

Minutes—July 8, 2019, Board Meeting

Condominium Corporation No. 882 0814 www.birchwoodcountrycondo.com

(Draft for review & approval at the August 12, 2019 meeting)

Attending: Greg Jansen; Lyle Banack; Bev Baltesson; Kevin Souther; and, Crystal Heck, (Accountant/Recording Secretary). Excused: Sueanne Rehill Holt; John Budd; and Frazer House. Brazeau County CAO, Jocelyn Whaley attended the meeting at 7:30 pm

Agenda

Greg Jansen called the closed meeting to order at 7:00 p.m. Meeting location was changed from Birchwood Centre to Lot 74.

Site Services

Bruce Swanston provided an update to what items need to be addressed in the community which became apparent after the rainstorm on Sunday, July 7th.

Work in the community that needs to be completed includes:

- There are a few culverts and adjoining ditches and roads that need to be cleaned out or repaired. Bruce Swanston received quotes for equipment to do this work. Costs for equipment is \$130 per hour for a Track hoe and \$225 per day for dump trailer. Bruce Swanston felt that it would take approximately 5-6 hours to complete the cleanup.
- Areas that are in need as soon as possible are near lot 90, between lots 43-44, lot 125, between lots 73-75, between lot 103-105 and between lots 15-18.
- There are issues by lot 78-80 but this will be left till after summer.
- Greg Jansen said that the wet dirt could possibly be placed near lots 28 & 29 or on the common property between Lots 88 & 89. Greg will confirm with Bruce where to place the wet ditching material.

Motion: Lyle Banack moved that the board will approve up to 8 hours to clean out the problem areas in the community as identified above. Kevin Souther seconded the motion. **Carried unanimously**

- Bruce Swanston also asked for permission to purchase 3 loads of gravel to put in needed areas in the community.

Motion: Lyle Banack moved that Bruce Swanston can order 3 loads of gravel; Kevin Souther seconded the motion. **Carried unanimously**

- Lot 54 has requested permission to put in a new culvert on his approach. Bruce Swanston will let the owner know that someone from the Board will be in contact with him to ensure that the culvert meets the requirements needed for the community drainage. Site Services is to arrange to meet with the owner to determine if the culvert needs to be replaced and who pays for the change.

Water Report

Rod Yakubow handed in the June reports.

Rod Yakubow reported there is nothing unusual about the water usage for June. Water levels are high due to all the rain. Total water usage for the wells was 165,136 gallons of water using 13.25 gallons of chlorine for the month of June.

Rod Yakubow has been spending time pumping out the lower level at the Aspen Grove well house due to flooding from the last rain. Rod Yakubow asked the board for permission to buy a sump with a float so that it will automatically pump out the water instead of having to do this manually.

Motion: Lyle Banack moved that a sump with a float be purchased for use in the Aspen Grove well house and Rod submit the invoice for reimbursement. Seconded by Kevin Southern.

Carried unanimously

Brazeau County representative

Lyle Banack met with CAO Jocelyn Whaley on June 21 and provided the Board with an email following that meeting. Jocelyn Whaley discussed that meeting and provided some updates to the Board since that meeting, a summary is as follows,

- She explained that Council has no interest in taking over the common property of the Condo Plan should we dissolve but are in favor of assisting in any way that they are able.
- She is also looking at talking with Alberta Environment to see if there is a need for all the requirements listed to be completed in the community.
- She did confirm that we could finance, through the County and Alberta Capital Finance, the entire costs of the upgrade. The interest rate would be the same as what the Alberta Government charges the County which is lower than bank rates and somewhere near prime rates.
- At the time of the June 21st meeting, the County was looking into 3 possible grants. One grant is through the Federal government, would be up to 50% of the costs and there would not be any changes required to the Corporation.
- The other two possible grants are through the Provincial government, one grant is for 65% of the costs and one grant is for 75% of the costs. In order to be eligible for either of the provincial grants, Birchwood would have to become a hamlet. Becoming a hamlet does not mean that we have to dissolve the Corporation. A motion from council would have to be approved in order to make this change. An update from Jocelyn at our July 8th meeting indicated that these two provincial grants may not be available due to a government freeze on this type of funding, at this time.
- Discussion was held on what the County was going to provide for the July 13, 2019 meeting. Jocelyn Whaley will provide a pamphlet to share with the owners outlining their position and possible assistance to us. Jocelyn Whaley will provide the pamphlet to the board by 5 p.m. on Wednesday, July 10th so that the Board can review before sending it to print.

Greg Jansen thanked Jocelyn Whaley for taking the time to come to our meeting and providing the Board with the update.

Approval of the June 10, 2019 Minutes

Minutes of the June 10, 2019 meeting minutes were previously circulated.

Motion: Bev Baltesson moved that the minutes be accepted as presented; Kevin Southern seconded the motion. **Carried Unanimously**

Financial Report

Crystal Heck handed out copies of the draft May and June 2019 financial report for the Boards review. There is currently one lot in arrears that we have placed a caveat against. Crystal Heck with confirm that a demand letter has been sent to the owner prior to proceeding with foreclosure on this property. Bev Baltesson is currently accepting 2019/2020 condo fees from owners and we have approximately 70 lots paid to date. Bev Baltesson will get in touch with Xplornet regarding their overdue invoice for lawyer fees.

Site Services

Kevin Souther was able to report that Frazer House is currently getting quotes from contractors to remove the three diseased trees on common property by lot 173 and there is nothing further to report.

John Budd advised, by email, prior to the meeting, that Windy Ridge signs have been moved from common property.

Secretarial

Nothing to report this meeting

Brazeau County Liaison

Lyle Banack provided an email report on the meeting that he attended with Brazeau County regarding the water upgrade. This report has been summarized in the minutes under the Brazeau County representative notes.

Old Business

Action items as per list

- Electrical boxes – currently on going
- Contract Review Committee – currently on going
- CC Valve & Water Hydrant location - Bev Baltesson and Rod Yakubow will continuing working to get this project completed.
- Snowblower liner rebuild – Bruce Swanston has not completed this as yet.
- Dust control – scheduled for July or August
- Yard clean up notices are ongoing.
- Tree removal on common property west of lot 173 – currently on going
- Electrical service installed on common property between lots 88 & 89 – currently ongoing
- Electrical breaker purchase – currently on going

New Business

Email received from Lot 65 regarding the water upgrade on June 29, 2019. A draft response was prepared, reviewed and approved by the Board and will be sent to the owner.

Letter received June 7, 2019 from Lot 84 regarding common property between Lots 88 & 89. A draft response was prepared, reviewed and approved by the Board and will be sent to the owner.

Letter received June 7, 2019 from Lot 84 regarding the Reserve Fund. A draft response was prepared, reviewed and approved by the Board and will be sent to the owner.

Security gate

This item was tabled to next meeting when Frazer House is back.

July 13th owners meeting regarding water upgrades

The questions received from the owners regarding the water upgrades were compiled by available Board members on June 17th. Both Brazeau County and Minnow Engineering were provided the questions from the owners that were relevant to them with the expectation that they would provide owners answers at the July 13th meeting. All directors are to review the list of questions for Board members so that answers can be provided to the owners on July 13th. On behalf of the Board, Greg Jansen will provide answers to owners' questions at the meeting.

Brazeau County will be represented by Councilor Heinricks and CAO Jocelyn Whaley and will be providing a pamphlet to the owners outlining their position relating to taking over common property and assets of Birchwood and to provide answers to the questions.

Bev Baltesson will contact to Pat Fisher from Minnow Engineering to confirm his attendance to the July 13th owners meeting and to determine how he will present his answers to the owners.

The meeting has a change of venue and is going to be held at The Village Golf Course JLR's Pool Room. This change was made in order to accommodate at least 130 people. Lyle Banack is still looking to see if he can borrow a cordless mike. Lyle Banack will check with Jerry Wells regarding the sound system currently housed in the Birchwood Centre – we may have to move it to use at the July 13, 2019 owners meeting or rent equipment if necessary.

Condominium Corporation Insurance Renewal – September 1, 2019

We have received the insurance renewal. The Board review the renewal and determined that there are no changes to the policy required at this time. It was discussed that we will need to notify our insurance broker when the construction portion of the water upgrades begins.

Condo Property Act Changes

As of June 28, 2019, the Alberta Government has put on hold the condo act changes that were supposed to be in place July 1, 2019. It has been postponed to January 1, 2020 after the new government's review of the changes and the impacts on owners and boards.

South Access Road Use Agreement from ARC

The Corporation received the south access road use agreement from ARC requiring a director signature – Greg Jansen will read the agreement and get back to the Board with his thoughts by Saturday, July 13, 2019.

Bank of Montreal Signing Authority Changes

Crystal Heck provided the documents from the bank for the signing authority changes. Greg Jensen and Kevin Southern advised that they have provided the bank with the information they required. Bev Baltesson will arrange for all of the documents to be signed appropriately and return to the bank.

New owners

No new owners since the last meeting

Correspondence for Review and filing

Letters of Non-Compliance – 3
Development permit – Lot 21

Adjournment

Meeting adjourned at 9:15 p.m.

The next meeting will be at The Village Golf Course JLR's Pool Room on Saturday, July 13, 2019.

Next closed meeting is Monday, August 12, 2019, at 7:00 pm at Birchwood Center