

Minutes–August 15, 2018, Board Meeting

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

(Draft for review & approval at the next meeting)

Attending: Sueanne Rehill Holt, Jan Wells, Lana Southorn, Bev Baltesson, Frazer House, and, Crystal Heck (Accountant/Recording Secretary). Regrets: John Budd and Joan Allen

Agenda

Sueanne Rehill Holt called the closed meeting to order at 6:57 p.m. at Birchwood Center.

Site Services

Bruce Swanston summarized his weekly reports for the last month. Bruce Swanston is very concerned with the quad in the community that has been doing damage to the parking lot and other areas. Bruce Swanston has spoken numerous times with the driver, but the problem still exists. Bruce Swanston asked if the next step should be notifying the RCMP and filing a complaint. The Board agreed that Bruce Swanston could take the necessary steps to alleviate the problem and if the RCMP needs to get involved this should be his next step. The Board reminded owners to report any problems in the community to Bruce Swanston. The Board wants to deter vandalism, so it is important that the community be on a look out for your property as well as your neighbors.

Sueanne Rehill Holt asked Bruce Swanston if there were any areas of the roads that require more gravel before the snow flies. Bruce Swanston suggested that he would like to purchase a load of gravel to have on hand for filling pot holes, etc., as needed because the roads in the community are currently in good shape.

Sueanne Rehill Holt asked Bruce Swanston if there is any way that he could do a dump run to clean up the wood and garbage located near the storage shed by Lot 88 and Lot 89. This mess has been accumulating over the years and is becoming unsightly.

There was some discussion regarding housing the Kubota over the winter and Frazer House asked if the Board had entertained the idea of building a larger shed to house the Kubota as well as parts and supplies on community property. Sueanne Rehill Holt felt that until the water issue has been resolved there would not be any money available to take on a capital project of that size.

Water Report

Rod Yakubow handed in the weekly and monthly water reports including water usage for filing for June earlier in the afternoon. June report showed water usage has appeared normal compared to previous years. Total water usage for all wells was 251,170 gallons using 29.5 gallons of Chlorine. July water usage appeared normal as well.

Approval of the July 18, 2018 Minutes

Minutes of the July 18, 2018 meeting minutes were previously circulated. Lana Southorn moved that the minutes be accepted; Frazer House seconded the motion, carried unanimously.

Financial Report

Crystal Heck handed out copies of the draft April 2018, May 2018 and June 2018 financial report for the Boards review. There will be changes to the June 2018 financials because we just received the invoice from Brazeau County for June garbage charges.

Bev Baltesson reported that we currently have 75 owners who have prepaid their yearly condo fees and 13 owners have provided us with semi -annual payments and several are making monthly payments. Thirty-one owners have not sent in any monies. Crystal Heck will be sending out reminders next week to the owners who have not remitted any monies.

Site Services

Frazer House had no major issues to report regarding site services. The Bridge repairs are scheduled to proceed on August 16, 2018. Signs have been posted and flag persons have been scheduled to help with the direction of traffic. Frazer House is hoping to start at 7:00 a.m. to get the job completed in one day. Frazer House and the welding contractor looked at the best way to deal with the cracked posts. After some discussion it was decided that the posts would be welded in place as the steel is in disrepair and strength would come with welding them in place. There hasn't been a need for the railing to be removable as all the big units are coming in the south gate.

Frazer House has not been able to get any quotes for some further tree removal. Bob Graham who has done it in the past is coming next week to provide his quote.

Frazer House is planning on doing another drive by to look at yards and if needed will initiate non-compliance letters to owners who haven't been keeping up with their yards.

There have been a few issues in the community brought to the attention of members of the Board either by phone or in person. The Board wants to remind owners that all issues will be dealt with as a Board once they receive written requests either by email or letter form.

Secretarial

Lana Southorn - nothing to report.

Brazeau County Liaison

Jan Wells does not have anything new to report.

Water Upgrade Meeting July 30, 2018

The Board held an additional meeting on July 30, 2018 at 7 p.m.

Attendees were Sueanne Rehill Holt, John Budd, Joan Allen, Frazer House, Jan Wells, and, Bev Baltesson.

All the Request for Proposals have been received, discussed, assessed and references checked. Joan Allen moved that: Recommend accepting Minnow Engineering Ltd. offer with clarification of each phase with the understanding that costs incurred to date will only be paid. Frazer House seconded the motion, carried unanimously.

Jan Wells contacted Neil Hollands asking him to clarify with Minnow Engineering Ltd. that we can assess each phase to confirm our ability to continue. Minnow Engineering provided a letter to clarify that each phase will be confirmed by the Board. The proposal from Minnow Engineering Ltd. was signed by Sueanne Rehill Holt and John Budd.

Water Upgrade Site & Preliminary Meeting August 15, 2018

On the morning of August 15, 2018, Pat Fisher from Minnow Engineering along with Rod Yakubow and Jerry Wells performed an initial review of the well houses including measurements and drawings of the existing sheds. This was followed by a kickoff meeting held by Pat Fisher with the Board represented by Sueanne Rehill Holt, Jan Wells, Bev Baltesson and Lana Southorn. Neil Hollands also attended as per his contracted agreement with the Board.

Patrick suggested there were a few improvements that the Board may be able to do prior to the project bearing in mind that the Board's primary concern right now is to address the CT regulation requirements.

Old Business

- Rural Crime Watch – Jan Wells has sent an email to see if there is still an active group working in the area, currently has had no response.
- Emergency access road south gate – Jan Wells did not receive a request for a letter of support from Brazeau County this month.
- Eliminate Recycle Bins at Dumpster– these have been removed.
- Signing Authorizations – Crystal Heck picked up the paperwork from the bank but there were some errors in the signing authorities. Bev Baltesson will have the corrections made and will contact the Directors to get the signatures and information required by the bank.
- Playground Signs – Jan Wells has emailed Brazeau County to see if this is something that they could supply to the community.
- Kubota Winter Storage – Sueanne Rehill Holt has been in contact with the Quonset owner and he is willing to allow the Kubota to once again be housed during the winter months. Frazer House suggested that the Board draw up with an agreement for both parties to sign. The Board will work on getting an agreement formed to allow the Kubota to be housed over the cold winter months.
- Bridge Repairs – should be completed on August 16, 2018

Board Meeting August 15, 2018

New Business

- There was a concern raised regarding a large swimming pool in the community and how the owners would empty the pool and where would all that water go. The Board will check with the owner because they would not want the land to corrode if it is let go all at once.
- Jan Wells contacted the lawyer regarding whether the cost of the engineering study could be taken from the reserve fund. The lawyer explained that only the capital cost of the project could come from the reserve fund.
- Bev Baltesson asked for clarification on using the south road access by owners who want to bring large loads through. Owners who require loads to be moved across that property must first complete a Birchwood Development Application. If the application shows that access by the south road is necessary, the owner of the land can be contacted for access. Bev Baltesson wondered if this should be addressed more clearly in the Rules and Regulations. It was agreed that this would be helpful, and Lana Southorn will make note that this item be reviewed when the Rules and Regulations are reviewed over the winter months.
- There were concerns brought to the Board regarding the removal of trees on Lot 125. Sueanne Rehill Holt reminded the Board that this would have been allowed by Brazeau County and it would not be something that the Board would have been able to allow or disallow.

New owners

Lot 106

Correspondence for Review and filing

Brazeau County permits issued to Lot 66 and Lot 126.

Adjournment

Meeting adjourned at 8:45 p.m.

The next meeting will be at the Birchwood Center on Wednesday, September 19, 2018, at 7:00 p.m.