until December 31, 2020 to amend bylaws, by ordinary resolution, to bring them into compliance with the new provisions of the Act & Regulations. Bev also suggested that a legal opinion should be obtained when changes have been determined. Only bylaws that contravene the new legislation can be changed. Bev Baltesson suggested that we may want to have our lawyer look at any changes that we do to the Bylaws and Rules & Regulations. Pending

Insurance – Bev Baltesson advised that we have until our insurance renewal, September 1, 2020, to be in compliance with the new Condo Act & legislation. Bev will work with our broker to confirm our coverage is adequate.

Standard Insurance Unit Description (SIUD) – Bev Baltesson will investigate further with our insurance broker and provide more information at the next Board meeting.

Letter to Owners – Bev Baltesson would like a letter drawn up to send to all owners updating them on various topics. Discussion quickly went to deciding if we can or should hold our Annual General Meeting on June 6, 2020. Service Alberta Ministerial Order SA:009/2020 is in effect for 90 days following March 17, 2020 and it suspends the requirement for an AGM due to the COVID-19 pandemic.

Motion: Lyle Banack moved that the Annual General Meeting scheduled to be held on Saturday, June 6, 2020 be postponed indefinitely until such time as it can be held safely. Bev Baltesson seconded the motion.

Carried unanimously

Discussion was then held about the scheduled Budget & AGM Preparation meeting to be held on May 4, 2020. Lyle Banack suggested that this meeting could now be held more towards the end of May 2020 and we may have a better idea of the COVID-19 restrictions still in place, gatherings for meetings, etc.

Motion: Lyle Banack moved the May 4, 2020 Budget & AGM Preparation meeting be cancelled and rescheduled to May 25, 2020. John Budd seconded.

Carried unanimously

As part of the above Ministerial Order referenced above, it was discussed that the current Board will continue to hold office until elections are held at the Annual General Meeting. Retiring Board members, Frazer House, John Budd and Marilyn Osaka all agreed to remain on the Board at this time. Marilyn Osaka expressed her time may be limited so if a volunteer stepped

forward, she would be willing to resign. Bev Baltesson will draft up a letter for communication to the owners for all directors to review.

Cedar Glen gate lock - Bev Baltesson advised that a new lock was purchased by Bruce Swanston for the Cedar Glen gate. Bruce purchased the new lock as it was all rusted and did not work properly. Bruce noted the new lock and combination for it on his Weekly Log. When questioned why a combination lock was on the gate, Bruce advised that he was given a lock by an owner in Cedar Glen. The owner advised Bruce that he had permission from the Board to change the lock to a combination lock. The owner did not have permission to replace the lock and did not advise the Board of the change or the combination. If the gate had to be opened and Bruce was not available, no other Board member or contractor was aware of the combination. A properly keyed lock was replaced on this gate.

Property Lines of the pump houses – Kevin Souther had been approached by an owner regarding the location of the pumphouse on his property and with the pending water upgrade is concerned that they have not been approached by anyone from the Board about getting more land.

Lyle Banack said that there are easements in place on both lots which allows the additional land to build the required space for the pumphouse. Greg Jansen will approach all owners relating to these easements to discuss the water upgrade project in relation to their lots. Bev Baltesson will provide Greg with the easement documents.

Acceptance of the Draft Financial statements for June 30, 2019 – Greg Jansen, Bev Baltesson & Crystal Heck signed off on the financial statements once all directors had the opportunity to review.

Motion: Lyle Banack moved to accept the June 30, 2019 financial statements and to convey to the auditor that they are accepted. Bev Baltesson seconded the motion.

Carried unanimously

Winter Board meetings - Frazer House stated that he thought the two Board meetings held during the winter months seemed to be very productive and should continue. He stated that he thought it would be a good idea to have Directors who are snowbirds or living out of Birchwood for the winter be able to join a virtual meeting. General discussion was positive, and the opinion was that Directors away from home should have an opportunity to join the meeting. Bev Baltesson advised that there is no internet connection at Birchwood Center so that would have to change in order for a Webex meeting to be held there.

Road Maintenance – Frazer House advised that there are specific sections of the roadways that are in need of gravel. Frazer will work with Bruce & Kevin to get areas addressed.

Kubota Replacement – Frazer House started discussion on the possibility of trading in the Kubota tractor for a few reasons. The Kubota is 5 years old and would still have a fair value on a trade in. The Kubota has approximately 1500 hours on it and trading it in now would result in a good return. It would also lessen the chance of a breakdown, especially in the winter, when road clearing timing is critical. Frazer will look into options for trading or replacing the Kubota.

The following motions were approved by the Board through email,

Wednesday, March 25, 2020

In light of the recent developments around COVID-19 and the state of our economy in our country and province and the Board passed the following motion.

Motion: Bev Baltesson moved that effective immediately all interest and surcharges on overdue accounts and Special Levies be ceased until July 1, 2020. Seconded by Kevin Southern.

Carried Unanimously March 27, 2020

Tuesday, April 7, 2020

As a result of COVID-19 protocols placed on the Province of Alberta and the necessity to keep all residents safe and healthy, the Board has passed the following motion regarding the April 20, 2020 scheduled Board meeting. As stated in the motion, the meeting will be held virtually with only Board members present. As per normal Board practice, minutes to this meeting will be posted as soon as they become available.

Motion: Bev Baltesson moved that the location of the April 20, 2020 scheduled Board meeting be changed from Birchwood Center to a virtual conference meeting of Board members due to safety protocols relating to COVID-19. Seconded by Marilyn Osaka.

Carried Unanimously April 8, 2020

New owners

Lot 120 - March 13, 2020 – Welcome Package will be sent as soon as title is received

Offer of Condolence

The Condo Association, neighbors and friends would like to offer our condolences to Ada Honeysett and family on the passing of Leigh on March 24, 2020. At this time we would also wish to pass on our condolences to Marion Judson and family on the passing of Jim on April 27, 2020. Both Leigh & Jim were long time residents of Birchwood and our neighborhood will certainly be different without them in it. Our thoughts and prayers go out to you and your families at this time of sadness and sorrow.

Correspondence for Review and filing

Bank of Montreal – new account
Water Wellhouse Drawings – (original pencil drawings by Jerry Wells)
Parlee McLaws – Payment for Special Levy
Arrears Letters – 13

Adjournment

Meeting adjourned at 9:10 p.m.

The next meeting (budget, assessment & owner communication) is scheduled for 7:00 pm at Birchwood Centre on Monday, May 25, 2020. Meeting will be held virtually through Webex videoconference if COVID-19 restrictions are still in place.