

Minutes–July 20, 2016, Board Meeting

Condominium Corporation No. 882 0814 www.birchwoodcountrycondo.com

(Draft for review & approval)

Attending: Jan Wells, Sueanne Rehill Holt, Glenn Gallant, Lana Southorn, Cory Horton, Richard Cummings and Crystal Heck, (Accountant/Recording Secretary). Don Welsh was unavailable to attend.

Guests

Jerry Wells, Lot 99; Drew House, Lot 30; Dianne Gallant, Lot 5; Clarence Wastle, Lot 84; Randy Finnamore and Bev Baltesson, Lot 74 & 75; Doug and Lorry Clark, Lot 65; Shawn and Ruth Ann Little, Lot 161; Frazer House, Lot 60 & 61; Sharon Kuzio, Lot 62; Bruce Swanston, Lot 90; and, Rod Yakubow, Lot 133.

Agenda

Jan Wells called the meeting to order at 7:00 p.m. at Birchwood Center.

Open Forum

Jan Wells thanked all the owners in attendance for coming and asked for everyone in the open forum to introduce themselves and note any concerns they may have.

Jerry Wells, Lot 99; Doug and Lorry Clark, Lot 65; Bev Baltesson and Randy Finnamore, Lot 74 & 75; Ruth Ann Little, Lot 161; were in attendance as observers. Rod Yakubow, Lot 133, was in attendance to provide the June water report; and Bruce Swanston, Lot 90, was in attendance to provide his June report for maintenance and security.

Shawn Little, Lot 161, expressed concerns about the area of road in front of his property and asked if the Board would spend some time with the Kubota leveling out the washed area that occurs during the rain. Bruce Swanston will check the area and try to get a trench built into the ditch.

Dianne Gallant, Lot 5, expressed concern regarding the accounts receivable listing that was on the March balance sheet and asked what the Board was doing about getting this reduced. Jan Wells explained that a few accounts have been transferred to the lawyers for collecting and numerous owners have made their accounts current. Clarence Wastle, Lot 84, suggested that the Board check the listing at the County that shows properties that are up for possible auction due to unpaid property taxes. He was sure that there were at least three properties Birchwood properties listed. Jan Wells will check the listing.

Frazer House, Lot 60 & 61, expressed concern about the maintenance of some properties in the community. Site Services has been noting unsightly yards and talking to owners. To date the Board has not sent out any letters but will follow-up over the next week and send notices to owners who have not complied with the maintenance and upkeep of their yards. This item is on the agenda for the closed meeting. Frazer House, Lot 60 & 61, also asked the Board what the owners get for their tax dollars from Brazeau County. Jan Wells responded that there is one free dumpster pickup per month (the cost per pick-up is \$150.00 thereafter); the pump outs would be more costly to owners if the lagoon wasn't close by for

disposal; and the County provides some sand during the winter. As well, with the help of the Enhancement Projects Committee, the County installed the new playground, and provides maintenance of the playground. Bev Baltesson, Lots 74 & 75, suggested that a big part of our tax dollars goes to maintenance of County roads and schools. Sueanne Rehill Holt commented that it is important that we maintain a good relationship with the County, and that Birchwood is a private community. Clarence Wastle, Lot 84, explained that Birchwood is a bare land condominium and as such is treated the same as any bare land community, including high rise condominiums; and this is the same treatment as the farmers, i.e., the County doesn't grade their driveways, or provide sand; so Birchwood does get some extra perks.

Frazer House, Lot 61 & 61 also asked about the purpose of the security gate because the code hasn't been changed in years. Jan Wells explained that the cost in changing the code would be expensive as all 127 remotes would have to be reprogrammed. The gate is a deterrent to people who are just driving by. Lorry Clark, Lot 65, suggested that it does reflect in insurance premiums when you are living in a gated community. Glenn Gallant, felt that the Board would have to deal with the security gate code if and when the gate needed to be replaced.

Bev Baltesson, Lot 74, asked if there were any updates from the Enhancement Projects Committee. Shawn Little, Lot 161, reported there were no updates, since the committee has not had a meeting recently, but would be scheduling a meeting soon.

Bruce Swanston, Lot 90, asked the Board about the approval of hiring Robert Graham to remove the trees that are overhanging the roads. Cory Horton said that it was on the agenda to further discuss getting this completed as soon as possible. Glenn Gallant commented that it is imperative to get this done soon.

Sharon Kuzio, Lot 62, asked the Board if there had been a June meeting as she couldn't find the minutes on the website. Lana Southorn said that the June minutes had been uploaded to the website. Cory Horton quickly checked and the minutes weren't there. Lana Southorn will follow-up.

Dianne Gallant suggested that the Board change the meeting notice to show Open Forum, as some owners were not aware of the Open Forum preceding the closed meeting. The Board will discuss this in the closed portion of the meeting.

There have been some concerns with vandalism in the area. Glenn Gallant and Bruce Swanston have talked to some of the parents of the children that were caught doing the damage. The Board reminded all owners to please report anything suspicious to Site Services as well as the RCMP.

Clarence Wastle, Lot 84, wanted to let the Board and owners know that the first reading of the Community Standard Bylaw has been completed. Clarence reported that the Bylaw had a section noting that recreational vehicles could not have adjacent decks or skirting, and that this has been removed from the Bylaw. Clarence Wastle, Lot 84, has concerns about run off in his area, and the culvert on Lot 104 that may need an extension. This is something that needs to be discussed with the owner. After some discussion as to the responsibility for the cost, the Board will include this item in the closed portion of the meeting. Cory Horton commented that the Board and owners need to be proactive with regard to where the survey pins are located on lots, as there may be issues with some of the locations.

Drew House, Lot 30, wants the Board to discuss the information that he handed to Glenn Gallant regarding his property and what the Board can do for him. After much discussion it

was decided this will be discussed at the closed portion of the meeting, thus giving the Board the opportunity to review the information.

The open forum was completed at 8:30 p.m.

Board Portion of Meeting

Jan Wells called the Board portion of the meeting to order at 8:35 p.m.

Sueanne Rehill Holt moved that the June 15, 2016 minutes be accepted as presented, seconded by Lana Southorn, carried unanimously.

Water Report

Rod Yakubow submitted the June reports including water usage for filing. They were no issues to report for the month of June. Water usage for Aspen Grove was 45358 gallons, Cedar Glen was 56247 gallons, and Willow Ridge usage was 45740 & 80764 gallons.

Site Services

Bruce Swanston was in attendance and did have a report for submission to the Board. Glenn Gallant did not have anything to report.

Financial Report

Crystal Heck handed out a copy of the April and May financial reports and went through the accounts receivable on the books as of July 20, 2016. Crystal Heck sent out the over 120 day notices to the owners that are currently in arrears along with a copy of the Rules and Regulations, noting the letter notifications. Three owners accounts had been sent to our lawyers to request payment before foreclosure and to date two of the three owners have brought their accounts up to date. Sueanne Rehill Holt asked if Crystal Heck could provide the financial reports before the meeting. Crystal Heck suggested that she didn't want to provide draft reports but she will send Sueanne Rehill Holt copies of the general ledger before the meeting so that she can review this prior to the meeting.

Sueanne Rehill Holt expressed concerns with owners paying condo fees with cash. Owners are reminded that this method is not acceptable and there are only three methods allowed for payment as per the assessment notice sent out in June.

Brazeau County Liaison.

After some discussions it was decided that the Board needs to have one Board member assuming this position. Sueanne Rehill Holt feels that the Board needs consistency with Brazeau County. Sueanne Rehill Holt moved that Cory Horton represent the Board as County Liaison, seconded by Lana Southorn, carried unanimously.

Birchwood Enhancement Projects Committee.

No updates as per Shawn Little in the open forum.

Old Business

Dust Control. Don Welsh contacted Brazeau County some time ago in this regard.

Action: Cory Horton will follow-up with the County.

Fence Lot 23 - email May 3, 2016 Glenn Gallant talked to the owner and they are undecided as to what they want and they will get back to the Board when they want to proceed. *Tabled.*

Reserve Fund Study

Action: Jan Wells has scheduled a Board meeting on August 3rd, 7:00 p.m. at Birchwood Center, with Karrie Jones, Keystone Field Engineering.

Shoring Device. Glenn Gallant has not had a chance to talk to any contractors.

Action: Cory Horton will follow-up.

Golf Carts Driven in the Community under the age of 16. Cory Horton called the RCMP and found that golf carts and ATV's are considered the same and currently there are no laws prohibiting children from driving them. Cory Horton suggested that we may need to put something in the Rules and Regulations or Bylaws in this regard. Sueanne Rehill Holt has some concerns about changes to the Bylaws because of the liabilities. Jan Wells also commented that there would be no way to enforce this topic within the Rules and Regulations. Jan Wells has contacted our insurance company, and will have information in this regard soon.

FireSmart Program. A presentation is scheduled for July 27th at Lindale Hall, from 5:30 - 7:30 p.m. Notices have been posted on the Community Notice Board, the Security Gate, and at the Center.

Keyless Entry Code. Jan Wells has tried to change the code but needs someone else to help. Sueanne Rehill Holt will try to change it later this week.

Light Boxes. Glenn Gallant got a quote of \$570.00 per box from United Truck for an 18" x 18" x 4 ft. high, unpainted, two doors, locks, and hinges. Aluminum boxes would be over \$1.000. *Action:* Glenn Gallant will get another two quotes for the August 17th meeting, and will prepare a list of the light boxes that are in critical need of replacement.

Items Arising from Open Forum.

Unightly properties. *Action:* Glenn Gallant and Richard Cummings will prepare a list of properties that need to be cleaned up, and will follow-up with letters to the owners who have not complied with maintenance and upkeep of their property.

Board Meeting Notice. The Board meeting notice posted at the security gate is in need of a change to show that an Open Forum precedes the closed Board meeting.

Action: Lana Southorn and Jan Wells will arrange to have a new sign made.

Lot 161, leveling washed out area. *Action:* Bruce Swanston will follow-up.

Tree Trimming. The Board felt this was a good quote and approved the work.

Action: Glenn Gallant will arrange for the work to be done, and will talk to any owners that have trees on their property that overhang the road and need to be trimmed.

Culverts. *Action:* Glenn Gallant and Bruce Swanston will determine which culverts need to be cleaned out, and proceed to complete that job.

Lot 30. The Board reviewed the letter from the Engineering firm.

Action: Cory Horton will talk to the Engineering firm to get clarification on the letters for requirements from Keystone and Brazeau County. The Board does not need to approve if the County and home owner have an agreement.

New Business

Brazeau County Land Use Bylaw changes. An information session scheduled for July 27th at Lindale hall, following the FireSmart Program Presentation. Lana Southorn posted notices on the Community Notice Board, Security Gate and the Center.

Back-up for Security/Site Services. The need for back-up for Security/Site Services was discussed. *Action:* Glenn Gallant and Richard Cummings will talk to Bruce Swanston regarding training for the site services backup person as soon as possible.

Well House at Cedar Glen. An e-mail was received from Alberta Environment on July 5, 2016 regarding the requirement to the tank volume and building space. The e-mail suggested that he would need to do some research and get back to the Board.

Quotes for Gravel. Quotes for gravel obtained by Cory Horton were discussed. Jan Wells asked about the timing of the quotes and how long they are good for. Cory Horton said that normally dates are noted on the quotes. Glenn Gallant will abstain from discussion and voting on issues regarding gravel since he is as one of the suppliers. Drayton Sand & Gravel was \$23. per tonne, Associated Aggregates was \$25. per tonne, Glenn Gallant was \$22.50 per tonne, and River Valley was \$21.45 per tonne. Sueanne Rehill Holt moved that the Board go with River Valley for supplying gravel as they are the lowest bid, seconded by Jan Wells, carried unanimously. *Action:* Glenn Gallant will inform Bruce Swanston of the decision of the vote.

Revision of Development Permit. *Tabled.*

New owners.

Lot 87, Jim Bremner. Lana Southorn was able to deliver a welcome package to the new owner.

Correspondence

- Brazeau County - FireSmart Program, Land use bylaw information session, FOIP.
- Arrears notices
- Witten Law correspondence,
- Non compliance letters and email.
- Development Applications.

Adjournment

Meeting adjourned at 11:15 p.m.

The next meeting will be at 7:00 p.m., Wednesday, August 17, 2016, at Birchwood Center.

Continuation of the July 20th Meeting

Due to the lateness of the adjournment, and because some items were not fully covered, Jan Wells, Vice President, called a continuation meeting for July 25th at 7:00 p.m. at Birchwood Center.

Attending: Jan Wells, Sueanne Rehill Holt, Lana Southorn, Cory Horton.
Unable to attend: Glenn Gallant, Richard Cummings, Don Welsh.

Jan Wells called the meeting to order at 7:00 p.m.

Development Applications.

Jan Wells stated that Development Applications are a requirement in our Bylaws and may not be dismissed. The need to revise the current development applications was discussed, and it was decided that a separate meeting will be held for this item. Cory Horton felt that two site services members should not sign-off on a development application. Cory Horton moved that the first signature should be the President or Vice President, and the second signature, a Condominium Board Member, seconded by Jan Wells, carried unanimously.

Action: Cory Horton will contact Martino Verhaeghe to discuss what information the County feels should be included in the Condominium's revised development application.

Security Gate. Jan Wells stated that if the gate control signal is separate from the keypad, we may not have to change all remotes. *Action:* Jan Wells will ask Bruce to let Jerry Wells look at the system to determine if the pad is separate from the controls.

Lot 104 Culvert. *Action:* Cory Horton will contact the owner and determine if the culvert needs to be extended and if so, discuss the responsibility for the cost.

Shoring Device. Cory advised he had checked into the cost of purchasing a shoring device, and found they are very expensive as they must meet safety standards and have an engineer's stamp. Thus, it may be more cost effective to rent a shoring device when the need arises, and they are available for rent at both DV Rentals and ACR in Drayton Valley. *Action:* Site Services and Water Services will be made aware of the phone numbers for both companies.

Golf Carts driven by persons under the age of 16. Jan Wells relayed the information received from our insurance company; that should there be an accident we could be a third party of interest because of our situation here, but it would have to be determined that we were negligent. They suggested that we could show our act of due diligence by fostering safety in the community by posting an awareness sign. For example, "For Your Safety, Children Driving Golf Carts or ATVs should be accompanied by an adult".

Action: Jan Wells, Cory Horton will research for wording from similar communities.

Board Meeting Minutes on Birchwood Website. *Action:* Lana Southorn corrected the computer problem and the minutes are now on the website.

Lot 30. Letter from Keystone Engineering.

Action: Cory Horton will approach the County to determine what the Condominium is responsible for in this regard.

Correspondence for Filing: Development Applications

Meeting adjourned at 10:00 p.m.