

Minutes – December 9, 2019 Board Meeting

Condominium Corporation No. 882 0814

www.birchwoodcountrycondo.com

(Draft for review & approval at the February 24, 2020 Board meeting)

Attending: Greg Jansen; Lyle Banack; Bev Baltesson; Kevin Souther & Marilyn Osaka.
Excused: Frazer House; John Budd & Crystal Heck (Accountant/Recording Secretary)

Clarence Wastle, Lot 84 was in attendance at the request of the Board

Agenda: Greg Jansen called the meeting to order at 7:01 pm at Birchwood Center

Site Services:

Bruce Swanston was in attendance and advised that the culvert and ditch near Lot 15 was plugged by the contractor that repaired the water cc valve in November. The contractor has been advised of the issue and will return to clean out the culvert and repair the ditch. The corporation has not received invoicing for this work. Bev Baltesson to confirm with Bruce/Rod that work is completed when invoice is received.

Bruce also advised that he spoke to a resident near Birchwood Center who was pushing snow with a quad in the parking lot of the center. Bruce asked him to stop using the quad on the common property and advised that no quads were allowed in the area. Bruce advised that the resident was co-operative and agreed to not use the ATV in the area anymore.

Bev Baltesson advised that an owner called her around 1pm on December 9th indicating that the sewer pump truck would not be able to service their lot unless the roads were cleared of snow and asked when gravel would be applied to the area. Bev confirmed that the corporation's contractor was out clearing the roads, as he had been for the past two days. Gravel can only be applied once the snow has been cleared and we, in Birchwood, are only one of many people in the county that require gravel to be spread on the roadways and we have to wait our turn for application. Bev also explained that, from the estimated 8" of snow that we received in the past 48 hours, many roads in the county and area were in need of maintenance. Sewer pump trucks do have the ability to put chains on their trucks for winter roads and owners have the option to choose any provider who will provide them service. Owners are also cautioned to not wait until the last minute to request their sewage pump outs in the winter.

Water Report:

Rod Yakubow was in attendance and handed in October & November reports for filing.

Rod advised that he was contacted by Alberta Health Services on December 5, 2019 advising him that coliforms had been detected in the water sample taken from the Aspen Grove wellhouse on December 3, 2019. He was advised to immediately take two additional samples for this wellhouse and deliver directly to AHS at the University of Alberta for testing. Testing of

these samples on December 5, 2019 indicated no coliforms present and no further action was required.

Rod advised that an owner in Willow Ridge discovered a water leak on their property resulting in approximately 38,000 gallons of water lost in the Willow Ridge area. It was also discovered that the cc valve in front of Lot 15 had to be replaced as it was ceased. Rod made arrangements to replace the cc valve and residents in the area were contacted by Bev Baltesson and Marilyn Osaka advising that there would be an interruption of water service while the repair was completed.

Discussion was held regarding a letter received by the corporation from Alberta Environment & Parks, dated November 8, 2019 and titled, Notice – Revised Lead MAC for Drinking Water Systems BIRCHWOOD VILLAGE GREENS WATERWORKS SYSTEM. The letter advised that Alberta Environment & Parks is implementing a new lower maximum acceptable concentration of lead of 0.005 mg/L and the new point of compliance for lead in drinking water systems is now at the customer tap within buildings.

Rod provided a copy of water testing done in 2019 by Exova indicating that lead levels in our water are well below the acceptable concentration levels set by AEP.

The above received letter, however, does require the corporation to develop and implement a lead management plan that must be implemented on or before December 31, 2024. Further discussion and action will take place at the next Board meeting scheduled for February 24, 2020.

The water report for the month of October 2019 is as follows:

#6 Aspen Grove – 26,676 gals
#2 Cedar Glen – 13,571 gals
#3 & #4 Willow Ridge – 76,122 gals
TOTAL ALL WELLS – 116,369 gals
Chlorine Used 9 gals

The water report for the month of November 2019 is as follows:

#6 Aspen Grove – 23,417 gals
#2 Cedar Glen – 12,276 gals
#3 & #4 Willow Ridge – 125,918 gals
TOTAL ALL WELLS – 161,611 gals
Chlorine Used 15.5 gals

Approval of Previous Minutes:

Minutes of the October 7, 2019 meeting were previously circulated.

Motion: Lyle Banack moved that the minutes be accepted as presented. Kevin Souther seconded the motion.

Unanimously

Carried

Financial Report:

Bev Baltesson advised that current year assessment arrears are improving as of the result of the work done by Crystal Heck working with owners. All arrears from the 2018-2019 assessment year have been cleared. Arrears for the 2019-2020 assessment year total \$3,272.60 involving 12 lots. Seven of those 12 lots, however, are in arrears of one month or less.

Balance Sheets & Statement of Operations were provided for months ending September 30, 2019 and October 31, 2019.

Bev noted that expenses for Accounting Fees may be over budget at year end due to additional Board meetings and Owner meetings scheduled.

Bev also advised that expenses for Power may also be over budget at year end due to a new power meter installed between lots 88 & 89. The first two billing cycles for this meter were estimated, however, the billing for this service is now actuals.

Old Business:

Action Items as per list:

- Community Map – No updates
- Community Lot Signs – No updates
- Electrical Boxes – Replacement & Installation – On hold until Spring 2020
- CC Valve & Water Hydrant Locations – On hold until Summer 2020
- Frozen Water Line – Rod Yakubow advised he is monitoring flow of this line
- Yard Clean Up Notices – Completed for 2019 season
- Drainage by Lots 78-80 – On hold until Spring 2020
- Security Gate & Codes – New codes will be created for Emergency Services and owners at the time of the next communication to owners
- Brazeau Funding Information – No updates
- Brazeau Grant Information – No updates
- Recycle Dumpster – No updates
- Tree Removal on Common Property Between Lots 88 & 89 – Completed in November 2019

Condominium Act Changes – Clarence Wastle, lot 84, has offered to assist the Board with status and upcoming changes to the Condominium Property Act that are proposed to come into effect January 1, 2020. Clarence advised that he has attended two meetings regarding changes to the CPA and provided the directors with a brief summary of changes that will, most likely, be effective January 1st. Discussions held regarding the proposed date of the Annual General Meeting, Notice of Annual General Meeting, Fines for Non-Compliance and Borrowing by the Corporation. Further investigation and discussion will be held at the February 24, 2020 Board meeting.

Annual General Meeting Date & Fiscal Budget – Bev Baltesson advised that the current Bylaws of the Corporation and the Condominium Property Act identify that a budget must be provided for the forthcoming fiscal year at the Annual General Meeting and believes this is the reason the budget is prepared and presented at the AGM before new Board members are elected. No further action as the Board will comply with legislation, as necessary. Completed December 9, 2019

New Business:

Volunteer Work Committee for Mailouts, phone blitzing, etc: Discussion was held regarding contacting residents as a courtesy notification when known outages for water, power, etc are going to occur. As the Board is all volunteer hours, there is no guarantee that we would have the capacity to contact all owners in all situations. It is also important to note that all outages are not planned and can't be anticipated, such as emergency situations. Lyle Banack commented that we should look into some type of technology to use to notify residents of these types of situations. Greg Jansen mentioned that there is a resource that his condo association uses, called GeniePad. Greg Jansen, Bev Baltesson and Marilyn Osaka will look into this product.

The Board also agreed that, if necessary, a volunteer group could be engaged to assist with mailout, phone blitzes, etc. This practice has been used in the past with success and cost savings to all owners.

Electrical Break & Outage – October 2019: Lyle Banack suggested that the corporation purchase a piece of temporary electrical service cable in the event that we have another electrical line break, similar to the one we had in October. Kevin Souther will contact Jerry Wells to determine if we can find the length of the longest electrical line. Once we know the length of that line, we can get an estimate for a temporary service cable that could be used in the event of another power outage.

Birchwood Center Rental: Application for the rental of Birchwood Center by an owner for December 25, 2019 was previously approved via email. Application for the rental of Birchwood Center by an owner for December 28, 2019 was discussed and approved unanimously.

Water Upgrade: Lyle Banack will contact Pat Fisher from Minnow Engineering to get an update on the status the plans for the water upgrades.

Adjournment:

Meeting adjourned at 8:45pm

Next meeting will be held at Birchwood Center on Monday, February 24, 2020