

Minutes–August 17, 2016, 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, Cory Horton; Richard Cummings; and, Crystal Heck, (Accountant/Recording Secretary).

Guests:

Jerry Wells, Lot 99; Drew House, Lot 30; Bob Clark, Lot 155; Dianne Gallant, Lot 5; Clarence and Teresa Wastle, Lot 84; Beverly Baltesson and Randy Finnamore, Lot 74, 75; Jeanette Craddock, Lot 92; Shawn Little, Lot 161; Lorne and Deborah Poulin, Lot 28; and, Chett and Garrett from G&C Steamers.

Agenda

Jan Wells called the meeting to order at 7:03 p.m. at Birchwood Center.

Open Forum

Jan Wells thanked all the owners in attendance for coming and asked for everyone in the Open Forum to introduce themselves and note any concerns they may have.

Jerry Wells, Lot 99; Bob Clark, Lot 155; Lorne and Deborah Poulin, Lot 28; Beverly Baltesson and Randy Finnamore, Lot 74, 75; Jeannette Craddock, Lot 92; and Teresa Wastle, Lot 84; were in attendance as observers.

Chett and Garrett from G&C Steamers were invited to the Open Forum by some community residents who have been using their services. They inquired as to the process for submitting a bid to the Board for consideration to become the septic pump out provider for Birchwood, which would allow them to use the Birchwood lagoon. Jan Wells explained how the process works, and that currently Windy Ridge Septic is the only septic pump out provider that the Board has a written contract with. G&C Steamers offer pump outs as follows: 5 days a week at \$60.00 on weekdays; \$80.00 on weekends; and \$120.00 on statutory holidays. Bob Clark and Shawn Little were in attendance to commend G&C Steamers on the work that they have been doing in our community.

Shawn Little wanted to let the Board know that he has been in contact with CCI Wireless regarding their internet service and the availability of this service in our community. The contact person explained to Shawn Little that if the Board is interested in pursuing the possibility of this service in our community, a written letter from the Board would be welcome. A quote of around \$50.00 per service would allow them to provide two 20 foot towers in the community which would service the whole community. Sueanne Rehill Holt suggested that the Board would need to know how many community members would be interested in this before looking into this service. Many community members are locked into contracts and may not have the flexibility to change providers. Clarence Wastle, Lot 84, explained that CCI Wireless is a reputable Canadian company. He also mentioned that Brazeau County is currently looking at providing more towers in the area as well.

Clarence Wastle, Lot 84, reported good news in that the Land Use Bylaw had the third reading passed as presented. The bad news is that it was missing some motions that had been discussed and agreed upon in the forums, to be put into the Land Use Bylaw. Missing were the grandfather clause regarding existing structures, the height clause, and the geotechnical study is still required. September 20, 2016 is the next reading and the County will propose some amendments for the missing changes. Community members again thanked Clarence Wastle for all his hard work on this project.

Dianne Gallant, Lot 5, had some concerns that she wanted to address with the Board regarding the meeting minutes suggesting that her company, T.J. Phillips Construction, had given the Board a quote for gravel of \$22.50 per tonne. As she would not give that quote and felt that the minutes should reflect the correct verbal quote. Dianne Gallant also had some concerns regarding the treatment of Glenn Gallant during the discussion of the quotes, and the Board's request for him to abstain from voting on the purchase of gravel, due to conflict of interest. Dianne Gallant asked how the conflict of interest works and who it includes as there are other spouses that also work for the Board. Regarding the gravel quotes Cory Horton explained that the quotes were given to him verbally by phone and were relayed to the Board by e-mail and then included in the minutes at the closed portion of the meeting. Sueanne Rehill Holt explained why the Board felt that Glenn Gallant had to abstain from the vote. More discussion took place regarding being fair in obtaining quotes either verbally or in writing for work required by the Board.

Bob Clark, Lot 155, wanted to remind the Board to discuss usage of the lagoon, and consider G&C Steamers. Clarence Wastle, Lot 84, reminded all in attendance that Windy Ridge Septic is the only service provider currently allowed to use the lagoon. Clarence Wastle also suggested that the Brazeau County is going to be rebuilding the lagoon in 2017.

Drew House, Lot 30, had concerns with Brazeau County, the Board, and his neighbor. Drew House would like the Board to address this with the County. Jan Wells and Cory Horton met with Brazeau County and were told that this is not something that the Board needs to address. Drew House wishes to address the drainage problems, and would like to work with Lot 31 to accomplish this. Jan Wells will call the owner of Lot 31, and ask that he contact Drew House.

Drew House also inquired about not being allowed to remit cash in payment of his condominium fees. There has been some reservation on keeping large amounts of cash in personal homes and this practice was discouraged this year. Crystal Heck can take cash for condominium fees at her office in Drayton Valley, as long as she is able to deposit the cash in the bank before 2:00 p.m. Crystal Heck will call Drew House with her address tomorrow.

Clarence Wastle, Lot 84, asked if the Board was able to check the list of properties listed on the County notice board, for non payment of taxes. Jan Wells stated she did note the three properties that were on the list.

The open forum was completed at 8:10 p.m.

Board Portion of Meeting

Jan Wells called the Board portion of the meeting to order at 8:15 p.m.

Approval of the July 20, 2016 Minutes

The July 20, 2016 meeting minutes required amendments as follows:

Backup for Security/Site Services. Training for the Security/Site Services backup was discussed. After a recruitment process was completed, Randy Finamore accepted this position in October, 2015. Action: Glenn Gallant and Richard Cummings will contact Bruce Swanston to ensure that Randy Finamore has thorough training as soon as possible.

Quotes for Gravel. Quotes for gravel obtained by Cory Horton were discussed. Jan Wells asked about the timing of the quotes and how long they are good for. Cory Horton said that normally dates are noted on the quotes. Glenn Gallant agreed to abstain from discussion and voting on issues regarding gravel since he would be in a conflict of interest position as one of the possible suppliers and a quote was taken from the average price on the last invoice (T.J. Phillips Construction Invoice # 124). Drayton Sand & Gravel was \$23. per tonne, Associated Aggregates was \$25. per tonne, T.J. Phillips was \$21.78 per tonne, and River Valley was \$21.45 per tonne. Sueanne Rehill Holt moved that the Board go with River Valley for supplying gravel as they are the lowest bid, seconded by Jan Wells, carried unanimously. Action: Glenn Gallant will inform Bruce Swanston of the decision of the vote.

The July 20, 2016 minutes will be passed at the next Board meeting.

Water Report

Rod Yakubow was unable to attend the meeting. Rod Yakubow submitted the July 2016 reports including water usage for filing to the Board prior to the meeting. Usage was down from 2015 numbers with the help of "Mother Nature." There were no issues to report for the month of July. Water usage for Aspen Grove was 31330 gallons, Cedar Glen was 52339 gallons, and Willow Ridge was 44272 & 77839 gallons.

Site Services

Bruce Swanston was not in attendance, so there was no report. Glenn Gallant did not have anything to report. Glenn Gallant has reminded Bruce Swanston of the need for monthly reports.

Financial Report

Crystal Heck handed out a copy of the June 2016 financial reports and reviewed the accounts receivable on the books as of August 17, 2016. Ninety day over-due are currently down to \$3,167.70 from \$7,620.03. New overdue notices will be sent out again the end of August.

Brazeau County Liaison

Cory Horton wanted to remind the Board of his meeting with the County on August 25, 2016 at 2:00 p.m. to discuss our development application revisions. Cory Horton suggested that the Board have ad hoc meeting prior to the next meeting in September in this regard. Brazeau County has been very helpful in working with the Board's issues. Cory Horton also informed the Board that Anthony Heinrich has been in contact with him, in order to establish a good working relationship between Brazeau County and the Board.

Old Business

Dust Control

Cory Horton talked to Brazeau County and was told that they would be available to provide this service this summer. Cory Horton will check with Brazeau County for availability and give them the okay to proceed as the roads have not been done for two years. Bruce Swanston will still continue watering the roads where required.

Reserve Fund Study

Karrie Jones from Keystone Field Engineering met with the Board and provided a quote of \$4,225 plus GST to conduct a reserve fund study. There was discussion amongst the Board as to what should be included in the study. Don Welsh felt that the Center should not be included since it is covered by insurance; shingles would be a maintenance issue when they are in need of replacement, and will be included in the maintenance budget when the time comes. The Board has verified that the electrical and water lines will be included in this study. The Board will let Karrie Jones know that she has permission to contact Fortis for a map of all the lines in the community. The well houses were discussed and the Board has yet to hear from Alberta Environment regarding the requirements to bring the well houses to current specifications. It was decided to put this matter on hold until the Board is contacted by Alberta Environment. Don Welsh moved that we go ahead with Keystone Field Engineering to provide an updated reserve fund study; Lana Southorn seconded the motion, carried unanimously.

FireSmart Program

A presentation on the FireSmart Program was held on July 27, 2016 at Lindale Hall from 5:30 to 7:30 p.m. In order to take part in the program, the community would need a volunteer to champion the program. There were very few owners in attendance and Sueanne Rehill Holt had concerns about the expectations of the program to our owners. After some discussion it was decided that it was a great idea but may not be feasible in this community. Action: Jan Wells will inform the Brazeau County that the Board did not have a volunteer to take on this project.

Don Welsh excused himself from the meeting at 9:25 p.m.

Sueanne Rehill Holt moved that the Board give Don Welsh the freedom to attend or be absent from meetings indefinitely as needed, due to his personal situation, without losing his place on the Board, Jan Wells seconded the motion, carried unanimously.

Light Boxes

Glenn Gallant obtained written quotes from United Truck & Machine Ltd. for an 18" x 18" x 4 ft, high, unpainted light box with two doors, locks, and hinges for \$577.00 plus GST. Karach Welding provided a quote for \$1,039.97. Glenn Gallant moved that the Board purchase electrical boxes from United Truck & Machine Ltd. up to \$5,000.00 for the present time, Richard Cummings seconded the motion, carried unanimously. Action: Richard Cummings and Glenn Gallant will provide a list of light boxes that are in critical need of replacement.

Unsightly Properties

Richard Cummings has been approaching numerous owners and has them working on getting their properties mowed and cleaned up. Letters will be sent out to owners in non-compliance by the end of the month. Action: Richard Cummings will prepare a list for Lana Southorn next week.

Road near Lot 161

Action: Bruce Swanston will work the washed out area the next time he is that area.

Tree Trimming

Glenn Gallant has seen to the completion of this job. It should be noted that once the project began, the scope of work changed and the final cost was slightly more than the initially quote.

Adjournment

Meeting adjourned at 9:50 p.m.

Jan Wells called a continuation meeting to take place at Birchwood Center, Monday, August 22, 2016 at 7:00 p.m.

Continuation of August 17, 2016 Board Meeting,

August 23, 2016 at Birchwood Center, 7:00 p.m.

Attending: Jan Wells, Sueanne Rehill Holt, Don Welsh, Glenn Gallant, Cory Horton, and Lana Southorn. **Unable to attend:** Richard Cummings

Jan Wells called the meeting to order at 7:00 p.m.

Board Vacancy

Jan wells read a letter to the Board from Richard Cummings where he tendered his resignation on the Board for personal reasons. The Board was sorry to hear that Richard Cummings was resigning from the Board, and would like to wish him well, and express thanks for Richard Cummings assistance and dedication for the time he was active on the Board.

Old Business - Continued

Reserve Fund Study

Jan Wells reported that the Condominium number was incorrect in the original report from Keystone Field Engineering. The correction has been made and a corrected report received. Jan Wells will contact Karrie Jones to schedule another meeting, and to verify what is to be accomplished at this meeting. The suggested date for a site meeting is September 7, 2016 at 10:00 a.m.; with Don Welsh, Cory Horton, Rod Yakubow, and Jerry Wells attending.

Culverts

The culverts that need to be cleaned out were reviewed, specifically: Lots 15 and 57; Lots 104,105,106, 120; Lot 28 and down the hill; as well as the other side of the road, Lot 43, and down the hill. Action: Glenn Gallant and Bruce Swanston will proceed with this job.

Lot 104

Cory Horton has left two phone messages with the owner. Action: Cory Horton will follow up.

Security/Site Services Backup

Action: Glenn Gallant will follow up with Bruce Swanston to ensure that he has proceeded with training Randy Finnamore for backup in the day to day responsibilities and the use of the Kubota.

Security Gate

Jan Wells reported that the keypad on the security gate is not tied to the remote controls; therefore, the code can be changed without the need of changing each remote control. A discussion was held as to the most effective way to accomplish a change in the code, and how to inform the community and emergency services of the change. Some suggestions were to change the code yearly, another to change the code monthly, with the information communicated to our community in the AGM mail out. This matter will require further discussion by the Board. Action: Cory Horton will contact emergency services to determine what procedures are followed when responding to a call in our community.

Communication

Jan Wells felt that there is a need for a means of communicating pertinent information to our community. Jan Wells mentioned the Birchwood Bugle, which was a mail out prepared by the Board and sent out to residents for many years in the past. The Bugle contained reminders, pertinent information, and social club activities, etc. The Board felt this bringing the Bugle "back to life" is an excellent idea. Cory Horton volunteered to head up this project. Discussions were held as to the frequency of the mail out, and the cost of postage. A suggestion was made that perhaps the Social Club could cover the cost of postage. Cory Horton volunteered to join the Social Club. Action: This item will be placed on the Agenda for the next Social Club meeting.

Change in Keyless Entry Code at Center

Action: Suanne Rehill Holt will change the code and inform the Board when the change has been made.

Shoring Device (available on a rental basis from DV Rentals, ARC Resources)

Action: Lana Southorn will prepare a note for Bruce Swanston and Rod Yakubow with phone numbers for DV Rentals and ARC, in the event of an emergency, where excavation is needed and a shoring device required.

Golf Cart Awareness

Jan Wells has drafted an awareness sign to post within the community as a safety reminder when driving golf carts. The Board approved the draft. Action: Jan Wells will proceed to have three signs made.

Items Arising from the Open Forum

Lot 30

Action: Jan Wells will call the owner of Lot 31, and ask that he contact Drew House.

CCI Wireless Internet

The Board discussed the suggestion of contacting CCI Wireless Internet, with regard to that company providing service in our community. The Board felt that since the Board manages common property, and not individual owners' expenses, this would not be possible.

G&S Steamers

The Board provided G&S Steamers with a copy of the invoice for reimbursement for the light globe that was damaged by a G&S Steamers truck.

New Business

Birchwood Golf and Country Club

Roy Thorsen has purchased recycled asphalt, and has asked the Board if it would be possible to have Bruce Swanston use the Kubota to spread the recycled asphalt at the driveway at the entrance to Birchwood. The Board felt that since all residents use that roadway when entering the community either to access the dumpster, or to reach their homes, this would be an allowable use for the Kubota. Cory Horton moved that the Kubota be used to spread recycled asphalt on the driveway entering Birchwood, seconded by Glenn Gallant, carried unanimously.

Unsightly properties

Action: Glenn Gallant will follow up with letters to owners of unsightly properties.

Pump for Fuel Storage Tank

Glenn Gallant reported the need for a new pump for the storage tank that holds the fuel for the Kubota. The cost would run at approximately \$300.00 to \$500.00.

Light Box

Glenn Gallant stated he had purchased one light box from United Truck & Machine Ltd. and will proceed with paint and primer. Glenn Gallant asked if the Board wanted to stay with the same color as the wooden light boxes. The Board agreed to stay with the color currently used.

Correspondence

Letter regarding Condo fees

Letter from Linda and Gary Verhaeghe

Action: Jan Wells will prepare a letter in response to their concerns.

Adjournment

Meeting adjourned at 9:45 p.m.

The next meeting will be at the Birchwood Center on Wednesday, September 21, 2016, at 7:00 p.m.