

# Minutes–August 30, 2020 Organizational Meeting

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## **Condominium Corporation No. 882 0814 www.birchwoodcountrycondo.com**

*(Draft for review & approval)*

**Present:** Lyle Banack, Bev Baltesson, Greg Jansen, Kevin Souther & Meagan McAleesh

### **Agenda**

The meeting was called to order at 10:00 a.m. at Birchwood Centre.

### **Elections**

At the 2020 Annual General Meeting the following two were elected by the owners to fill two - two-year positions:

Newly elected: Meagan McAleese, Lot 120, and John Zyda, Lot 6, (Note: After the AGM adjournment it was discovered that John Zyda was not eligible, at the time of the election, to sit on the Board.) After seeking legal guidance, it was determined that John Zyda could not sit on the Board unless another election was held.

### **Director Positions**

Each director position was discussed at length with regard to time commitment, responsibilities and duration of term. Bev Baltesson commented that due to lack of response from owners to volunteer for the Board, some of the work that may have been done by volunteer directors may have to be contracted out. Bev Baltesson also indicated that some owner's have volunteered to assist on an as needed basis.

Greg Jansen commented that he was very disappointed in the response from owner's during the election portion of the Annual General Meeting.

Bev Baltesson moved that the directors be assigned as follows:

President – Greg Jansen  
Vice President – Lyle Banack  
Secretary – Bev Baltesson  
Treasurer – Bev Baltesson  
Site Services Officer – Kevin Souther  
Assistant Site Services Officer – Meagan McAleese  
Brazeau County Liaison Officer – Lyle Banack

Seconded by Lyle Banack;

**Carried Unanimously**

### **Contract Services Committee**

The Contract Services Committee will consist of Board members: Greg Jansen, Meagan McAleese and Kevin Souther. The committee will review contracts and be the liaison for owners if they have any concerns. The Board will enforce that all complaints need to be in writing and either mailed, emailed, or dropped in the mail slot at the Birchwood Centre. Bev Baltesson will forward copies of the contracts currently on file to the members of the committee.

### **Recording Secretary/Signing Authority**

Kevin Souther moved that Crystal Heck remain as the recording secretary as well as one of the five signing officers, Lyle Banack seconded; **Carried Unanimously**

Bev Baltesson, Greg Jansen & Kevin Souther will remain as directors with signing authority and Meagan McAleese will be a new director with signing authority. Lyle Banack moved that we notify the bank of the new change to the signing officers. Bev Baltesson seconded the motion; **Carried Unanimously**

Signing officers for the 2020 - 2021 term will be: Bev Baltesson, Crystal Heck, Kevin Souther, Greg Jansen and Meagan McAleese. Bev Baltesson will work with Crystal Heck to advise the Bank of Montreal of the changes as well as providing the bank with a copy of the meeting minutes.

### **Notifications**

Bev Baltesson will ask Crystal Heck to notify the Alberta Government and the Bank of Montreal of the change in directors for the current year 2020-2021.

Bev Baltesson will notify the CMB Insurance Brokers & Worker's Compensation of the new 2020-2021 board of directors.

Lyle Banack will notify Brazeau County of the new 2020-2021 board of directors.

Bev Baltesson will provide the new member of the board with the confidentiality forms for signature.

### **Meetings**

Future Board 2020-2021 meeting dates were discussed. Lyle Banack suggested that, because we only have five directors, perhaps we should not set all meeting dates at this time. Through discussion it was agreed that we would have a better chance of having as many directors as possible attend meetings if we set the meeting dates one at a time.

The next Board meeting is set for 7:00 p.m. at the Birchwood Center on Monday, September 21, 2020.

The 2020 Annual General Meeting will be held June 5, 2021 at 10am at Birchwood Centre.

### **Adjournment**

As there was no further business for discussion, Greg Jansen moved that the meeting be adjourned at 11:00 a.m.

08/30/2020