

Minutes–June 15, 2016, Board Meeting

Condominium Corporation No. 882 081
www.birchwoodcountrycondo.com

(Draft for review & approval)

Attending: Don Welsh; Jan Wells; Sueanne Rehill Holt; Glenn Gallant; Lana Southorn; Cory Horton; and Crystal Heck, (Accountant/Recording Secretary). Regrets: Richard Cummings.

Guests: Daniel Smith, Lot 68; John and Kathy Budd, Lot 1; Clarence Wastle, Lot 84; Randy Finnamore and Beverly Baltesson, Lots 74, 75; Dianne Gallant, Lot 5; Bruce Swanston, Lot 90; and Rod Yakubow, Lot 133.

Agenda

Don Welsh called the meeting to order at 7:00 p.m. at the Birchwood Center.

Open Forum

Don Welsh thanked all the owners in attendance for coming and welcomed the new members, Cory Horton and Sueanne Rehill Holt, to the Board. Don Welsh then asked everyone at the Open Forum to introduce themselves, and note any concerns they may have.

John and Kathy Budd, Lot 1; Dianne Gallant, Lot 5; Beverly Baltesson and Randy Finnamore, Lot 74, 75; were in attendance as observers and to welcome the new Board. Rod Yakubow, Lot 133, was in attendance to provide the May water report; and Bruce Swanston, Lot 90, was in attendance to provide his May report for security/site services.

Daniel Smith, Lot 68, wanted to express his concern with the lack of a heavy grader on the roads to help provide a different cut to the roads and keeping the potholes to a minimum. Daniel Smith asked if the Board had considered taking out the large rocks on the top of the hill. Glenn Gallant feels that the Kubota has been doing a good job on the roads. The roads have been gradually improving every year. Don Welsh explained to the owners why the Kubota was purchased last year rather than another grader. The roads in the area are narrow and would not accommodate a large grader. Don Welsh expressed that with a written request to Brazeau County Public Works, the County would come out to Birchwood once or twice a year to give the roads a touch up. Sueanne Rehill Holt asked Don Welsh to get clarification as to what the County can offer, and then make a decision on getting the County in to grade the roads.

Beverly Baltesson, Lot 74, felt that the roads have been good even in the winter; sanding was done sufficiently and her vehicle never went off the road. The roads tend to be dusty in the summer but manageable. Don Welsh told owners that Birchwood was on the list for dust control and the Board would decide if the whole area should be done or just the main areas. Bruce Swanston is going to use the water tank to hold the dust at bay. Don Welsh told the owners that the Board applied for and has received the license to take water from the creek, which must be renewed yearly.

Bruce Swanston, Lot 90, will check on the cost of a scarifying blade, as it would be something that could help during the winter on the roads.

Clarence Wastle, Lot 84, asked if there was any decision on having a FireSmart presentation at Birchwood. Don Welsh explained that it is on the agenda for this evening. Clarence

Wastle, Lot 84, noted that he has a few concerns about the program and would like to attend a presentation before volunteering to help mandate the program. Don Welsh also felt that a presentation is required before the Board could commit to the program. Clarence Wastle, Lot 84, also wanted to remind owners and the Board that the next public hearing on the Land Use Bylaw will be held on June 21 2016. Clarence Wastle, Lot 84, stated he is on the agenda regarding principal residences and accessory buildings. The Land Use Bylaw has had its first reading and Brazeau County is hoping the second and third reading will take place at the meeting.

John Budd, Lot 1, reminded the Board of the need for discussions regarding golf carts being driven by underage persons, and liability issues should an accident occur. Don Welsh stated this item is on the agenda for the closed portion of the meeting.

The open forum was completed at 7:30 p.m.

Board Portion of Meeting

Don Welsh called the Board portion of the meeting to order at 7:35 p.m. Jan Wells moved that the April 20, 2016 Board meeting minutes be accepted as presented, seconded by Don Welsh, carried unanimously. Sueanne Rehill Holt moved that the June 4, 2016 Organizational meeting minutes be accepted as presented, seconded by Glenn Gallant, carried unanimously. Sueanne Rehill Holt moved that the June 4, 2016 Budget meeting minutes be accepted as presented, seconded by Jan Wells, carried unanimously.

Sueanne Rehill Holt asked if the meeting minutes could be sent by e-mail to Board members, so that they can be reviewed prior to the next meeting. Lana Southorn will e-mail the minutes when they are complete, and Board members will print their own copies to bring to the next meeting.

Water Report

Rod Yakubow submitted the April and May reports including water usage for filing. All the wells are working efficiently. May 2016 was the highest consumption of water based on previous statistics.

Don Welsh asked Rod Yakubow to provide a history on the well house in Cedar Glen. Rod Yakubow explained that Alberta Environment checked the wells some time ago, and advised that the 750 gal. tank is not adequate for the population in Cedar Glen. Rod Yakubow reminded the Board that he still hasn't heard anything more from Alberta Environment in this regard. Cory Horton suggested that the Board look into what is required to make the Cedar Glen well house adequate. Don Welsh asked Rod Yakubow to be proactive, by sending an e-mail to the contact person at Alberta Environment, requesting clarification as to what is required, and that they copy the Board with their reply. A meeting with the Board may be required. Rod Yakubow will check with Global Waterworks on options for different tanks. Due to the size and location of the well house, the Board may have to look into purchasing a bit more land and constructing a larger building to hold a larger tank.

Rod Yakubow got the tanks cleaned thoroughly last month. Lot 147 in Cedar Glen had a leak which resulted in Rod Yakubow shutting off the valve. Glenn Gallant will look at the tree that is growing near the cc valve to determine if it needs to be removed.

Site Services

Bruce Swanston was in attendance. Bruce Swanston asked if the Board was able to invoice G & C Steamers for the costs of replacing the light globe on Lot 83. Jan Wells has the cost of the new globe, but currently did not have an address to send the invoice.

Glenn Gallant asked the Board for permission to hire Bob Graham to clean-up the wind damaged trees in Nielson Park; and the trees on each side of the road on the hill between number 8 and 9 fairways. Glenn Gallant reminded the Board that Bob Graham also disposes of all the branches, and that his estimate for this work is \$600.00 to \$700.00. The Board feels that job should be done, and Glenn Gallant will double check with Roy Thorsen to get the golf course approval.

Glenn Gallant asked for permission to purchase a water pump. He will get two quotes and bring it back to the Board for approval. It was also noted that Bruce Swanston must have a copy of the water abatement permit in his truck at all times, when taking water from the creek. Glenn Gallant would like to repair the electrical boxes, and depending on the cost, possibly only a few can be repaired per year, beginning with those in the most need of repair.

Sueanne Rehill Holt asked Glenn Gallant to check if there are metal electrical boxes already manufactured, instead of building plywood boxes that would still require maintenance. Cory Horton will help Glenn Gallant to obtain quotes on metal electrical boxes.

Financial Report

Crystal Heck handed out a copy of the accounts receivable on the books as of June 15, 2016. March, April & May reports will be completed for next meeting. After some discussion it was decided that Crystal Heck will, next week, send out the over 120 days notices to the owners currently in arrears, along with a copy of the page from the Rules and Regulations covering outstanding accounts. Three owner's accounts have been sent off to our lawyers to request payment before foreclosure.

Brazeau County Liaison

Nothing to report, other than Don Welsh, Sueanne Rehill Holt and Jan Wells will try to make the Brazeau County meeting on June 21, 2016. Clarence Wastle will be attending as well.

BW Enhancement Projects Committee

No updates at this time.

Old Business

Dust Control

Don Welsh advised that Birchwood is on the list with Brazeau County for dust control.

Fence Lot 23 - email May 3, 2016

Dog Run request - Glenn Gallant will give the owner a call to discuss.

Septic Pump Out Proposal

This item is tabled until the septic truck is on site.

Reserve Fund Study

Jan Wells called Keystone regarding the process of completing the Reserve Fund Study. The Keystone representative normally comes out to the site for a meeting with the Board and then does a walk about. Jan Wells will arrange for this to be done once the Keystone representative is back from vacation, around mid July.

Shoring Device.

This is on-going. Glenn Gallant will check with a couple of welding shops in town; and will also talk to Darren Kmyta. The Board would like to have this in place as soon as possible, in the event of another water line break.

New Business

Items arising from Open Forum

- **Grader.** Don Welsh will check with Brazeau County Public Works with regard to bringing in a small grader.
- **Golf Carts driven by under age persons.** Don Welsh will check with RCMP on the legalities of under age persons driving ATV's or golf carts on Birchwood property; after which Jan Wells will check with our insurance company to see if the Condominium Corporation has any liability issues if someone is hurt.
- **Fire Smart Program.** Lana Southorn and Jan Wells will send a letter to Brazeau County requesting a presentation on the FireSmart Program, with options on available dates.

EPCOR Information update

Jan Wells will send new contact information to EPCOR.

Center Office Printer

The Center office printer is currently in need new drum. The Social Club uses the printer frequently, and has offered to purchase a new drum, or a new printer, if this is more cost effective; and donate this to the Center Office. Lana Southorn and Jan Wells will check into the cost of a replacement drum, or a printer that will meet the needs of the Board and the Social Club.

Purchasing of Parts

Sueanne Rehill Holt and Jan Wells will check with Kubota to see if we can open up an account to help Bruce Swanston in purchasing parts for the Kubota. Bruce Swanston can also get some quotes, and a cheque can be cut before he picks up the parts.

New owners

Lots 28, Lorne and Deborah Poulin; Lot 42, Jase & Jelise Wepryk; Lot 89, Sherry Dusterhoft; and, Lot 149 Karen LeDrew.

Correspondence

Lot 23, e-mail dated May 3rd.

Non-compliance

There are a few yards that need some work. Glenn Gallant will talk to the owners next week, and if there isn't any improvement, the next step is a letter.

Adjournment

Meeting adjourned at 10:30 p.m.

The next meeting will be held Wednesday, July 20, 2016, Birchwood Center, at 7:00 p.m.