

Minutes–Annual General Meeting Saturday, June 1, 2013, Birchwood Center

Condominium Corporation No. 882 0814

[www/birchwoodcountrycondo.com](http://www.birchwoodcountrycondo.com)

(Draft for review & approval at the June 7, 2014, Annual General Meeting).

Board Members Attending

Don Welsh, Wally MacNeil, Janice Wells, John Budd, Shawn Little & Crystal Heck, accountant/recording secretary.

Agenda

Don Welsh welcomed all owners and called the meeting to order at 10:06 a.m. at the Birchwood Center. Don Welsh introduced the three scrutineers for the meeting: chair Crystal Heck; Jim Jansen; and Jeanette Craddock.

Calling of the Role/Certifying the Proxies/Issuing Voting Cards

Crystal Heck confirmed a quorum with 56 owners present and an additional 7 proxies satisfying the 25% requirement for quorum.

Motion of Proof of Meeting Notice

Linda Verhaeghe, Lot 105, moved that there was adequate notice provided for the AGM. Wes Irvine, Lot 100 seconded the motion; all in favor, carried.

Minutes of the June 2, 2012, AGM

Don Welsh asked if there were any errors or omissions. None were noted. Chuck Hughes, Lot 69, moved that the minutes of the June 2, 2012, annual general meeting be accepted as circulated. Jessica Christian, Lot 102, seconded the motion; all in favor, carried.

President's Report

President Don Welsh provided an overview from the Board of Directors as well as the Board's overall reports that included topics such as: financial, site services, web site and social committee.

Don Welsh advised the owners that since the last AGM the owners' special resolution on bylaws has not been approved. The Board is looking into possible solutions to help with the resolution and the 75% needed vote. The by-laws that the Board currently is using are very out of date and new by-laws are needed.

Shawn Little gave a report on the playground that the Board was required to tear down. From the report that was supplied in the fall of 2012 it didn't meet the Canadian safety standards. The Board did explore the option whether it was possible to repair but both economically and the fact

that is was so out of date it could not be done. Shawn Little is currently looking at forming a non for profit organization and applying for government grants to rebuild the playground. Most grants are monies and labor donations matched with government grants. Linda Verhaeghe, Lot 105, commended Shawn Little for taking the initiative for a new playground. With a show of hands from the owners there would be a need for a playground amongst the owners' children and grandchildren. Shawn had sign-up of sheet for interested volunteers to come forward.

Since the scare from the out of control fire and emergency alert Don wanted to remind the owners of the south gate and the utilization of it during an emergency. There is a Birchwood lock as well as an oilfield lock on the gate. This year a sign was placed near the gate noting the center's phone number where an answering machine will list the contact numbers in case of an emergency. The land that this road is on belongs to Mobuck Holdings. The owner has agreed to allow access through his property in case of an emergency but has implemented a \$2500 plus GST fee if this property is used to move any mobile homes or equivalent in or out of Birchwood. Ada Honeysett, Lot 44, wanted the Board to send a letter to the Brazeau County to thank them for a job well done during this evacuation. Joan Allen, Lot 14 also wanted to express thanks to the County of Brazeau and the fire department for a job well done on the fire control.

Linda Verhaeghe, Lot 105 asked the Board about the mowing the golf course. The Board explained that all correspondence sent by the Board has been returned unopened address unknown. The Board was told that any work done would be trespassing on private property. Last fall Wally MacNeil met with the Brazeau County and the Fire department and was told that the situation was not a critical fire hazard. Sueanne Holt, Lot 45 suggested that maybe all the owners should send letters to the Brazeau County and see if they could get something done regarding the mowing of the course. More letters than a petition may have a positive impact on the County doing something about the possible fire hazard.

Don Welsh explained that one of our properties, Lot 46, had been foreclosed on due to condo fees being in arrears, it currently has been sold and the Board should be receiving monies for the outstanding condo fees.

The Board has applied this year for dust control before the deadline but has not heard from the Brazeau County as yet to when this will be completed.

Reports

Financial Report

Linda Verhaeghe, Lot 105, moved that the financial report, distributed in advance of the meeting, be accepted as circulated. Vic Henry, Lot 77, seconded the motion; carried. Judith Seaman, Lot 77, moved that we use Gary Ruhl Professional Corp. to audit the 2012-2013 finances, seconded by Ruth Ann Little, Lot 160, carried unanimously. Janice Wells wanted to remind the owners that over the last three years we have been able to reduce the condo fees using the surplus operating funds that had accumulated but with the 3 large utility expenses that the Board incurred last year the new Board may have to raise the condo fees or at minimum keep them the

same. Ron Barkley, Lot 93 asked if the utility expenses could not be covered by the reserve fund but general maintenance needs to be paid for with operating monies. Example of a reserve fund cost would be the Bridge being washed out would be something that the reserve fund monies could pay for.

Site Services

Wally MacNeil reported that:

- Electrical repair on Lot 133 – cost was approximately \$11,578.00
- Water line repair Lot 3 – main line break
- Water hydrant Lot 63 repair
- Replanked bridge for a cost of \$7,350.00
- Development permit approved for Lot 101 – new home and garage.
- Playground removed due to report of it being unsafe – insurance instructed the Board that if it remained unsafe there would be liability attached to this if someone was hurt.
- Two security cameras were installed near the gate and dumpsters. Wally MacNeil wanted to remind owners that the dumpster is for household garbage ONLY; not beds, mattresses, and cardboard. Paul Mah asked for a round of applause for the job that Larry Kuzio is doing on the owners' behalf.

Social Committee

Lana Southorn, Lot 82, thanked the volunteers for all their help and participation in the social club over the last year. The activity schedule was included in the AGM package but the committee would welcome any new ideas from owners. The Social club was able to purchase 14 folding chairs and a donation of \$3,500 (total cash donation is now \$7,500) to the center. Dave Southorn, Lot 82 is looking for volunteers to help clean up Neilsen Park. The social committee has scheduled a work bee on June 22, 2013, if it rains, it will be moved to Sunday. Signup sheets are located on the back bulletin board for anyone interested or contact one of the social committee members.

Guest Speaker

Janice Wells introduced Mike Lachance, president, of the Buck Mountain Rural Crime Watch Association. Mike gave an overview of the association and the telephone or email fan out system that advises members of crime reported within the area. The BMRCW consisted of 10 Board members and are affiliated with the Tomahawk Rural Crime Watch Society. Breton and Drayton Valley RCMP detachments are actively involved with these organizations. Costs for

membership are \$100 per year for corporate business, and \$25 per family for lifetime. Next meeting for the BMRCW is June 18, 2013 at Winfield at 6 p.m. Anyone wishing to complete the family application may leave it in the mailbox at the center and Jan Wells will ensure that they are delivered to Mike Lachance.

Members Forum:

Paul Mah, Lot 154, currently is working without a grass cutting contract and requested of the board an increase of \$1.00 per hour to help with rising fuel costs and the replacement of blades due to rocks in the ditches. Paul Mah would also like to remind owners to please clean up after their dogs and not rake debris into the ditches. Janice Wells and Wally MacNeil had noted that preparing a new contract would be done very soon.

Jim Jansen, Lot 41A, wanted to extend thanks to the Board for helping with monies to complete the Birchwood center. He wanted to ask the new Board if they would consider paying for a couple of loads of gravel and eaves troughs that are needed to complete the project.

Wes Irvine, Lot 100, asked the Board if there would be gravel added to the road during dust control. The Board felt that this was part of the process.

Doug Milner, Lot 134, would like the Board to repair the road ruts near the utility repair area.

Gary Verhaeghe, Lot 105, would like the Board to clean out the culvert near Lot 101 – Wally MacNeil took note and will get it looked into.

Lorry Clark, Lot 65, asked if the “Yield” sign near their property could be raised up as it seems to be sinking into the ground.

Larry Carfantan, Lot 153, expressed concerns regarding the appearance of some of the unfinished and unsightly properties. The New Board will discuss this at the next board meeting.

Maureen Horton, Lot 166, wanted to remind all owners to be considerate of each other regarding noise; she felt that mowing at 10:30 in the evening is a little extreme.

John Budd and Don Welsh attended a Fire Smart Program that the Brazeau County had this spring. They picked up some data sticks and brochures that owners may have. The Brochures have some good ideas for being fire smart.

Lana Southorn, Lot 82, reminded owners that she is now the main contact for the website. There will be monthly minutes, notices, by-laws, and regulations on the site. There is also a link to the Condo Act of Alberta. The Alberta Condo Act is currently under review but they do not have any timeline when it will be completed. The Board did complete a survey from Service Alberta this spring.

Election of the Board of Directors

With John Budd, Janice Wells and Shawn Little having one year left on their two-year terms there were four vacancies, three for two-year terms and one for the remaining one year term vacated in May, 2013:

- Wally MacNeil, Lot 7 and Don Welsh, Lot 94 have recorded in the AGM Package that they wish to let their names stand for re-election for another term.
- Jo MacNeil Lot 7, nominated Lana Southorn, Lot 82, who accepted the nomination.
- Wally MacNeil, Lot 7, nominated Denis Bellevance, Lot 42, who accepted the nomination by way of email as he was unable to attend this meeting.
- Jim Jansen, Lot 41A, nominated Leigh Honeysett, Lot 44, who accepted the nomination.
- Loretta Welsh, Lot 94, nominated Linda Verhaeghe, Lot 105, who accepted the nomination.

Linda Verhaeghe, Lot 105, moved that nominations cease. Dave Southorn, Lot 82, seconded the motion, carried.

Wally MacNeil, Don Welsh, Lana Southorn, and Linda Verhaeghe joined the Board for two-year terms and the one remaining year term.

The new Board scheduled an organizational meeting immediately following the BBQ after the AGM.

Jim Jansen, Lot 41A, moved that Crystal Heck destroy the voting list and proxies, Loretta Welsh, Lot 94, seconded, carried unanimously.

There was a reminder to all owners to stay for the volunteer BBQ sponsored by the Social Club immediately after the AGM.

Motion to Adjourn

The meeting adjourned at 11:55 a.m.

6/02/2013