

Minutes–August 16, 2017, Board Meeting

Birchwood Country Condo Condominium Corporation No. 882 0814

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

OPEN FORUM (CLOSED MEETING TO FOLLOW)

Call to Order

Jan Wells called the Open Forum portion of the August 16th meeting to order at 7:00 p.m. at Birchwood Center.

Guests:

Jerry Wells, Lot 99; Rod Yakubow, Lot 133; Sharon Kuzio, Lot 62; Clarence Wastle, Lot 84; Randy Finnamore, Lot 74; Bruce Swanston, Lot 90; and Betty Baskey, Lot 21.

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

Jerry Wells, Lot 99; Bruce Swanston, Lot 90; and Randy Finnamore, Lot 74 were in attendance as observers.

Rod Yakubow, Lot 133 was in attendance to hand in his water reports.

Betty MacRae, Lot 21, reminded owners that tickets are still available for the Pancake Breakfast on Sunday August 20th. Jan Wells thanked Betty Baskey for the information, and stated that everything is in place for the Owner's and Guests Golf Tourney on August 19th, and that Drayton Sand and Gravel had donated a load of gravel as a prize for the Tourney.

Sharon Kuzio, Lot 62, thanked the Board for their efforts in getting properties cleaned up in the community. Sharon Kuzio also asked if our community is still part of Rural Crime Watch. Sharon Kuzio mentioned that her Rural Crime Watch sign is faded and would like to request another one for her window. Jan Wells stated that to her knowledge, we are still members of the Tomahawk Rural Crime Watch, and she will follow up.

Clarence Wastle, Lot 84, provided an update on the Fire Smart program. The meeting last week was cancelled due to the Fire Chief being unable to attend. Another meeting is scheduled for August 31st which will be a drive through our community. The Fire Smart Canada representative will be looking at the state of the trees in the area; an EMS representative will look at the area for emergency preparedness; and one representative from Brazeau County will be in attendance. The \$500.00 donation is to be used for a BBQ. Clarence Wastle will notify the Board once he a date set, so the community can be invited. Clarence Wastle hopes this will take place prior to the end of September. Sueanne Rehill Holt suggested that perhaps the community volunteers should be involved now to lessen Clarence Wastle's workload.

The open forum was completed at 7:15 p.m.

BOARD PORTION OF MEETING

Jan Wells called the Board portion of the meeting to order at 7:20 p.m.

Water Report

Rod Yakubow handed in the July 2017 water reports including water usage for filing. Water usage for Aspen Grove was 34,076 gallons, Cedar Glen was 34,775 gallons, and Willow Ridge was 191,594 gallons for a total of 260,446 gallons. Total chlorine used was 21.5 gallons.

Rod Yakubow received a request from the Alberta Government regarding a new test that is now required to be completed quarterly. The water test has been completed and the next test is to be completed in November. There will be an invoice coming in the next week or so for payment. Rod Yakubow also informed the Board that there is a problem with shutting down the CC Value on Lot 71. The Board would like to see this replaced before winter. Paul Mah will work with Rod Yakubow on this issue while the work is currently taking place on ditches and culverts. Sueanne Rehill Holt commended Rod Yakubow for the excellent job he did with the Water Safety Plan.

Site Services

Bruce Swanston was in attendance but didn't prepare a monthly report. Bruce Swanston stated that the line location should be completed on Thursday & ditching can start. Darren Kmyta will be providing the ditching in the community and it will begin as soon as the line locating is complete. The tree trimming phase 1 has been completed and Bruce Swanston has received a quote for phase 2 and 3. There was a concern regarding the height of the trees left near the garbage bin. Paul Mah explained to the Board that the trees were left at this height to deter vehicles from driving through this area. Bev Baltesson asked Bruce Swanston about the costs associated with replacing the security gate. Bruce Swanston has built an additional gate to have one on hand, and stated that the cost of the material, including paint, was approximately \$150.00 per gate. Bev Baltesson will contact the owner who damaged the gate, about reimbursement for the cost of replacing the gate.

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

Don Welsh tendered his resignation from the Board effective immediately. Sueanne Rehill Holt moved that his resignation be accepted with regret and with appreciation for all his hard work during his time on the Board. Paul Mah seconded the motion, carried unanimously. Jan Wells, on behalf of the Board and owners, thanked Don Welsh for his service and stated that Don Welsh will be missed, and extended best wishes in the future. Sueanne Rehill Holt moved that Jan Wells step in and perform the president's duties going forward. Lana Southorn seconded the motion, carried unanimously.

Approval of the July 19, 2017 Minutes

Minutes of the July 19, 2017 meeting minutes were previously circulated. Paul Mah requested the meeting minutes be amended as follows:

Page 4, item 1; west should be changed EAST; i.e.

“The concern is that the roots of the trees EAST of the property are exposed and in a strong wind storm could topple onto her roof as well as block the entrance.” AND

“Paul Mah will follow up to determine who owns the area to the EAST of the entrance”.
Bev Baltesson moved that the minutes be accepted as amended. Paul Mah seconded the motion, carried unanimously.

Sueanne Rehill Holt expressed concern regarding the comment at the July 19th meeting regarding reserve funds being used for large expenditures without a special resolution. Sueanne Rehill Holt stated that she and Jan Wells had investigated this issue prior to designating reserve funds to cover the expenditure for the water repairs that occurred last winter, and felt it is important to provide clarification on this matter, specifically as outlined in the Condominium Act as follows:

Reserve fund

Section 38

(1) A corporation shall, subject to the regulations, establish and maintain a capital replacement fund to be used to provide sufficient funds that can reasonably be expected to provide for major repairs and replacement of

(b) the common property

where the repair or replacement is of a nature that does not normally occur annually

As opposed to:

Section 38 (1.1)

(2) Notwithstanding subsection (1), funds shall not be taken from a capital replacement fund for the purpose of making capital improvements unless

(a) the removal of funds for that purpose is authorized by a special resolution.

Financial Report

Crystal Heck handed out copies of the June 2017 financial reports as well as a July 2017 draft copy to show how the new format will be for the current year to June 2018. Reminders will be sent out to the owners that haven't paid for July and August to date. Crystal Heck will include in the letter a note stating that the new process to announce the new condo fees will always be included in the AGM package.

Bev Baltesson gave an update on the cheques received: 88 lots have prepaid with discounts, 9 lots paid the semi-annual, 12 lots paid with monthly cheques, 2 lots paid for full year and 16 lots gave partial payments. Bev Baltesson gave Lot 52 a new owner welcome package, Lot 148 has a new owner but it is an existing owner, and Lot 121 have new tenants. Bev Baltesson has been in contact with the owners to request that they provide their tenants with a copy of the Rules and Regulations and By-Laws...

Bev Baltesson also went to the Brazeau County office to check the list of the properties that are currently in arrears with property taxes. Currently there are two Birchwood lots in tax arrears.

Site services

Glenn Gallant was unable to attend the meeting. Paul Mah reported that weekly site services inspections are continuing, and stated that of the thirty-two non-compliance letters sent out to owners, twenty-eight resolutions have been made and the remaining four will be escalated to the next level. The four safety signs (one speed sign and three golf cart awareness signs)

have been installed in the community. Paul Mah, Glenn Gallant, and Bruce Swanston have been preparing for the work to begin on the ditches and culvert replacement. Line location will be complete by the end of this week and the required culverts have been purchased and are on site. Bob Graham has completed some of the tree removal in the community. There was some discussion regarding the areas where the Board feels tree removal is necessary, and what areas can wait till next year.

Paul Mah will follow up with Bruce Swanston to schedule bridge cleaning and repairs as noted in the reserve fund study.

Secretarial

Lana Southorn will prepare a few more welcome packages.

Brazeau County Liaison

Sueanne Rehill Holt was unable to attend the meeting but went through the meeting minutes and reported that the August 15 meeting suggested that the sewage expansion project is approximately 5% completed.

Old Business

Action items as per list

- Culverts and ditches - this work will begin soon. Paul Mah provided Board members with a map showing the areas where work will be done. There is no cost estimate available to date other than the cost of the culverts. Sueanne Rehill Holt has some concerns about the maintenance of the culverts. She feels that there should be a policy in place regarding the quality of culverts and placement allowed in the community. There was some discussion regarding a culvert that was installed by the owners without Board approval and does not meet standards. Jan Wells and Bev Baltesson will contact the owner with the option of replacing the culvert at a cost to the owner, or removal of the culvert.
- Electrical boxes – Bruce Swanston has completed the painting and installation will begin shortly.
- Contract Review Committee – currently being worked on and should be completed shortly.
- WCB coverage requirements – Sueanne Rehill Holt has some concerns regarding the WCB coverage and if the Board should be carrying it for their contractors. Sueanne Rehill Holt will investigate this and report back to the Board.
- Lot 11 – Jan Wells contacted the RCMP to determine if the Board could enter the property in order to do some clean-up. With the approval of the RCMP, Jan Wells and Paul Mah completed a wellness inspection of the property. Paul Mah contacted an individual who would be interested in cleaning up this property, as well as any lots that need to be cleaned up, at a reasonable hourly charge. The property was recently taken over by a management company and it was discussed that the Board would contact the property management company regarding this property, as well as the other three properties currently managed by the management company, in order to have the properties cleaned up. It is believed that the property management company will supply a contractor to carry out the clean up or they will advise the Board to proceed with our own contractor.
- Exova – additional water testing – completed as per report from Rod Yakubow.
- Emergency contact signs at Center and front gate – these have been purchased and are currently on site. Jan Wells will ask Jerry Wells to install them as soon as possible.

- Terabyte/Xplornet contract review – after some investigation it was determined that this contract was negotiated by Brazeau County. Xplornet is currently looking at upgrading the site and the Board will contact Brazeau County to determine if this contract should be negotiated by Brazeau County or by the Board.
- Fire Extinguishers installed at Center in 2010 – Paul Mah checked the status of the two smaller extinguishers at the Center and determined they are still in working order.
- Drainage and bank erosion, Lot 168 – Paul Mah has asked Bruce Swanston to work on the road near Lot 168 to stop the water from draining into the holding tank. Paul Mah also explained that he has not yet been able to determine who owns the property east of this lot in order to deal with the erosion of the bank. This item will be tabled to next meeting.
- Non-Compliance - Paul Mah has a few more notices to be sent to Lot owners regarding yards and dog complaints. Paul Mah also suggested that it is important for owners to call Brazeau County Animal Control regarding the dog problems in the community.
- Lot consolidation – Jan Wells and Sueanne Rehill Holt have done some investigating regarding lot consolidation and the rules that govern this. The Condominium Act does allow lots to be consolidated but there is a provision that the condominium fees would still be paid as if they were not, i.e., two lots may be consolidated but two condominium fees would be paid. The Board discussed the proposal from Tom MacLean at the July 19th meeting regarding his Lots 12 and 13. A discussion was held on two possible options: change the variance on the lot lines, or consolidate and legally file on title to show that it is now one lot but two condominium fees are paid. Jan Wells will follow up with a letter to Tom Maclean.
- Contract Review Committee – The Board discussed the contract revisions at length, and several suggestions were made on the revisions. Bev Baltesson excused herself from the meeting at 11:35 p.m. due to issues related to conflict of interest.

New Business

There were no new items arising from the open forum.

Correspondence for Review and filing

- one development application
- e-mail regarding a deck
- e-mail correspondence from Heather Malin

New owners - Lot 52; Lot 32; Lot 148 and new tenants in Lot 121.

Adjournment

Meeting adjourned at 11:50 p.m.

The next meeting will be at the Birchwood Center on Wednesday, September 20, 2017, at 7:00 p.m.