

Minutes—June 10, 2019, Board Meeting

Condominium Corporation No. 882 0814 www.birchwoodcountrycondo.com

(Draft for review & approval at the July 8, 2019 meeting)

Call to Order:

President Greg Jansen called the closed meeting to order at 7:00 p.m. at Birchwood Center.

In Attendance: Bev Baltesson; Frazer House; Greg Jansen; John Budd; Kevin Souther; Lyle Banack; Sueanne Rehill Holt; Rod Yakubow (Water Services) and Crystal Heck, (Accountant/Recording Secretary).

Water Services Contractor's Report:

Rod Yakubow handed in the April and May reports.

Rod reported that there is nothing unusual about the water usage for April and May. Total water usage for the wells was 130,252 gallons of water using 13.5 gallons of chlorine for the month of April and 176,735 gallons of water using 17 gallons of chlorine for the month of May.

In April, there was a frozen line that required thawing. This line was built on bedrock and is only down approximately 6 feet. After some investigation it was decided that this will need to be addressed before next winter. Frazer House stated that there are a few options: (1) run a heat trace tape in those portions of the line that freeze up that could be plugged in when the weather becomes very cold or before the line freezes up, (2) a suggestion was made on site by Dwayne Thorsen that raising the road over the waterline a couple of feet would be another option, (3) dig up the line and bury it deeper, or (4) have Rod Yakubow turn the valve on at the end of the line and run water through the lines every couple of days during very cold weather. After some discussion, it was decided that the heat trace tape was the preferred option. Frazer House and Kevin Souther will research this procedure and get some costs estimates for the project.

Rod Yakubow reported that, earlier this spring before we had any rain, both the water wells in Willow Ridge were down by at least 10 feet. There are a lot of homes on this particular section of the water system and more water is used here than at the other two treatment sites.

Rod Yakubow also wanted to remind the owners about the odd and even days for watering of lawns as is required under the current Condominium "Rules and Regulations".

Bev Baltesson asked Rod Yakubow if there was a repair needed for the Lot 120 CC valve. Rod Yakubow said that there was no repair needed as it was not completely closed and, once properly closed, the leak stopped.

Rod Yakubow also reported that the water treatment tank repair completed last month in the Willow Ridge is working.

Bev Baltesson thanked Rod for all the hard work and time he spent in April working to free the frozen water line.

Site Services Contractor's Report:

Bruce Swanston was not in attendance. His weekly log reports have been received and filed. Frazer House was able to provide an update from the log reports.

Work in the community this past month includes:

- Culvert markers that were unnecessary have been removed.
- Some markers required repair and that has been done.
- Street light bulb near lot 45 has been replaced.
- Small trees around the centre have been removed.
- Repairs to the loose shingles on the centre are in need of sealant. Bruce Swanston has purchased the tar and will get this done.
- Bruce Swanston has been watering the roads where necessary to keep the dust down.
- Bev Baltesson wanted to thank Bruce Swanston for the great job he is doing on keeping the bridge clean of debris.

Approval of the April 17, 2019 Minutes

Minutes of the April 17, 2019 meeting minutes were previously circulated.

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

Draft Minutes of the June 1, 2019 AGM were reviewed, no errors were noted so they are ready for presentation at next year's AGM.

Minutes of the June 1, 2019 organization meeting minutes were previously circulated.

Motion: Lyle Banack moved that the minutes be accepted as presented; Frazer House seconded the motion. **Carried Unanimously**

Financial Services Report:

Crystal Heck handed out copies of the draft April 2019 financial report for the Boards' review. The arrears for the 2018-2019 condo year is minimal with most outstanding accounts less than 30 days in arrears. One lot in arrears will have to be sent to the lawyer for caveat and foreclosure. Bev Baltesson is already receiving 2019/2020 condo fees from owners.

Site Services Report:

Frazer House did some investigating on three spruce trees thought to be diseased and located on common property adjacent to Lot 173. Todd MacLean from Pembina Nursery was hired to evaluate these trees. His report confirmed that there are two trees, out of

the three in question, that are unhealthy with a fungal problem and if not treated may need to be removed. Todd MacLean also suggested that all the trees could be fertilized with nitrogen to help with their longevity. The third tree is very large, and the top is quite bent. This tree though currently healthy could come down in a windstorm.

Motion: Lyle Banack moved that Frazer House be authorized to spend up to \$2000 to have a contractor come in to remove the two diseased trees. Greg Jansen seconded the motion. **Carried Unanimously**

Secretarial Report:

Sueanne Rehill Holt did not have a formal report but advised the board that she will work to streamline the minutes to avoid unnecessary information.

Brazeau County Liaison Report:

Lyle Banack outlined talks he had with the County and discussions took place with Board members as follows,

Lyle Banack met with CAO Jocelyn Whaley and Councilor Anthony Heinrichs on June 4, 2019. This meeting was to discuss water treatment system upgrade in Birchwood and all possible solutions to that issue.

Jocelyn Whaley and her staff are looking at the various grants that may be available to the County or the Condo Plan for the upgrade of the water system. They are looking at the feasibility of three different grant options to determine which one is the most beneficial and the most likely to produce a favorable outcome. She will be updating Lyle as this process continues. It is unclear at this time if any of the options would require the dissolution of the Condominium Plan.

Sueanne Rehill Holt stated that the previous Board has already been given the information by email from Alberta Infrastructure that there are no grant available directly to the Condominium Corporation. Brazeau County is eligible for grants; however, we would have to be a hamlet within their system to have these grants help us.

Lyle Banack is meeting again with Jocelyn Whaley and Anthony Heinrichs in the near future. Lyle requested another Board member accompany him and Greg Jansen will try to attend. Lyle will update the board by email after that meeting. Jocelyn is confident that a much clearer path will emerge prior to the July informational meeting.

Bev Baltesson informed the Board that she was aware of some lot owners who may abandon their properties if the Condominium Corporation owners decide to pay for the water system upgrades. Some owners have also indicated that these costs of these upgrades would be a financial burden. She reminded the Board that this water upgrade is just the beginning of many future costs related to our aging infrastructure, changing Government regulations, etc. Lyle Banack remarked that there have been lot abandonments in the past and that many lots were taken over by the Board or County and then resold by bid. Bev Baltesson stated this process can be lengthy, and costs would need to be picked up by the remaining owners. Sueanne Rehill Holt commented that we should be concerned about all the lot owner and work to resolve this issue without anyone losing their properties and possibly their homes.

Old Business:

Action items List:

- Electrical boxes replacement & installation: Frazer House will ask Jerry Wells what boxes need critical replacement. Lyle Banack felt that the Board should wait until after direction from the July 13, 2019 meeting.
- Contract Review Committee: This is ongoing with Frazer House, Kevin Souther & John Budd recently appointed.
- CC Valve & Water Hydrant location: Bev Baltesson and Rod Yakubow will continue working to get this project completed.
- Snow blower liner rebuild, Bruce Swanston has not completed this as yet.
- Dust control: Frazer House will check with Brazeau County to make sure we are on their list for this to be completed as applied for this summer.
- Yard clean up notices have been sent out and there is currently lots of activity in the community. Frazer House and Kevin Souther will do a follow up review of the yards that have already received notices.
- Electrical service installation at the Xplornet tower: Frazer House asked the Board to authorize Jan Wells, who is willing to volunteer, to continue with this project to its completion. The Board agreed to leave Jan Wells as the contact for any Xplornet until the project is completed.
- Electrical breaker purchase: Jerry Wells has ordered another breaker.

New Business:

Bev Baltesson provided the new directors with an office tour showing the location of keys, board member information folders, locks and a records storage file orientation.

Sueanne Rehill Holt received all the confidentiality contracts from the directors for filing.

The Board discussed an email received from Lot 6 on May 24th and again on May 31st, dated April 15, 2019 and a response from the Board will be sent to the owner via email.

The Board discussed an email received from Lot 51 on June 6th, dated May 28th. Frazer House was able to assist the owner with a contractor to do yard maintenance. An email response will be sent to the owner regarding the additional questions in the owner's email.

The Condo Corporation received the partial invoice from Minnow Engineering for the work completed to date on the Water upgrade issue. The invoice will be paid for from funds in the operating account.

The Board discussed an email received from Lot 68 on May 31st. The Board will respond via email regarding the owner's concerns.

Sueanne Rehill Holt sent an email to the Fire Department regarding the possibility of getting fire condition signage at the entrance of the community. The Fire Department forwarded her email to Brazeau County and the Council will review her request on their meeting correspondence agenda.

Bev Baltesson also briefly discussed upcoming changes to the Condo Act & Regulations that will come into effect July 1, 2019 and January 1, 2020. These changes will significantly increase administrative work and office costs. The changes are extensive and include additional mailings to owners, software & equipment upgrades, additional

office work, etc. This added expense relating to these changes was not reflected in the budget for this year as the Board was not aware of the extent of the changes at the time of the budget meeting held in May 2019. Jan Wells has volunteered to go through the changes and assist the Board with managing these changes.

Bev Baltesson advised that on May 5th we received an email for a request by a septic service contractor to put signage in our community. The Board discussed this email and feels that, as the lagoon is now open to septic haulers, signage inside the community is no longer required. The Board suggests that signage for any kind of advertising should be outside of the community. An email response to the sewage contract will be sent.

Motion: Lyle Banack moved that the septic contractor signs be removed from inside the community; John Budd seconded the motion. **Carried Unanimously**

John Budd will contact the septic contractors that currently have signage in the community to have them removed.

The voicemail and email set-up and monitoring has been updated to only include the water contractor contact information as well as the site services contact information. All emergencies other than water and site services need to be directed to 911.

The Board wishes to remind owners to be vigilant in the community and if they see suspicious activities to please contact the RCMP. There have been a few break-ins in the community recently.

The Board also would like to remind owners to submit any questions they would like answered for the information meeting being held on July 13, 2019. The deadline for questions is June 15, 2019. The Board will meet on June 17, 2019 at 7pm to review the questions and to compile questions to be sent to the county, engineer, etc.

After some discussion, it was suggested that Birchwood Center may not be large enough to host the July 13, 2019 meeting. Bev Baltesson will talk to Sadie Thorsen about renting the clubhouse and if that is not available see about renting the Lindale Hall. If there is a change of venue; updates will be posted on the board, centre door and be disseminated by word of mouth.

New Owners:

Bev Baltesson will deliver welcome packages to Lot 4 & Lot 95

Correspondence for Information, Review and Filing:

Applications for use of Birchwood Centre – 2

Arrears Letters -12

Certificates of Title – 2

RCO energy Services quote for providing sanding chips

Road use agreement for emergency south road access

Development application – 3

Development permit – 1

Correspondence from Witten Law Office

Letters of Non-Compliance – 10

Correspondence with Brazeau County re: development requirements clarification

Correspondence with Brazeau County re: 2019 Dust control program

Adjournment:

Meeting adjourned at 9:40 p.m.

Next Meeting:

The next meeting will be at the Birchwood Center on Monday, July 8, 2019, at 7:00 p.m.