

Minutes – July 13, 2020 Board Meeting

Condominium Corporation No. 882 0814 www.birchwoodcountrycondo.com

(Draft for review & approval at the next scheduled 2020 Board Meeting)

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

Agenda

Greg Jansen called the meeting to order at 6:55 p.m. at the Birchwood Centre.

Site Services

Bruce Swanston was in attendance to provide his report. Once the weather clears up and grounds dry up work will start on replacing some culverts in the community. Culverts scheduled to be replaced as identified on the Action Items log are near Lots 15, 79 and 105. Bruce also indicated that the culvert near 123 needs to be repaired. Kevin Souther indicated that new owners in Lot 57 have inquired about culvert specs so that they can install a new approach to their Lot. Kevin also confirmed the cost and installation of the new culvert would be the responsibility of the owner.

Water Report

Rod Yakubow was in attendance and supplied his June 2020 reports. There has been nothing out of the ordinary with the water over the last month. Rod Yakubow has been working hard to deal with the flooding in the Aspen Grove wellhouse. Rod Yakubow would like to find a solution to the flooding that would eliminate him physically needing to start and stop the pump every time it rains. Rod Yakubow and Kevin Southern will work together on finding an appropriate solution.

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

- # 6 Aspen Grove –29,910 gals
- # 2 Cedar Glen – 18,860 gals
- # 3 & # 4 Willow Ridge – 93,842 gals

TOTAL FOR ALL WELLS – 142,612 gals
Chlorine Used 18.25 gals

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

- # 6 Aspen Grove –32,003 gals
- # 2 Cedar Glen – 25,213 gals
- # 3 & # 4 Willow Ridge – 116,494 gals

TOTAL FOR ALL WELLS – 173,710 gals
Chlorine Used 14 gals

Approval of Previous Minutes

Minutes of the April 20, 2020 meeting were previously circulated.

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

Minutes of the May 25, 2020 meeting were previously circulated.

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

Financial Report

Crystal Heck provided Balance Sheets and Statement of Operation reports for May and June 2020 for the Board's review.

Bev Baltesson provided an update on the status of condo fees and special levy fees as follows:

There are currently 11 Lots in arrears for 2019-2020 condo fees.

Condo fees for the 2020/2021 is as follows: 71 Lots have prepaid saving the 5% GST, 6 Lots have provided semi-annual payments, 12 have provided monthly cheques, and 8 Lots have given some sort of payment.

Special Levy status is as follows, we have a total of 134 Lots paid in full and 6 Lots have given partial payments or postdated payments.

Crystal Heck wanted to address the revenue from the special levy and the treatment of the dollars in the 2019/2020 year end. Crystal Heck spoke with the auditor to verify the treatment and the auditor explained that it should remain revenue for the year ending June 30, 2020 despite the expenses showing in the 2020-2021 year end. Lyle Banack would like to see it put on the balance sheet under the reserve and then expenses taken from that. Lyle Banack will contact the auditor to further discuss.

Bev Baltesson asked for everyone's thoughts going forward with the reinstatement of interest and surcharges on overdue accounts. The current motion to waive interest and surcharges on overdue accounts has expired. After discussion, the following motion was made.

Motion: Lyle Banack moves that interest charges will be waived on all accounts for owners who have paid their accounts in full by August 15, 2020. For owners that have outstanding balances as of August 15, 2020 accrued interest will be charged from July 1, 2020. Kevin Souther seconded the motion.

Carried unanimously

Crystal Heck will send out overdue notices the first week of August 2020 to all owners that are in arrears for annual condo fees, and money owing for the special levy. They will be reminded that, in order to vote at the August 15, 2020 Annual General Meeting, their accounts must be up to date. (Bylaw 15 (6)).

Crystal Heck asked the Board how much detail was needed to show the water upgrade expenses on the expense statement. All money collected has been deposited into a new bank account and all expenses relating to the water upgrade project will be paid from that account. It was agreed that all expenses could be placed in the Water

Upgrade expense account where it could easily be broken down into specific expense categories. Crystal Heck will move the invoice for Precision Geomatics to the Water Upgrade expense account.

Site Services

Kevin Souther indicated that Bruce Swanston was currently painting 6 new boxes that were ordered in June 2020. Jerry Wells has volunteered to install these new boxes once the painting has been completed. No additional boxes will be scheduled for replacement until spring of 2021.

Brazeau County Liaison

Lyle Banack has not been able to attend any meetings to date. Lyle Banack has made arrangements to have a meeting with Anthony Heinrichs regarding his three items currently on the Action Items list identified below. Discussion was held regarding the importance and requirement for all three items. It was agreed that Lyle should continue to pursue all these items with the County and update the Board on discussions.

Old Business

Action Items as per list

- Community Lot signs and corner markers – County is currently looking at the feasibility and costs.
- Electrical boxes – A total of 12 boxes were ordered in the 2019-2020 budget year. Once all boxes have been painted by Bruce Swanston, Jerry Wells has volunteered to install them. Item to remain on the Action List for review in the spring of 2021.
- CC Valve and Water Hydrant Locations –Kevin Souther and Bev Baltesson will continue to work with Rod Yakubow to get the water hydrant locations on the map. Pictures have been taken for most of the Lots; however, they need to be transferred to the corporation files.
- Recycle Dumpster – discussions with Brazeau County – on-going
- Lead Management Plan for Water – Testing for lead and determining distribution components of our water system are required. Bev Baltesson originally provided directors with this requirement at the December 9, 2019 meeting and feels that the Board should assign and carry out these requirements as soon as possible. Bev Baltesson provided Kevin Souther a copy of the documentation for this project who will work with Rod Yakubow to ensure that our requirements are met.
- Temporary Electric Service Cable – The cable that Kevin Souther was going to donate will not work in the community. Lyle Banack and Jerry Wells will work on determining the proper length required and have it ordered. Money was placed and approved in the 2020-2021 budget for this item.
- EPCOR billing – pending
- Owner Communication – Bev Baltesson is working on an up to date owner's contact list. Once the list is finalized, the Board will engage in a qualified company to fan out messages by either email or text to communicate with owners in an emergency or information sharing situations.
- New culverts - near Lots 15, 79, and 105 will be completed once the weather clears up and the community dries up. Lot 123 culvert has separated near the

end of the culvert and can be replaced with a coupling. Bruce Swanston will work with Site Services to complete this work this summer.

- Franklin Pump Controllers & Capacitors – Bev Baltesson checked with Jerry Wells to make sure these have been received as they have been paid for. Jerry confirmed that he has received what was ordered, however, additional spare parts may be required. Kevin Southern to check with Jerry.
- Rules and Regulations – Lyle Banack will review the Rules & Regulations and bring some suggestions to the next Board meeting.
- Kubota replacement – The new tractor should be on site by the end of July.

New Business

Insurance Renewal September 1, 2020 – Bev Baltesson distributed the current list of assets that are insured for a review. New legislation requires condominium associations to carry replacement cost insurance and fidelity bonding or crime coverage. Discussion was held around the amount of current coverage for these items and Bev Baltesson was provided with direction from the directors to ask the insurance company to increase the value of Birchwood Center to \$300,000.00 and coverage for each of the three water well houses to \$100,000.00 each. Bev will also ensure the appropriate amount is covered with regards to fidelity bonding.

Bev Baltesson also advised that condo associations can now increase the deductible of their policy, up to \$50,000.00. Lyle Banack asked Bev Baltesson to get insurance quotes for \$10,000.00 and \$50,000.00 deductible. Owners can now be charged for the corporation's deductible, up to \$50,000.00 if the owner is responsible for the damage.

Bev Baltesson advised the Board that residential condominium units are now required to create a Standard Insurable Unit Description (SIUD). It was agreed that because we are a bare land condo, not a residential condominium, and all units are insured and specific to each Lot, we do not need to create SIUDs for our units.

Bank Concerns – Bev Baltesson explained that there are been a few errors made by our current bank. Bev raised and discussed these concerns with the manager at the bank and both agree that improvements can be made. The bank offered reversal of some service charges as compensation of time spent to identify and fix these errors made. Bev is satisfied that the bank has acknowledged the errors and no further action is required at this time.

AGM Preparation and Meeting – with the AGM scheduled outdoors for 10:00 a.m. on August 15, 2020 there was some discussion on whether we could now hold the meeting indoors as COVID-19 restrictions and guidelines have been changed by Alberta Health Services. Consensus was that Birchwood Center will be too small to hold the meeting safely. Bev Baltesson will inquire about possibly renting the banquet area at The Village Golf Course. Bev will also confirm the number of attendees that are allowed to attend at an indoor venue. If we are allowed to hold the meeting indoors, Greg Jansen will provide disposable masks for everyone in attendance. The Board would like owner's cooperation by sending only one owner per Lot to this year's AGM for us to ensure that we adhere to the Alberta Health Services COVID-19 regulations. The Board also recognized that restrictions could be changed prior to the scheduled AGM so further considerations may need to be made.

Bev Baltesson will attempt to arrange for three scrutineers to assist Crystal Heck with greeting owners to the meeting.

Locks on Electrical Boxes – Kevin Souther had raised a concern about the requirement for us to lock our electrical boxes. After some discussion it was decided that this would not be necessary and may be a hinderance.

Water Upgrade Status – The building construction contract has been awarded to Core Concrete & Construction Ltd and they have done survey & engineering work. Bev Baltesson asked if the Water Upgrade Committee members who are leaving the Board would be interested in staying on the committee to the end of the project. Bev felt the knowledge & work put into the project is extremely valuable to the project and future board members. John Budd has agreed to remain on the Water Upgrade Committee. Greg Jansen will talk to Frazer House about remaining on the committee.

Email July 2020 – The owner of Lot 18 and 19 has asked for assistance from the Board with some drainage issues. Frazer House will work with Bruce Swanston on a solution for any issues that the Corporation is responsible for. Frazer House will contact the owner to discuss further.

Email to Greg Jansen – Greg Jansen advised that he received an email from owners in Lot 166 regarding a pending sale. Greg will ensure the owner is provided with all information requested in the email.

The following motions were approved by the Board through email

June 17, 2020 - Motion:

Greg Jansen moved that we retain our lawyer to advise on the legality and liability of proceeding with our water construction/rehabilitation project without having the expressed approval of the owners where our easements are located. Seconded by Frazer House. **Carried, 6 in favor, 1 non vote**

June 20, 2020 -Motion:

Frazer House moved that Core Concrete & Construction be awarded the bid for construction of the water well house buildings portion of the water upgrade project. Seconded by Lyle Banack. **Carried, 6 in favor, 1 non vote**

Motion: Lyle Banack moved to confirm that the above two motions were made through email and passed. John Budd seconded the motion. **Carried unanimously**

New owners

Lots 24 and 44 – Welcome packages were mailed out, not delivered in person due to COVID-19.

Condolences

Warren St Peter passed away in November 2019. The Board and the community would like to offer our sympathy to the family and friends of Warren.

Correspondence for Review and Filing

Development Permit - Brazeau County Lots 149 & 87
Water Reports April & May 2020
Correspondence from owners - 5
Title - 1
Bank of Montreal - GIC Reinvestment Certificate - 2

Adjournment

Meeting adjourned at 9:30 p.m.

The next meeting will be the Annual General Meeting at 10:00 a.m. on Saturday, August 15, 2020 outside at the Birchwood Centre. (Please note that work is in progress to hold a safe indoor meeting at The Village Golf Course banquet room adhering to Alberta Health Regulations for COVID-19.)

If a meeting can take place indoors, updates will be posted on notice boards and the website.