

Minutes–July 18, 2018, Board Meeting

Condominium Corporation No. 882 0814 Birchwood Country Condo

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

Call to Order

Sueanne Rehill Holt called the closed meeting to order at 6:55 p.m. at Birchwood Center.

Sueanne thanked Joan Allen for accepting the Board member position.

Contractor's Reports

Sueanne Rehill Holt called on Rod Yakubow to present his Water Report.

Site Services:

Bruce Swanston was not present at the meeting.

Water Report:

Rod Yakubow handed in his June water reports for filing. Rod advised that on June 27th he noticed an increase of 4000 gallons of water consumed in Cedar Glen. This increase was also present on June 28th and 29th. Rod Yakubow asked for assistance from Jerry Wells on June 28th to try and determine why the water consumption was so high. It was found that someone had turned on a faucet at a lot that was not occupied. The water was shut off and the lot owner was notified. There have been multiple occasions of taps being left on as an act of vandalism/mischief and future occurrences will be reported to the RCMP.

Rod Yakubow and Jerry Wells worked with the owner in Lot 100 to fix the leaking pipe at the water hydrant and the repairs have been completed successfully.

Rod Yakubow advised that there is water hydrant located in Lot 17 that is leaking. The owner has been notified that it needs to be fixed. The owner has had the utilities located and has spoken with a contractor that will do the work for them. The water is being shut off while the owners are not there.

Roll Call of Members: Sueanne Rehill Holt; Jan Wells; John Budd; Bev Baltesson; and Joan Allen.

Regrets: Frazer House; Lana Southorn; Crystal Heck

Approval of the June 13, 2018 Minutes

The June 13, 2018 meeting minutes were previously circulated. Jan Wells moved that the minutes be accepted. Bev Baltesson seconded the motion, carried.

Financial Report – Bev Baltesson reported that the 2017-2018 condo fees were collected with exception of three lots amounting to a combined total of \$833.93. Sueanne Rehill Holt commended the extra time put forward by Crystal Heck to work with the owners and stated that the additional costs incurred to achieve these tasks were beneficial to all.

Bev Baltesson reported that there were 125 owners that have submitted their 2018-2019 condominium fees of which 75 owners took advantage of the prepaid option.

Bev Baltesson stated that there are no new owners to report, however one lot has a sale pending for July 23/18.

Site Services- Jan Wells reported on behalf of Frazer House. Frazer House prepared and submitted three quotation requests for the bridge repair to be responded to on or before July 20, 2018. The Board has received one quotation to date.

There was one \$75 fine letter sent out to an owner who has not responded to a non-compliance letter.

Jan Wells stated that there has been vandalism/mischief to lots and property reported by owners. Large rocks have been pushed over, water taps left on, small items removed from lots, etc.

Again, the owners are encouraged to report trespassing, damage or theft on their property to the RCMP and exercise "good neighbor" practices by watching for unusual activity or damage especially where owners are away. Reporting the incident to Bruce Swanston is also beneficial so he aware of an issue.

There were two Birchwood Development Applications submitted to the Board for approval. Both were approved by the Board and the owners advised to go to the County to apply for a County Development Permit.

Two Brazeau County Development Permits were received, one permit was successful, and one permit was denied by Brazeau County.

Secretarial – Lana Southorn submitted her report that the yearly renewal for the website hosting services and the two-year renewal for the website domain are completed. Lana Southorn prepared the water reporting forms for the upcoming year.

Brazeau County Liaison - Jan Wells contacted Brazeau County by telephone regarding the condition of the south gate emergency access road. They were intending to discuss our request at their July 17, 2018 meeting and will have Anthony Heinrich come for a site visit which has been discussed with the owner. Further they hope to present a request to council on the August 21, 2018 meeting at which time they may require a letter of support from the Board.

Jan Wells contacted Brazeau County about the condition of the community playground and parking pad. The County has tended to the weeds and going forward will maintain more often. Jan Wells also inquired about having a seasonal outhouse brought to the site and the County responded that since other playgrounds do not have this service it is not something that they can do for us.

Water Upgrade

The Board held an additional meeting on June 18, 2018. Attendees were Sueanne Rehill Holt, John Budd, Joan Allen, Frazer House, Jan Wells, Lana Southorn, Bev Baltesson, Rod Yakubow, Jerry Wells.

The Board also invited Neil Hollands, a former engineer recently retired after working many years for Alberta Environment with over 30 years of experience in municipal and private water and wastewater systems, in hopes that he could give us a better understanding of the process for the required upgrade and, if possible, answer questions to prepare a request for proposal (RFP) for an engineering company that would be acceptable.

After much discussion and exchange of information the Board engaged Neil Hollands to research and prepare the RFP for a minimum of three engineering companies on our behalf. Any bids would be presented at the July meeting.

The Board was presented with responses from two companies, the third company having declined to bid due to time constraints. Neil Hollands also prepared a detailed analysis of the two proposals. Further review and reference checks are required before the Board plans to award the RFP on August 1, 2018.

Old Business

- Letters of Concern – Responses for letters from Diane Gallant, Lot 5, received on June 2nd and June 13th were mailed on June 14th and June 19th respectively.
- Response to concerns about the financials brought forward by Betty MacRae, Lot 21, on June 2nd was mailed on June 14th.
- Xplornet contract – Jan Wells received a call from a representative from Xplornet, they are planning to have the site marked to identify the footprint to prepare a drawing indicating where the tower would be placed. Jan Wells advised them that a Board member should be present for the survey.

New Business

CC Valve & Water Hydrant Locations

Bev Baltesson suggested a project to take pictures of all CC valves, to be stored on a USB picture card so that if valves, hydrants, etc., need to be located in the winter months, the pictures could identify their location. Bev Baltesson and Joan Allen volunteered to assist with taking pictures. Bev will contact Rod Yakubow and Jerry Wells and ask for their assistance. Bev will purchase an appropriate picture card.

Winter Storage of Kubota

Bev Baltesson advised that the lot owner has been reimbursed for the Kubota storage from November 15, 2017 to April 1, 2018. Sueanne Rehill Holt and John Budd will approach the lot owner for an agreement to store the Kubota for the winter months again this year.

Insurance Renewal

Bev Baltesson advised that we have received notification that the insurance is being renewed as the policy expires on September 1, 2018. Discussion confirmed that there are no changes to be made to the existing policy.

WCB New Legislation

Jan Wells advised that there are changes to entitlement and the return to work policy for a workplace injury.

Birchwood Sustainability Sub-Committee

Sueanne Rehill Holt suggested a committee be formed, comprised of various lot owners, to address issues in the community and get owner feedback. This committee would assist the board with future planning and budgeting. Joan Allen offered to lead this committee. A motion was made by Sueanne Rehill Holt to appoint Joan Allen to head a Birchwood Sustainability Sub-Committee to provide data to support the Condominium Board's prioritizing and fiscal planning. John Budd seconded the motion, carried.

New owners

None this meeting

Correspondence for Review and filing

Correspondence for lot files (3), non-compliance letters for yards (1),
Development applications (2), Brazeau County Permits (2)
Water Reports, Board Member Code of Conduct form
CMB Insurance, BMO, WCB

Adjournment

Meeting adjourned at 10:30 p.m.

The next meeting will be at the Birchwood Center on Wednesday, August 15, 2018, at 7:00 p.m.