

# Minutes–June 14, 2017, Board Meeting

---

## Condominium Corporation No. 882 0814

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

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

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

### **Guests**

Jerry Wells, Lot 99, Randy Finnamore, Lot 74, Betty MacRae, Lot 21, and Dianne Gallant, Lot 5, Rod Yakubow, Lot 133, Bruce Swanston, Lot 90.

### **Agenda**

Don Welsh called the meeting to order at 7:04 p.m.

### **Open Forum**

Don Welsh thanked all the owners in attendance for coming to the meeting, and asked owners to introduce themselves and note any concerns they may have.

Jerry Wells, Lot 99, and Randy Finnamore, Lot 74, were in attendance as observers. Rod Yakubow, Lot 133, was in attendance to provide his water report; and Bruce Swanston, Lot 90, was in attendance to provide his report for maintenance and security.

Dianne Gallant, Lot 5, expressed concerns that there may be conflict of interest due to the relationship between board members and contractors. Sueanne Rehill Holt addressed this issue; stating that if there is discussion on any aspects of a contractor's job, the board member in question must not take part in the discussion of the matter, must abstain from voting on any question relating to the matter, and must leave the room in which the meeting is being held until discussions and voting on the matter are concluded. Sueanne Rehill Holt referred to the Municipal Government Act, specifically: Disclosure of pecuniary interest; Section 172(1); 172(5).

Betty MacRae, Lot 21:

- asked what is the required amount of the Reserve Fund? Don Welsh advised that a copy of the Reserve Fund Study was included in the AGM package and he did not have the figure at his fingertips. Bev Baltesson advised that the required amount of the Reserve Fund is \$295,580.00. Betty MacRae then asked how much is presently in the Reserve Fund. Jan Wells advised the amount is \$248,195.43.
- asked what the roles and responsibilities of the Board are? Jan Wells advised that the roles and responsibilities are all outlined in the Bylaws that can be found on the corporation website. Betty MacRae thanked Jan Wells and said she would go find them.
- asked when the ditches by Lots 20, 21, and the water that is collecting there will be fixed? Don Welsh explained that work has been ongoing on the ditches and is still ongoing. He also stated that this has been a difficult task due to the amount of rain we have had this spring, but work will continue through the summer and should be completed by the end of October.
- asked about the lack of lights around her area? Don Welsh explained that not all lots have lights in front of their property, nor do all owners want lights in front of their property. He also advised that there are no new lights planned to be installed.
- asked who are the contractors are, and if they supplied their papers, WCB, etc.? The Board responded that presently the contractors are: Windy Ridge; Bruce Swanston, Security/Site Services; Rod Yakubow, Water Services; Randy Finnamore, Grass Cutting; Crystal Heck, Accountant/Recording

Secretary; Jerry Wells, Back-up Water Services; Randy Fynamore, Back-up Security/Site Services. Jan Wells explained that the contractors are covered under the corporation insurance. Don Welsh advised that a contract service committee has been set up by the Board to review existing contracts, and the committee will review the WCB coverage requirements.

- asked why we are paying an accountant \$4,000.00? Betty MacRae stated that she has the background and is willing to do the books for free using Simply software. Sueanne Rehill Holt explained that using accounting software such as Simply was discussed in 2016 and, because, the Board members are volunteers, they may not know how to use that software in the future. There would be no way of ensuring that a new volunteer member would know how to use the software.
- asked why we are paying an accountant and an auditor? Jan Wells explained that the accountant handles daily calls and transactions, ledger posting, bank reconciliation, pays bills, prepares interim statements, makes deposits; and monitors and takes actions on accounts in arrears. The auditor, at year end, takes all corporation accounting files and audits the entire year.
- asked who signs cheques? The Board responded that the cheques must have two signatures, and currently the individuals having signing authority are: Don Welsh, Jan Wells, Sueanne Rehill Holt, and Crystal Heck. Action has been taken at the bank to add Bev Baltesson to have signing authority.
- commented to the Board that elections at the AGM should take place for a specific position so that a person could put forward their name to fill a position that suits them, i.e., she has a background in accounting and she would volunteer to do the accounting for the corporation at no charge.
- commented on the neglected nature of Lot 11, and the fact that the lot is a fire hazard. Don Welsh indicated that the lot has been identified by Site Services and other residents, and attempts will be made to contact the owner by phone and mail.

The Open Forum was completed at 7:35 p.m.

Lyle Banack, Lot 78, 79. Lyle Banack arrived at the meeting after the Open Forum closed; and apologized for being unable to attend the Open Forum (thus, the owners who attended the open forum were not present).

Lyle Banack wanted to discuss the state of the road at the south gate with the Board. He stated that he owns the quarter section to the south of the gate, and that in wet weather the road is nearly impassible. Lyle Banack is concerned that, while he is most willing for our community to use that road in the event of an emergency, residents would be unable to negotiate the road in its present condition; and that if there is ever a washout and the bridge in the community is damaged, emergency vehicles such as fire trucks, ambulances, and police, would also be unable to negotiate the road. He asked if the Board would consider approaching the Brazeau County to determine if they would consider making some improvements to the road, i.e., grading, gravel, etc. so that, in the event of an emergency, the road would be passable to fire, ambulance, police, and community residents. The intent is not to make it a full-time road, simply a passable road for emergency use only. The Board thanked Lyle Banack for bringing his concerns forward and agreed it would be worthwhile to approach Brazeau County.

### **Board Portion of Meeting**

Don Welsh called the meeting to order at 7:40 p.m.

### **Site Services**

Don Welsh mentioned that Brazeau County had responded regarding dust control; and he would like Bruce Swanston to join him on a tour, with the Brazeau County, to determine where chemical should be placed, and where gravel is required. Don Welsh indicated it has been three years since dust control had last been applied. Paul Mah inquired as to how many kilometres would need dust control as we might need to provide Brazeau County with that information. Jan Wells asked Bruce if he had received any invoices from the company that performed the culvert steaming as these costs should be paid and recorded before year end. Bruce will call for an invoice.

### **Water Report**

Rod Yakubow submitted the April and May water reports, and stated that everything looks good. Water usage for Aspen Grove was 31,608 gallons, Cedar Glen 29,800 gallons, and Willow Ridge was 124,935 gallons. Chlorine used was 15.75 gallons. Rod Yakubow reported that a problem had occurred at Lot 139 in Cedar Glen where the tap was left open. Paul Mah reported that the tap was running full blast on June 5<sup>th</sup> and again on June 10<sup>th</sup>, neither Rod Yakubow nor Paul Mah have any idea of how long it was on, and it is uncertain if the tap had been tampered with. Rod Yakubow and Paul Mah will continue to watch this closely. Rod Yakubow mentioned that the water safety plan is 80% complete. He indicated that there is an additional water test that needs to be done, quarterly, but that he is unsure of the cost now. He will advise when more details are available.

### **Approval of the Minutes**

Sueanne Rehill Holt moved that the minutes of the April 19, 2017 Board meeting be accepted as presented, seconded by Jan Wells, carried unanimously.

Lana Southorn moved that the Organizational Meeting of June 4, 2017 be accepted as presented, seconded by Don Welsh, carried unanimously.

### **Financial Report**

Jan Wells reported that Crystal Heck had the title updated to reflect the current Board of Directors.

Bev Baltesson reported that she had received some cheques for condo fees in arrears, sent a letter to an owner to obtain property title for our files, and that she has been advised there are new owners in Lot 26.

### **Brazeau County Liaison**

Sueanne Rehill Holt reported that she has studied the Brazeau County Website, relating to Dog Bylaws, Unightly Premises, Weed Control, County Community Standards, and has forwarded specific information of interest to Board members.

Sueanne Rehill Holt met with the Brazeau County Weed Control Inspector, to identify certain weeds in our community that need to be dealt with. Sueanne Rehill Holt and Don Welsh will arrange to meet with Brazeau County in order to introduce Sueanne Rehill Holt as the Brazeau County Liaison, and promote a good working relationship with them.

### **Site Services**

Paul Mah reported that the Board received a letter from a lot owner expressing concern as to the condition and maintenance of several lots. Paul has followed up in this regard, and will continue to monitor those issues. Paul and Glenn are taking steps to identify and document any other neglected and/or unsightly lots.

### **Old Business**

- **Golf Cart Awareness signs.** Don Welsh, Glenn Gallant and Paul Mah will decide where the signs should be placed, and Alberta One Call will be contacted prior to installing the signs.
- **Electrical Boxes.** To date, eleven electrical boxes have been replaced, with the hopes that an additional six will be replaced in the coming year.
- **Culverts and Ditches.** Glenn Gallant, Paul Mah and Bruce Swanston will continue to identify ditches culverts and ditches that require work, and will continue with this work weather permitting.
- **Gate Entry Code change.** Don Welsh will follow-up with Jerry Wells. The concern with making a change in the code is informing all owners and emergency response teams of a change in code.
- **Site and/or Development Applications.** Don Welsh and Sueanne Rehill Holt will inform Brazeau County of our updated Site and/or Development Application; and will discuss the procedure to follow when the Board approves an application. If it would be helpful to Brazeau County, the Board could forward a copy of a newly approved Site and/or Development Application for their records.

- **Emergency access to the road at the south gate.** Don Welsh and Sueanne Rehill Holt will bring our concerns as to the condition of the road and the need for gravel to Brazeau County.
- **First Aid Kits and Fire Extinguishers.** Glenn Gallant will follow-up.

### New Business

#### Items Arising from AGM

- **Brazeau County Animal Control.** Sueanne Rehill Holt will clarify with Brazeau County the process for owners to follow when dogs that are off leash, as well as cats that are running free in the community. In the interim the Board, when notified, will continue to send letters to owners who are allowing pets to run loose in the community.
- **Quotes for Sewage Pump Out.** The Service Contracts Committee will be reviewing all existing contracts. Currently all contracts are open-ended, allowing either party to cancel with notice.
- **Account for fines issued for bylaw infractions.** Crystal has set up an account for this purpose.
- **Speeding within the community.** If any owners have issues with speeders in our community, they should get the license number of the vehicle in question and make a call to the RCMP. The Board will review the number of Speed Limit signs in the community, to determine if more signs are required, and if so, where they should be placed.
- **Emergency Evacuation.** A sign will be posted at the Center regarding contact information for opening the south gate.
- **Management company implementation.** The Board will research this matter.
- **Weed Control.** Paul Mah will deal with the weeds on Lot 168, as per discussions that Sueanne Rehill Holt had with the Brazeau Weed Control Inspector.

### Other

- **Xplornet taking over Terabyte WIFI.** Bev Baltesson suggested that the Board review the contract for the tower located on common property, to determine if the contract needs to be updated given the change in ownership.
- **Birchwood Golf & Country Club offered to provide new owners with golf passes.** The Board suggested that if BGCC wanted to provide new owners with golf passes, they could prepare information in this regard, that could be delivered to the new owner when the welcome package is delivered.
- **Brizco Donation.** Jan Wells advised that after the expenses for burgers at the AGM, there is \$114.70 remaining.

### Condolences

The Board of Directors wishes to express their sincere condolences to the family and friends of Gerry Carfantan who passed away on May 22, 2017.

### New Owners

Lot 26 – Mike & Tina Lee

### Correspondence for Review and Filing

-Brazeau County – dust abatement  
 -letters prepared: Lot 147, Lot 104, Lot 127  
 -letter received concerning neglected lots  
 -BMO, CMB letters prepared for updated director information  
 Board Meeting June 14, 2017

**Adjournment**

The meeting adjourned at 10:40 p.m.

**Next Meeting**

The next Board meeting will be held on Wednesday, July 19, at 7:00 p.m., at Birchwood Center.