

Minutes–February 24, 2020 Board Meeting

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

(Draft for review & approval at the April 20, 2020 Board Meeting)

Attending: Greg Jansen; Lyle Banack; Bev Baltesson; Kevin Souther; Marilyn Osaka & Crystal Heck, (Accountant/Recording Secretary). Excused: Fraser House & John Budd
Clarence Wastle, Rod Yakubow & Bruce Swanston were in attendance to provide reports & updates to the Board

Agenda

Greg Jansen called the meeting to order at 7:01 p.m. at the Birchwood Centre.

Site Services

Bruce Swanston advised that the winter to date has been uneventful. He did have some concerns with the snow machines that are currently using the community. They are using the windrows to get in and out of the community which causes the windrows to freeze hard and the Kubota has difficulties pushing the snow. Owners are reminded that they should only be using quads and snow machines on roads.

Bruce Swanston discussed the job of widening the roads in certain areas by pushing the windrows into the ditches as was done in the spring of 2019. Bruce will look into renting the equipment to complete this work. Bruce will operate the rented equipment, if possible.

Bruce Swanston also finished getting the streetlights operational again.

Discussion was held regarding the security gate not working. Bruce Swanston engaged Jerry Wells to assist in trouble shooting. Jerry has identified the problem in the keypad and is in the process of getting the part to repair it. Bev Baltesson explained that there was a delay in ordering the part as the company we used in the past is no longer in business. Bev also advised that our gate and controller are Liftmaster and Liftmaster Canada has a very good website with a very good parts catalogue.

Water Report

Rod Yakubow was in attendance and handed in December & January reports for filing. It was noted that there were no issues with the water during the past two months other than the extreme cold snap in January when a pipe in the Cedar Glen well house froze up. Rod advised that he purchased a small heater and was able to free the line.

Rod Yakubow advised that he monitors the line twice a week in Willow Ridge that runs between lots 17 to 21 in order to prevent freeze up in that area.

Rod Yakubow advised the Board that Jerry Wells will be covering for the month of March. Rod Yakubow will be available for any questions by email while he is away.

Rod Yakubow provided a memory stick of the 2019 Weekly Water Reports for filing.

Rod Yakubow asked Bruce Swanston to remind Clay of CK Contracting about the culvert & ditching work that needs to be completed prior to the start of spring runoff.

Rod Yakubow advised the Board that Jerry Wells had questioned him about the water usage in the Willow Ridge area as there is a collection of water in the ditch near lot 104. Rod advised that the water usage is normal and does not think that this water is a result of any water leak or break. Rod suspects it is runoff from a spring in the area. Bruce Swanston will investigate further and, if necessary, arrange to have the culvert steamed to clear it.

Rod Yakubow reported that the project of taking pictures of CC valve locations was recently proven to be useful. An owner whose CC valve had been shut off 2-3 years ago requested the CC valve to be opened. Bev Baltesson provided pictures for Rod to easily identify the location of the CC valve that was, of course, buried under ice and snow. Rod & Bev will work towards completing this project in the summer of 2020.

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

- # 6 Aspen Grove –23,254 gals
- # 2 Cedar Glen – 14,767 gals
- # 3 & # 4 Willow Ridge – 74,183 gals

TOTAL FOR ALL WELLS – 112,204 gals
Chlorine Used 6.75 gals

The water report for the month of January 2020 is as follows: -

- # 6 Aspen Grove –24,210 gals
- # 2 Cedar Glen – 14,248 gals
- # 3 & # 4 Willow Ridge – 76,225 gals

TOTAL FOR ALL WELLS – 114,683 gals
Chlorine Used 14.5 gals

Approval of Previous Minutes

Minutes of the December 9, 2019 meeting were previously circulated.

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

Financial Report

Crystal Heck provided reports for November & December 2019 for the Board's review. T5018 and the WCB annual return for 2019 were provided for filing.

Bev Baltesson reported that there are currently 14 lots in arrears, 4 lots are over 90 days in arrears. Crystal Heck will send out the next set of overdue notices this week and will continue to work with owners to clear the arrears.

Lyle Banack inquired about the ground's maintenance budget showing over budget to date. Bev Baltesson provided the Board with a detailed breakdown of ground maintenance and water costs up to February 12, 2020 (ie gravel, dust control, water testing, repair etc). This breakdown shows what the costs of the ground maintenance budget to date is due to the dust control paid for in the summer. The grounds maintenance budget for the year remains within budget for the year.

Site Services

Kevin Southern updated the Board regarding a discussion with the contractor, Waybest Tower Inc, who will be replacing Xplornet's tower. Further details are provided in New Business section below.

Brazeau County Liaison

Nothing to report

Old Business

Action items as per list

- Community map – no updates
- Community Lot signs – no updates
- Electrical boxes – replacement and installation – on hold until Spring 2020
- CC Valve and Water Hydrant Locations –Kevin Souther & Bev Baltesson will resume this project in the summer of 2020.
- Frozen water line – this is being monitored & flushed twice a week by Rod Yakubow. No issues have been identified. Repairs yet to be determined.
- Drainage by Lots 78 – 80 – on hold until Spring 2020
- Security gate & codes – keypad is not working, and action is currently underway to have it repaired. Codes will be changed in the summer of 2020.
- Brazeau Funding Information – no updates
- Brazeau Grant Information – no updates
- Recycle Dumpster – no updates
- Condo act clarification – Clarence Wastle provided an update of changes effective January 1, 2020. Bev Baltesson expressed an interest in attending an upcoming information session in Red Deer regarding the recent changes to the CPA and asked if anyone else would be interested in attending. Clarence Wastle advised that he recently attended a full day session regarding these changes and was planning on attending the Red Deer session as well. Board members present were not available to attend this session and agreed that membership registration and expenses would be covered for Bev Baltesson to attend on behalf of the Board.

Discussions regarding changes to the reserve fund study, rules & regulations, bylaw revisions, insurance, AGM notification, voting etc. Further clarification

on these topics and changes will be implemented to conform with the new CPA, as necessary. Clarence Wastle was thanked for his input and updates.

- Annual meeting date & fiscal budget – Lyle Banack expressed concerns that if we held our AGM as scheduled on June 2, 2020, we would be in jeopardy of losing an opportunity to apply to the GOA for a low interest loan to fund the water upgrade project. If we considered moving our AGM to May 2, 2020, we would have the necessary time to apply for this funding providing the required approval from the owners was obtained at the AGM. If we miss the opportunity to apply for funding or the owners turn down our request to borrow money for the project, the only alternative is a Special Assessment that would have to be paid by each owner as soon as possible in order for us to have the necessary money to fund the upgrades.

Motion: Lyle Banack moved that we change the June 2, 2020 annual general meeting to May 2, 2020. Greg Jansen seconded the motion.

Carried Unanimously

- Culvert & Ditch Lot 15 – Bruce Swanston will monitor and ensure CK Contracting completes this work.
- Lead Management Plan for Water – A brief discussion was held regarding this requirement. General consensus is that our area should not have presence of any amounts of lead due to age of our development and the structures in it. A lead management plan and random testing is required, regardless. Bev Baltesson indicated that it appears that we must have our lead management plan in place by the end of 2021 and random testing done by the end of September of 2021. She also notes that owners could volunteer to have their water tested at their tap, tests must be random in all areas and results of the tests provided to the owners tested. Tests must be done between the months of May to September. A minimum of 10 lots will need to be test at the owner's tap and it was discussed that the testing should be done by Water Services. Lyle Banack suggested that a group of individuals familiar with our water distribution, water well houses, etc could be gathered to determine the material in our distribution lines as part of the lead management plan. This item will be tabled for further action in the summer of 2020.
- GeniePad – Bev Baltesson previously circulated an email to all Board members providing costs and services provided by GeniePad as well as Intercon Messaging. Members present generally thought that Intercon Messaging could provide the Corporation with an avenue for the Board to broadcast messages via text, email, etc for an affordable price and could be tailored to our distribution needs. Bev indicated that a list of email addresses, phone numbers, etc would have to be set up and provided to Intercon Messaging in order to use this service. It was discussed that we would ask owners for up to date and new contact details in the AGM package.
- Temporary Electric Service Cable – Kevin Souther has found a suitable piece of this cable that he can probably purchase for around \$75.00. Once he has purchased the cable, it will be determined how much more cable we will need, and arrangements will then be made to purchase and splice the cables as necessary.

- Water upgrade – Lyle Banack provided an update on the status of the water upgrade and his contact with Minnow Engineering. Lyle will continue to work with Pat Fisher from Minnow Engineering and update Board members or schedule a meeting, as necessary. Board members present expressed the need for this project to begin in the summer of 2020 and will continue to work towards that timeframe.

New Business

Epcor Billing – Bev Baltesson advised the Board that the electric price cap regulations ended in December of 2019. While the price cap was in place, there was a maximum amount per kWh that we paid. Without the regulation, we pay market price for electricity and this would be difficult to budget for and we could end up paying high electricity prices. Bev did reach out to Encore to inquire about contracted pricing, however, was advised that because we are not registered in Alberta Corporate Registries, we would not be eligible to receive these rates. Board members present agreed that we should look further into this. Bev will investigate further.

Development Application Lot 87 was received February 21, 2020. Bev Baltesson provided application to Kevin Souther for approval and offered to be 2nd board member required for approval.

Xplornet Tower Replacement - The Corporation has received an email from Waybest Tower Inc, previously circulated to Board members, and an Alberta First Call indicating that they would like to begin replacement of the Xplornet tower in March of 2020. Kevin Souther advised that he spoke with the contractor regarding the Alberta First Call, the requirement to move our shed, some snow clearing, etc. Bev Baltesson advised that she provided some background information while speaking with Kevin and sent him copies of correspondence relating to the project and would assist Kevin with clarification of the agreement with the Corporation and Xplornet, if required. Bev also made it very clear that Xplornet or its contractor is responsible for the work being done, including moving our shed from county property onto common property and that our owner's do not pay for any involvement with this project. Kevin will discuss the project with Bruce to coordinate moving our shed, clearing snow or equipment from the site, etc. Any time or equipment used to do this work will need to be billed to Xplornet or their contractor.

Bev Baltesson provided Kevin Southern a list of concerns including the requirement of the contractor to provide us with a current construction sketch, a construction timeframe, anticipated power interruptions, contact information should owners have concerns regarding the construction and owners on each side of the common property should be contacted to notify them of the start of construction.

Electrical Issue Lot 84 & 85 – An email was previously circulated regarding the reporting of this issue to the Board, engaging the necessary contractor / volunteer assistance, etc. It was unanimously agreed by email and discussed by Board members present that any water or site services repair should be reported to Site Services Director or, if not available, any available Board member. Kevin Souther will ensure Site Services contractors are aware of the purpose and process to report these types of issues. Owners are reminded that if they are going to be away from their property, it is recommended that they notify a neighbor or Site Services.

Fortis Lines Replacement Maps & Cost Estimates – Lyle Banack provided copies of cost estimates from Fortis to replace electrical lines in the complex. For information and filing only.

Special Meeting for the Board has been called for Monday, March 9, 2020 at 7:00pm to discuss budget for 2020-21 and upcoming AGM preparations. This meeting will be a closed meeting. Currently there are 3 positions open on the Board as Marilyn Osaka advised that she will not be returning for a new term. John Budd and Fraser House also have terms that will expire.

New owners

No new owners since last meeting.

Correspondence for Review and filing

January 7, 2020 Bank Error from Bank of Montreal
January 7, 2020 Aviva Policy change notice to add Kubota
November 29, 2019 Witten LLP new owners Lot 25
November 29, 2019 Witten LLP discharge caveat
Bank of Montreal returned items advise X3
January 15, 2020 Bank of Montreal GIC Investment
Arrears letters X7
Certificate of Titles X1
November 21, 2019 Land Title Registration Notice – Change of Directors
Genie Pad Information

Adjournment

Meeting adjourned at 9:50 p.m.

The next meeting will be at the Birchwood Centre on Monday, April 20, 2020.