

# Minutes–July 19, 2017, Board Meeting

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## **Condominium Corporation No. 882 0814**

*(Draft for review & approval at the next Board meeting)*

### **OPEN FORUM (CLOSED MEETING TO FOLLOW)**

#### **Call to Order**

Jan Wells called the Open Forum portion of the July 19<sup>th</sup> Board Meeting to order at 7:00 p.m.

#### **Guests:**

Jerry Wells, Lot 99; Rod Yakubow, Lot 133; Tom MacLean, Lot 12 & 13; Clarence Wastle, Lot 84; Dianne Gallant, Lot 5; Jim Jansen, Lot 41A; and Betty MacRae, Lot 21.

Jan Wells thanked the owners for coming to the meeting, and asked those in attendance to introduce themselves and note any concerns they may have.

Jerry Wells, Lot 99, and Dianne Gallant, Lot 5, were in attendance as observers.

Betty MacRae, Lot 21, thanked the Board for their recent purchase of two fire extinguishers and first aid kit for the Center.

Tom MacLean, Lot 12 and 13, asked the Board if there was any possibility of combining his two Lots to sell his property. He had a sale withdrawn due to the location of the buildings on these properties. He would be willing to pay condominium fees on both properties even if the Board would grant him the opportunity to combine the two lots into one.

Jim Jansen, Lot 41A, reminded the Board that this situation occurred in the past when a previous Board approved the combination of two lots which were owned by the same person. Jan Wells stated that this was discussed with the Condominium Lawyer and this item was added to the Rules and Regulations; E. 3, which eliminates this option for owners to reduce their condo fees. Jim Jansen stated that Lot 174 and Lot 175 were withdrawn from the plan at the inception of the area. Jim Jansen also stated that Peter Tadman said that Section 25 in the Condominium Property Act explains in detail what can be done with combining of lots. Jim Jansen suggested that the Board look at charging condominium fees based on unit factor rather than per lot, which will allow owners to combine their properties without affecting the condominium fees. Jim Jansen also suggested that the Board seek more legal advice on this process. Tom MacLean would appreciate a quick response from the Board regarding their decision. Jan Wells stated that the Board will discuss this request further in the closed portion of the meeting.

Clarence Wastle, Lot 84, informed the Board and owners that he will be attending a meeting next week with the Minister. He has some concerns with the condominium act and the numerous gray areas, for example, the item concerning removing monies from the reserve accounts to pay for large expenditures without a special resolution.

Tom MacLean, Lot 12 and 13, raised his concerns regarding drainage in his area. He has been having problems with heavy rains moving gravel from the road into his pond. He would like to see the roads graded to have a crown rather than flat. The water in the area is running

down the middle of the road and not in the ditches. He feels that the water issues have escalated since the grader has been sold and the Kubota was purchased to do the roads.

Jim Jansen, Lot 41A congratulated the new Board members and is pleased to see that the Board is being aggressive in sending out non-compliance notices on yard appearances in the community.

The Open Forum was completed at 7:25 p.m.

### **Board Portion of Meeting**

Jan Wells called the Board portion of the July 19<sup>th</sup> meeting to order at 7:25 p.m.

### **Water Report**

Rod Yakubow submitted the June 2017 water reports including water usage for filing. Usage for the month was normal although the water consumption in Willow Ridge seems to be higher than usual. Jan Wells will check the July 2016 reports for comparison. Water usage for Aspen Grove was 28,266 gallons, Cedar Glen was 26,916 gallons, and Willow Ridge was 127,299 gallons for a total of 182,411 gallons. Total chlorine was 20.25 gallons. Paul Mah reported that on Sunday July 16<sup>th</sup> at 12:30 p.m. he was out for a walk and heard water running on Lot 139. Rod Yakubow has been checking Lot 139 as well, since this is the second incident at this property.

### **Site Services**

Bruce Swanston was not in attendance; therefore, a report was not available.

**Roll Call of Members:** Jan Wells; Glenn Gallant; Lana Southorn; Paul Mah; Bev Baltesson; and, Crystal Heck, (Accountant/Recording Secretary). Regrets: Don Welsh and Sueanne Rehill Holt.

### **Approval of the June 14, 2017 Minutes**

Bev Baltesson moved that the Minutes of the June 14, 2017 meeting be accepted as presented. Lana Southorn seconded the motion, carried unanimously.

### **Financial Report**

Crystal Heck handed out copies of the amended February 2017 financial reports, as well as March 2017 to May 2017, and reviewed the accounts receivable on the books as of June 30, 2017. There are currently four lot owner's overdue 120 days. New overdue notices will be sent out again the end of July. Crystal Heck will request Witten Law to send out additional letters on two of the lots in Birchwood. Crystal Heck asked permission to reimburse four lot owners to date who sent in payments before July 15<sup>th</sup>, but included the GST portion of the payment.

Bev Baltesson reported that a welcome package was delivered to the new owners in Lot 26. She stated there are a few lots in our community that have sales pending. Bev Baltesson advised that the Bank signing authorization has been completed, and that the Alberta Government has been made aware of the new Board of Directors. She reported that Xplornet has taken over the tower in the community and has requested EFT information, and that she has provided them with the banking information. Bev Baltesson advised that she has received a letter advising the Board that there is foreclosure action on one of the owners in Birchwood. She also reported that on July 12<sup>th</sup>, the Board was informed that the security gate had been damaged. The owner who caused the damage came forward and will pay for the repairs once the costs for repairs are available.

Bev Baltesson advised that currently condominium fees paid for the 2017/2018 term are as follows: 119 lots paid (78 lots paid the annual fee, 6 lots paid the semi-annual fees, 23 lots sent in monthly fees, and there were 12 lots that sent partial payment cheques).

### **Site services**

Glenn Gallant has received numerous calls from owners with concerns regarding fires and smoke in the community. Glenn Gallant contacted the owner who had a fire going, and he assured Glenn Gallant that he was monitoring the fire. Most of the smoke in the area is coming from the wild fires from BC.

Glenn Gallant will order more electrical boxes for the community based on the June 30<sup>th</sup> listing of the electrical boxes required.

Paul Mah reported that he had purchased two fire extinguishers and a first aid kit for the Center, and these were installed on June 30<sup>th</sup>. He submitted the paperwork that came with the extinguishers to Lana Southorn for filing. Jan Wells asked Paul Mah if the fire extinguishers that were installed at the Center when the Center was first built, are still in working order, or outdated. Paul Mah will follow up.

Paul Mah also purchased herbicide (start-up) and sprayed the weeds on Lot 168, and the weeds located in the Cedar Glen community garden.

Paul Mah stated that site inspections are completed and locations identified for installing the golf cart awareness signs, and a 30-km speed limit sign; Alberta One Call was contacted; and the signs will be installed in the next few days. Paul Mah will also relocate the Windy Ridge sign that is currently on the tree at the junction of Cedar Glen and Oak Place.

Jan Wells suggested that the existing speed sign at the gate may be obstructed. Paul Mah and Glenn Gallant will investigate and move the sign if required.

Paul Mah and Glenn Gallant conducted a community site check and identified 29 lots that were non-compliant.

Jan Wells stated the need to begin bridge repairs, including cleaning. Glenn Gallant will work with Bruce Swanston to schedule some bridge cleaning and repairs as noted in the Reserve Fund Study.

### **Secretarial**

Lana Southorn reported that she and Jan Wells prepared non-compliance letters and these were mailed on July 10<sup>th</sup>. Lana Southorn also stated that she and Jan Wells have scheduled times throughout the remainder of the summer to continue with the filing project.

### **Brazeau County Liaison**

Sueanne Rehill Holt was unable to attend the meeting. All items on the action list dealing with Brazeau County will be tabled to next meeting.

### **Old Business**

- Culverts and Ditches - Glenn Gallant, Paul Mah, and Bruce Swanston will inspect culverts and ditches within the community to identify the locations where culverts need to be replaced and ditching is required. A listing will be compiled, prioritized, and a cost estimate provided, for budget purposes. Paul Mah will contact Alberta One Call when required, and Glenn Gallant will verify that contractors working on the project have all necessary insurance required to work on the project, and work will begin once everything is in place.
- Water Safety Plan - Roy Yakubow has completed the Water Safety Plan, and it has been submitted for filing.
- Gate Entry Code – tabled.

- Lot 11 - Mail sent to the owner of Lot 11 was returned by Canada Post, therefore the Board currently has no way to contact the owner. Jan Wells will contact the RCMP to see if the Board can enter the property to do some clean up.
- Exova - additional water testing - no update on this to date.
- Emergency Evacuation Signage - Jan Wells will order a sign for placement at the Center with wording that is similar to the sign at the south gate. An emergency sign will be added to the front gate notice board.
- Management Company Implementation - tabled.
- Terabyte Contract Review – it was determined that this contract was initiated by the Brazeau County, and therefore will be included in the items to be discussed with Brazeau County.

### **New Business**

#### **Items Arising from the Open Forum**

- Request from Tom MacLean regarding Lots 12 & 13. Jan Wells will follow up and schedule a special meeting when all Board members are available.

#### **Other**

- Lot 168 – The owner of Lot 168 contacted Paul Mah with concerns regarding road erosion at the entrance to our community. The concern is that the roots of the trees west of the property are exposed, and in a strong wind storm could topple onto her roof as well as block the entrance. Paul Mah will follow up to determine who owns this area to the west of the entrance.
- Lot 168 Drainage - The owner also contacted Paul Mah regarding drainage. In heavy rains the water drains onto the property, filling the septic tank. Paul Mah and Bruce Swanston determine if ditching can be done to alleviate this drainage problem.
- Alberta Weather Watch Alerts – concern was expressed as to a plan to exit the community in extreme weather conditions. Glenn Gallant suggested that the Board should be proactive and open the gates when alerts are issued for extreme weather conditions. The lock at the gate in Cedar Glen currently is a combination lock and should be replaced with a regular lock. Glenn Gallant volunteered to purchase regular locks, having the same key, to replace locks currently in use. Paul Mah offered to be the contact person for the emergency gate in Cedar Glen.
- Cedar Glen Community Garden. Paul Mah reported that a work bee was held by Cedar Glen Lot owners: Paul and Carol Mah, Lot 154; Bob and Carol Clarke, Lot 155; and Gene and Barb Boire, Lot 150. The community garden was cleaned up, debris removed and hauled away, and weeds were spayed.
- Sewage Lagoon. For information for the Board, Paul Mah brought a registered letter that he and many of his neighbors received from Brazeau County Director of Public Works concerning pending construction of the sewage lagoon. Brazeau County is planning to upgrade and improve the lagoon. The letter states that there will be no disruption in use of the lagoon, but it will have some impact on the traffic to the east of the community.
- Office Walls – the Social Club met on July 12<sup>th</sup>, at which time it was agreed that the cost of supplies for office walls will be covered by the Social Club.

- Contract Review Committee – two contracts have been reviewed and updated primarily to ensure consistency of format and wording throughout all contracts. Copies of the updated contracts were distributed to Board members for review and input.

#### **Correspondence for Review and Filing**

--32 non-compliance letters to owners on yard appearance

--Alberta One Call correspondence.

#### **Adjournment**

Meeting adjourned at 1:10 p.m.

The next meeting will be at Birchwood Center on Wednesday, August 16, 2017, at 7:00 p.m.