

## Minutes—June 13, 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 7:03 p.m. at Birchwood Center.

#### **Contractor's Reports**

Sueanne Rehill Holt called on Bruce Swanston to present his Site Services Report, followed by Rod Yakubow to present his Water Report.

**Site Services:** Bruce Swanston handed in his May/June report noting what was completed over the past 30 days. Frazer House asked for some clarification of how the Board will deal with the section of road and the ditch in the community that is washing away near Lot 42. Perhaps just a load of gravel with help alleviate the problem. Frazer House asked what the protocol is for getting a load of gravel delivered. Sueanne Rehill Holt stated that it is important to get two or more quotes from contractors unless the gravel is needed immediately, and in that case a load could be ordered from the contractor that the Board has used in the past. Bruce Swanston will work with Frazer House to see what the best solution will be to fix this road and ditch area. The problem in this area is that there is a spring in the hill that is eroding the area.

**Water Report:** Rod Yakubow handed in the April and May weekly and monthly water reports including water usage for filing. Water usage has appeared normal compared to previous years, although May usage this year was more than 2017 due to the hot/dry weather. There was a pipe break on April 28 in the well house and Bald Eagle was hired to make the necessary repairs. Jerry Wells asked Rod Yakubow, prior to the meeting, about the water hydrants located on Lot 100 showing a possible leak and who is required to repair. It was determined that water hydrants that are on owner's property are the owner's responsibility. The Board reminded all owners who have water hydrants to check them for leaks. If the water hydrants are leaking they need to be fixed.

Sueanne Rehill Holt asked which directors could attend a June 18, 2018 meeting with regard to the water upgrade. Jan Wells and Bev Baltesson shared comments from the Alberta Environment meeting that they had attended.

**Roll Call of Members:** Jan Wells; Sueanne Rehill Holt; Lana Southorn; John Budd; Bev Baltesson; Frazer House; and, Crystal Heck, (Accountant/Recording Secretary).

Sueanne Rehill Holt announced that on June 9<sup>th</sup>, Paul Mah tendered his resignation from the Board due to time constraints. Sueanne Rehill Holt, on behalf of the Board members, thanked Paul Mah for his excellent service on the Board and extended best wishes for the future.

### **Approval of the April 18, 2018 Minutes**

The April 18, 2018 meeting minutes were previously circulated. Lana Southorn moved that the minutes be accepted. Sueanne Rehill Holt seconded the motion, carried unanimously.

Minutes of the June 3, 2018 organization meeting minutes were previously circulated. Bev Baltesson moved that the minutes be accepted. John Budd seconded the motion, carried unanimously.

**Financial Report** - Crystal Heck handed out copies of the draft April 2018 financial report for the Board's review. Crystal Heck explained that this report is showing a picture in time of the accounting information. This information can change if additional invoices come in after this published draft report. There will be three overdue notices sent out on the 20<sup>th</sup> of June for all lots that were in arrears from the last overdue notices.

**Site Services**- There was more discussion on the road and ditch west of lot 42 being compromised. Frazer House will check it and work with Bruce Swanston to get it repaired. Frazer House was approached by an owner regarding whether the Board could clear the south side of bridge to improve visibility, i.e., trim the tops of the spruce and poplar trees. The Board felt that there could be problems with erosion if this area was brushed. Frazer House will check the area and find out if it is common property or owned by the golf course.

There was some discussion regarding the status and of electrical boxes in the community. Jan Wells provided Frazer House with a list prepared by Jerry Wells of the electrical boxes that were recently replaced. Funds were not set aside in this year's budget to replace electrical boxes in 2018. Frazer House will contact Jerry Wells to see if there are any electrical boxes that need replacing immediately; otherwise the Board will look at the budget in spring 2019 to see if there are funds remaining to possibly change out a few more electrical boxes.

The Bridge repair needs to be completed this year and there is currently \$5,000. in the budget for the scope of work required to comply with the Reserve Fund Study. Frazer House will look at what work was done in the past and ask for some quotes to complete the work required for this year. Sueanne Rehill Holt handed in Paul Mah's binder with all the past years information on work that was completed. The binder also has the names of the contractors used in the past for information for Frazer House. It was noted that the bridge deck needs to be kept clear of gravel which is eroding the top planks.

**Secretarial** - Lana Southorn has been working on filing and web updates. Lana Southorn has updated the website with the new director information. Bev Baltesson asked if there was a possibility that the development application form could be included in the welcome package that is given to the new owners. It was agreed that this would be a useful tool for owners and Lana Southorn will include the revised form in the welcome packages. Lana Southorn and Jan Wells asked the directors to review the draft AGM meeting minutes to see if there are any changes that need to be made before the final draft.

**Brazeau County Liaison** – nothing to report.

## **Old Business**

- FOIPP question was brought up by Betty Baskey, lot 21, at the AGM meeting and Clarence Wastle, lot 84, responded to this. The Board has addressed it in the AGM meeting minutes.
- John Zyda, lot 4, brought forward the question about the hiring of a property management firm for the community. This has been addressed with a letter written and mailed to Mr. Zyda with the Board's responses.
- The Social Club will acknowledge the 30<sup>th</sup> anniversary of the community on Canada Day with a birthday cake.
- The Board discussed grass cutting contract revisions. Bev Baltesson was asked to leave the discussion due to issues of conflict of interest. Upon completion of discussions, Bev Baltesson joined the meeting.

## **Action items as per list**

- Dust control – Quotes were provided by Brazeau County and the costs were simply too high to proceed without some assistance from the County. A request was sent to the County to ask for some assistance and we have not yet had a response from them.
- Emergency access south road condition - the Board has not heard from the Brazeau County regarding the Board's request for assistance with the emergency access south road. This road is needed for an emergency access route and was also identified by the Fire Smart program.
- Xplornet contract – the Board was approached by a representative from Xplornet regarding putting a new tower on the property where the existing tower is located. Currently the Board has not received any further information with regards to the upgrade.
- Rural Crime Watch – Jan Wells will check to see if there is still an active group working in the area.
- Culvert repair and replacement policy – Sueanne Rehill Holt has received the information showing what Brazeau County requires for culverts, but currently does not have information on the standards required, i.e., material strength and size of culverts which will vary with depths of ditches.
- Cement riser replacement at wash house – this was completed by Bruce Swanston.
- Cameras at gate and dumpster – there are still issues with owners dropping off items that are not household waste. Recently a barbecue was left at the dumpster. The cameras have been checked and the owner has been identified. Another lot owner was viewed several times bringing large items to the dumpster as well as leaving items outside the dumpster. The current cameras are working but the Board may change the locations to get different views of infractions. If this abuse continues to occur, the Board may have to take further action. Sueanne Rehill Holt and Frazer House will look in to eliminating the recycle blue bins as they are not being monitored and items left there are not what was intended.
- Sueanne Rehill Holt and Jan Wells will change the codes at the Center due to the change of directors.

- Electrical boxes – this will be revisited in 2019 if there are funds available.
- Contract Review Committee – at the Organizational Meeting, it was decided that Frazer House, Paul Mah and John Budd form this committee, but with the resignation of Paul Mah, Jan Wells moved that Sueanne Rehill Holt replace Paul Mah on this committee. Lana Southorn seconded the motion, carried unanimously.
- Bridge Repairs – Frazer House will work to get the quotes in place so that this repair can be completed this summer. Jan Wells will assist where needed.

### **New Business**

- Letters of Concern - two letters of concern were received by the Board from Dianne Gallant, lot 5, regarding financials, insurance, etc. One letter was received on June 2<sup>nd</sup> prior to the AGM meeting. A draft letter was reviewed by the Board and will be mailed. The second letter was received at 7:00 p.m. on June 13<sup>th</sup>, prior to the Board meeting. The Board reviewed the letter and a response will be prepared and mailed.
- Concerns about the financials were brought forward by Betty Baskey, lot 21, at the AGM on June 2<sup>nd</sup>. A draft letter was reviewed by the Board and will be mailed.
- Dog Waste Disposal Stations - There was a request made by J. Christian, lot 102, at the AGM meeting regarding dog waste disposal stations. Currently funds are not available in the budget for this project, and the Board wants to remind owners that it their responsibility to clean up after their pets and that their pets are not allowed to run loose.
- Welcome Package - the packages will now include information on where to purchase lot signs, if their lot currently does not have one. The Welcome Package will also include a copy of the development application that must be completed and submitted to the Board for approval before any site and/or building takes place.
- Code of Conduct and Confidentiality – In an attempt to secure confidential information that the Board Members receive and to comply with the Personal Information and Protection Act (PIPA) there has been a document created called Directors Code of Conduct and Confidentiality which all current Board members will be required to sign. The forms were completed and signed off during the meeting by the current Board members and will be filed in the Center office files.
- There were a few owners who came to attend this closed Board meeting. Owners are reminded to revisit the Rules and Regulations enclosed with their AGM package regarding the monthly Board meetings. There will no longer be an Open Forum held prior to monthly Board meetings. The Board wishes to remind owners that any concerns be submitted in writing at least a week before the next Board meeting in order that the Board may be adequately prepared to deal with the items. Letters may be dropped off at the Center mailbox, mailed to P.O. Box 134. Lindale, AB, T0C 1W0 or emails may be sent to mail@birchwoodcountrycondo.com.
- The Board discussed Paul Mah's resignation, at which time Paul Mah also handed in his Cedar Glen gate key which will now be housed at the Center. Jan Wells and John Budd will take on the site services helper roles to give Frazer House some assistance. Sueanne Rehill Holt will contact Joan Allen to determine if she would be interested in filling the vacant position as she was nominated and let her name stand for election at the Annual General Meeting on June 2, 2018. John Budd moved we

appoint Joan Allen with her approval to fill the vacancy left on the Board, seconded by Lana Southorn, carried unanimously.

- Sueanne Rehill Holt moved that Paul Mah be removed as authorized signing authority and Joan Allen be appointed upon her acceptance to join the Board as the new signing authority, seconded by Jan Wells, carried unanimously.

**New owners**

Korby Boulet – Lot 65  
Doug & Lorry Clark – Lot 152  
Kevin Souther – Lot 66  
Harriet Brydges – Lot 125

**Correspondence for Review and filing**

Correspondence for lot files (14), non-compliance letters for yards (12), Development applications (3), Brazeau County Whistle Blower policy, Property Management Company quote, Site services summary of frozen water pipes in spring 2018, Site Services Report, Water Reports, Board Member Resignation.

**Adjournment**

Meeting adjourned at 9:45 p.m.

The next meeting will be at the Birchwood Center on Wednesday, July 18, 2018, at 7:00 p.m.