

Minutes–August 12, 2019, Board Meeting

Condominium Corporation No. 882 0814 www.birchwoodcountrycondo.com

(Draft for review & approval at Sept 9, 2019 meeting)

Attending: Greg Jansen; John Budd, Fraser House; Bev Baltesson; Kevin Souther; and, Crystal Heck, (Accountant/Recording Secretary). Excused: Lyle Banack

There were 7 owners in attendance for observation only.

Agenda

Greg Jansen called the meeting to order at 7:00 p.m. at the Birchwood Centre.

Site Services

Bruce Swanston was in attendance but did not have anything to add from his weekly reports already provided to the board.

Water Report

Rod Yakubow handed in the July reports. Rod Yakubow reported there is nothing unusual about the water usage for July. On July 23, 2019 there was a pressure switch that required replacement in Willow Ridge meaning the water was down for approximately 20 minutes. Water levels in the wells remain high due to all the rain. Total water usage for the wells was 141,288 gallons of water (Aspen Grove – 29,772, Cedar Glen – 21,161 and Willow Ridge – 90,355) using 12 gallons of chlorine for the month of June. Jerry Wells was also in attendance to give the Board his update on his meeting with Alberta Environment – this report will be postponed to the end of the meeting.

Approval of Previous Minutes

Minutes of the July 8, 2019 meeting were previously circulated.

Motion: Bev Baltesson moved that the minutes be accepted as presented; Kevin Souther seconded the motion. **Carried Unanimously**

Minutes of the July 13, 2019 Water upgrade Owner's Meeting were previously circulated.

Motion: Bev Baltesson moved that the minutes be accepted as presented; Frazer House seconded the motion. **Carried Unanimously**

Minutes of the July 13, 2019 Water upgrade Board meeting were previously circulated. Frazer House inquired about the lack on notification of this meeting. Bev Baltesson explained that the board members present at the end of the Owner's Meeting felt it was necessary to have a quick meeting to layout next steps for the water upgrade as a result of the Owner's Meeting.

Motion: Bev Baltesson moved that the minutes be accepted as presented; Kevin Souther seconded the motion. **Carried Unanimously**

Minutes of July 23, 2019 with Pat Fisher from Minnow Engineering were previously circulated.

Motion: John Budd moved that the minutes be accepted as presented; Kevin Souther seconded the motion. **Carried Unanimously**

Financial Report

Crystal Heck did not have any updated financial reports to hand in for the Boards review due to holidays. There is currently one lot in arrears that is currently with our lawyers for foreclosure. Bev Baltesson is currently accepting 2019/2020 condo fees from owners and we have 82 lots that prepaid saving the 5% and approximately 142 lots have made payments to date. Condo arrears from the 2018-2019 are minimal, however, an exact amount was not available.

Site Services

Frazer House reported that work done on the roads and ditches after the July 7th storm has been completed. Kevin Southern worked with Bruce Swanston to get the ditches and roads repaired as quickly as possible as to limit further damages.

The diseased trees between lot 173 and the bridge have been removed within the quoted amount. All the wood from these trees was picked up by owners so disposal costs were not necessary.

Frazer House had been in contact with Brazeau County regarding the dust control. The County has been behind in the applications in the area due to the weather. The Corporation has supplied a deposit of \$2000.00 to the County and the County feels that they will be able to provide the service near the end of August. The County has reassured the Board that, despite the late date of application, the product will work for next year as well as this fall.

Frazer House explained why the dumpster has been temporarily replaced due to some necessary welding repairs. The doors are smaller on this dumpster and the regular dumpster will be returned once repairs are completed.

Frazer House wanted to let the Board know that the security gate lost power during the night last week and one of the owners took the time to take the gate arms off so that he could get to work. The gate electronics were reset, and the arms put back up.

Secretarial

Nothing to report.

Brazeau County Liaison

Nothing to report this meeting.

Old Business

Action items as per list

- Electrical boxes – Frazer House checked with Jerry Wells to determine if any of the wooden boxes need immediate replacement. Jerry advised that there

are no boxes that need to be replaced due to safety or operational concerns. This project has been placed on hold till Spring 2020.

- Contract Review Committee – Still in progress
- CC Valve & Water Hydrant location - Bev Baltesson asked if Kevin Souther could provide help to Rod Yakubow. Pictures would need to be taken to help with visual locating of CC Valves in the community. There are still some lots in Poplar Point to photograph as well as all of Cedar Glen, Aspen View & Aspen Hill. Kevin Souther will touch base with Rod Yakubow and work to get this project completed this summer.
- Snowblower liner rebuild – Still in progress
- Dust control – tentatively scheduled for end of August by Brazeau County.
- Frozen water line – this has been a problem for the last 2 years – it was decided to have Rod Yakubow flush water over the winter to keep the lines clear of ice. The Corporation has access to a couple of contractors that have the necessary equipment to thaw this line, if it freezes again. The Board will also be asking the owners to advise the Corporation when they plan on returning to the property so that we can limit any further inconvenience to them.
- Yard clean up notices are ongoing. Several letters have been sent out this year. It's been noticed that letters do generate action by owners, however, some lots go right back in disarray. Bev Baltesson feels that the notices are making a difference in the community and the letters are making a beneficial. Frazer House and Kevin Souther will continue to monitor the complex and issue notices, as required.
- Removal of trees by Lot 173 was completed in July 2019.
- Electrical service installation at the Xplornet tower was completed August 2019.
- Electrical breaker has been purchased from the US and should arrive in a couple of weeks.
- Xplornet Lawyer invoice – payment was received July 31, 2019.
- Drainage by Lots 78-80 will be tabled till next meeting.
- Culverts requiring replacement – Still in progress

New Business

Discussion was held around allowing owners who are current in their condo fees to attend scheduled board meetings as observers only. The process of owner questions or concerns would remain in place and there would be no owner input at the Board meetings except if invited by a member of the Board. It was also noted that the Board does have owner sensitive issues that need to be discussed privately and therefore, will be discussed in private once attending owners leave the meeting. Owners are reminded that concerns or questions the Board should be sent in writing to, email address mail@birchwoodcountrycondo.com, or mail to PO Box 134, Lindale, AB T0C 1W0 or drop in the mailbox at Birchwood Center. This process allows the Board to have a clear understanding of the owner's concern and respond accordingly. It also allows the owner to bring a concern to the Board without having to wait for a meeting. The Rules & Regulations will be updated at next review.

Motion: John Budd moved that all scheduled current and future board meetings could be attended by lot owners for observation purposes only providing their condo fees are up to date. Kevin Souther seconded the motion.

Carried Unanimously

Greg Jansen received email notification on July 15, 2019 from Sueanne Rehill Holt that she had resigned her position on the board. Frazer House suggested that this position be replaced with a lot owner that would have the skills to assist with the secretarial / office duties as well as back up for the treasurer board member. All owners nominated for the Board at the AGM are current board members so it was discussed that a letter could be sent to all owners advising them of several updates including the board vacancy, updates to the water upgrades, changes allowing owners to attend scheduled Board meetings, etc. Bev Baltesson will draft a letter to the owners for Board approval and mail out. It was also discussed that if no volunteers step forward to join the Board, office / secretarial work may need to be contracted out as there is currently no Board member able to manage or back up the secretary / treasurer work.

Frazer House asked for some clarification regarding what the Board required when owners are removing trees, clearing brush etc. from their property. He felt that some of these situations require utility line locating and ground disturbance. It was agreed that owners should submit a Development Application to the Board and advise the County of Brazeau of any ground, vegetation disturbance or building development they are planning. Failure to advise the Corporation & County and obtaining the appropriate permits from the County & Building Codes, determining & identifying property lines, etc are the responsibility of the owners. A reminder regarding Development Applications will be included in the letter to be sent to owners this summer.

Rod Yakubow, Water Services Contractor, received an email on August 2, 2019 from Hugh Mack, Drinking Water Operations Specialist with Alberta Environment, regarding the fluoride levels in our wells. In 2018, he had notified the Corporation that changes may be coming changing the acceptable fluoride levels in Alberta and treatment of these levels could be included in the necessary water upgrades. His recent email to the Board advises that the fluoride levels in Alberta have not been revised and that our wells are within the acceptable Alberta range. He advised the Corporation to allow floor space in any renovation or building of well houses in the event that the fluoride guidelines are changed in years to come.

Pat Fisher, engineering with Minnow Engineering emailed the Corporation on August 9, 2019 providing a high-level cost estimate on servicing the Birchwood Community from one well house located in Willow Ridge. The cost was similar to upgrading the existing three well houses. This option, however, carries more risk and there are too many unknowns. The Board will continue to explore different avenues for the necessary water upgrades. The Corporation is waiting for information back from Brazeau County on possible grants and loan options before making any decisions.

Frazer House had received a request to install 3 culverts and some additional culverts in the community need to be replaced. Culverts needing replacement or installation are in front of Lots 54, 30, 75, 17 and Lot 92. The culvert by Lot 44 has been repaired. He has asked numerous contractors for quotes on costs to repair or replace these culverts, however, has found that most contractors are unable to do the work as they are behind in current work due to weather conditions and don't have the time to take on new projects. He was provided a quote from Thorsen Trucking & Excavating that estimated

the work would take approximately two days to complete. The estimate for the labor and materials was approximately \$6,500.00.

Motion: Frazer House moved to spend approximately \$6500.00 to install or replace the 5 culverts located in front of Lots 54, 30, 75, 17 and 92. John Budd seconded the motion.

Carried Unanimously

Frazer House will order the culverts and will make arrangements with Bruce Swanston to order the utility line locates and hire a contractor to do the work.

Greg Jansen thanked the owners in attendance and dismissed them so that the Board could go into the closed portion of the meeting. Jerry Wells remained at the meeting as the Back-Up Water Services Contractor.

Frazer House gave a brief history on the frozen lines from spring 2019 and discussed the correspondence received from an owner. The Board discussed the steps taken in April 2019 to free the frozen line and plans going forward to alleviate future freezing of this line or, if necessary, freeing the line in a shorter time span. After the discussion, it was decided that Greg Jansen will draft a response to the owner for the Board's review. Frazer House will confirm, with Rod, that the water tubing purchased by the Corporation in spring of 2019 is stored in the Corporation's shed.

Jan Wells entered the meeting to advise that she had received an emergency call from an owner requesting assistance to shut off their CC valve as they had developed a leak in their home. As Rod Yakubow had previously left the meeting for a personal commitment, Jerry Wells was asked to assist the owner. Jerry Wells left the meeting to assist the owner.

Frazer House initiated a discussion regarding the security gate code and the fact that it has not been changed in a number of years. He wondered if there has been any thought in removing the gate and eliminating the added expense that goes along with it. Greg Jansen questioned if the gate could be removed without owner consent and he will investigate.

Jerry Wells returned to the meeting.

Bev Baltesson asked Jerry Wells about the previous investigations he had done at the security gate regarding changing the code and reprogramming existing remotes. He advised that a new code or codes could be programmed into the gate and individual remotes would not need to be reprogrammed. This matter will be tabled until further information is received.

Jerry Wells, Back-Up Water Services Contractor, provided the Board with an update about an informal meeting he had on July 31, 2019 with Hugh Mack from Alberta Environment. Jerry explained that Hugh was in the area and contact him just to see how water upgrades were progressing. At the meeting, they discussed the various options outlined by Minnow Engineering and steps taken by the Corporation in moving to complete the required updates. It was determined that a meeting should be set up with Pat Fisher from Minnow Engineering, Jerry Wells and available Board members as soon as possible to discuss possible water upgrade solutions further.

New owners

Lot 40 - July 9th, 2019 Welcome package mailed on July 25, 2019 and copy of the new title has been received.

Correspondence for Review and filing

Lot 70 email

South Road Emergency Access Agreement – ARC signed by all parties – work is on going

Insurance Policy, Certificate and premium for 2019/2020

Lot 40 – certificate of title

Adjournment

Meeting adjourned at 9:40 p.m.

The next meeting will be at the Birchwood Centre on Monday, September 9, 2019.